Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> NABA BALLYGUNGE MAHAVIDYALAYA

1.2 Address Line 1

> 27E, BOSEPUKUR ROAD,KASBA

Address Line 2

>

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700042

Institution e-mail address

> *nbmv2005@yahoo.co.in*

Contact Nos.

> (033) 2441-1710

Name of the Head of the Institution:

> DR. SUKAMAL DATTA

Tel. No. with STD Code:

> (033) 2441-1710

Mobile:

> 9038751400

Name of the IQAC Co-ordinator: **Debi Prasad Lahiri**

Mobile: **09477051278**

IQAC e-mail address: **nbmviqac@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: **www.nbmahavidyalaya.in**

Web-link of the AQAR: https://nbmahavidyalaya.in/college_portal/iqac/AQAR_Data_2016-17.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2007	2012
2	2nd Cycle	B+		2016	2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **01-07-2007**

1.8 AQAR for the year *(for example 2010-11)*   **2016-17**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR _____ _____ (DD/MM/YYYY)
   ii.   AQAR_____ _____ (DD/MM/YYYY)
   iii.   AQAR_____ _____ (DD/MM/YYYY)
   iv.   AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ■ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ■ No ☐

Constituent College   Yes ☐ No ■

Autonomous college of UGC Yes ■ No ☐

Regulatory Agency approved Institution   Yes ☐ No ■

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ■ Men ☐ Women ☐

                 Urban ☐ Rural ■ Tribal ☐

Financial Status   Grant-in-aid ■ UGC 2(f) ■ UGC 12B ■

           Grant-in-aid + Self Financing ■ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ■   Science ☐ Commerce ■ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*

CALCUTTA UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   N.A

University with Potential for Excellence   **N.A**   UGC-CPE   **N.A**

DST Star Scheme   **N.A**   UGC-CE   **N.A**

UGC-Special Assistance Programme   **N.A**   DST-FIST   **N.A**

UGC-Innovative PG programmes   **N.A**   Any other (*Specify*)   **N.A**

UGC-COP Programmes   **N.A**

2. IQAC Composition and Activities

2.1 No. of Teachers   12

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts   2

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No. | 6 | Faculty | 2 |

      Non-Teaching Staff Students | | Alumni | 2 | Others | 2 |

2.12 Has IQAC received any funding from UGC during the year?   Yes ■   No [ ]

      If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. | 1 | International [ ]   National [ ]   State [ ]   Institution Level | 1 |

   (ii) Themes | Change in Syllabus of B.Com curricular under CBCS |

2.14 Significant Activities and contributions made by IQAC

- Initiatives taken towards strategic planning and implementation
- Monitoring the smooth functioning of academic process
- Monitoring the smooth functioning of academic process
- Reaching out for funds from UGC.

2.15 Plan of Action by IQAC/Outcome

   The plan of action chalked out by the IQAC in the beginning of the year towards quality

   enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• Teaching through virtual class room	Dev elopement of academic excellence through all round technology based learning for all

   * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes ■   No [ ]

      Management ■   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG			2	
UG	7			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2			
Others				
Total	9		2	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Two (B.Com Hons. + Gen.)
Trimester	
Annual	Two (B.A Hons. + Gen.)

1.3 Feedback from stakeholders*   Alumni ☐   Parents ■   Employers ☐   Students ■
   (On all aspects)

        Mode of feedback   :   Online ■ Manual ■ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> As an affiliated college it follows the syllabus given by Calcutta University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	16	6	1*	7**

2.2 No. of permanent faculty with Ph.D.   06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	5		1			3	1	3	1

2.4 No. of Guest and Visiting faculty and Temporary faculty   10   15   1**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	11	
Presented papers	2	3	
Resource Persons		1	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> The faculties are encouraged to use ICT in teaching-learning like using PPT's, videos, graphs.

2.7 Total No. of actual teaching days during this academic year   248 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   Online MCQ, Surprise Test, Mock Test

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

51%

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com(H)	83		2	21	25	50
B.Com(G)	92					37
B.A (H)	98		1	20	25	54
B.A (G)	130					38
M.Com	65		24	13	27	95
M.A	57		35	16	6	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

There is process of feedback. In this process the students and other stakeholders are asked to provide their valuable feedback which will be analyzed and considered for further discussion before bringing in changes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	5
Staff training conducted by the university	4
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

			during the Year	
Administrative Staff	15	4	2	2
Technical Staff	21	3	4	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> • The IQAC has formed a research committee. This committee encourages the faculties to take up major and minor research projects.
> • Faculties taking up research has the provision for taking leaves for their research work.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range   N.A   Average   N.A   h-index   N.A   Nos. in SCOPUS   N.A

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   `2`   Chapters in Edited Books   [ ]

ii) Without ISBN No.   [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP `NIL`   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   `NIL`

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   `1`

3.13 No. of collaborations   International [ ]   National [ ]   Any other   `NIL`

3.14 No. of linkages created during this year   [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency   `N.A`   From Management of University/College   `NIL`

Total   `NIL`

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides
     and students registered under them

1

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [   ]   SRF [NIL]   Project Fellows [   ]   Any other [NIL]

3.21 No. of students Participated in NSS events:

University level [105]   State level [NIL]

National level [NIL]   International level [NIL]

3.22 No. of students participated in NCC events:

University level [NIL]   State level [NIL]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum ☐ College forum ☐

NCC ☐ NSS ☐ Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Activities of NSS, NCC or any other social activity can only be added here)**
- **Organising workshop in collaboration with ICAG, ICSG, NSBA.**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24850 Sq Ft	4950 Sq Ft	UGC/Govt of W.B	29800 Sq Ft
Class rooms	16		UGC/Govt of W.B	
Laboratories	1		UGC/Govt of W.B	1
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library is fully computerized and accounting work, admission process, is also computerized. Office work is partially automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8870		749	2,12,922	9619	
Reference Books						
e-Books						
Journals	5	6600			5	6600
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	32	1	2			2		
Added	08					1		
Total	40	1	2			3		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access in library and computer lab that can be made use of by the students and faculty members.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

41,440

ii) Campus Infrastructure and facilities

Building-2,60,933/- + 68,500

iii) Equipments

3700/-

iv) Others

235700 (sound system).
469083/-
266043/- (AC), 2399, 20400 (LCDTV)

Total :

15,90,098/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The college has NSS wings. This wing is involved in organizing extension activities.
> These activities are aimed at bringing about an awareness in student community and also among the common people.
> The IQAC encourages its students to participate in these activities by being an integral part of NSS.

5.2 Efforts made by the institution for tracking the progression

> As of now there is no formal mechanism to track the students progression. However the faculties do have information about some of the students, which they keep track of informally

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
706	219		925

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men
No	%
550	59

Women
No	%
375	41

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> **No mechanism as of now**

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET | NIL | SET/SLET | NIL | GATE | NIL | CAT | NIL

IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | NIL

5.6 Details of student counselling and career guidance

| The college has its own career counseling cell. The internal teacher arranges lecture for career upliftment of the students. |
| The college arranges seminars and workshops for counseling and career oriented programmed. |

No. of students benefitted | 10-20

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

| 1. The college has a women's cell that aims at bringing about awareness among the students about gender sensitization. |
| 2. Women's day is also celebrated. The NSS also organizes programmes related to gender sensitization, women empowerment etc. |

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 20   National level | International level |

No. of students participated in cultural events

State/ University level | 10   National level | 15   International level |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	122	Students are getting scholarship to their personal account
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [NIL]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [2]

5.13 Major grievances of students (if any) redressed:

Grievances regarding in adequacy of books in the Library is redressed time to time by purchasing text book, reference books and journals. In addition to this grievance all other problems were sympathetically considered by the redressal cell and necessary steps undertaken to reduce the grievances.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Mission:
> The mission of the college is to open up the door steps for higher education for the economically backward class.
> Vision:
> To attain the philosophy "learning for earning"

6.2 Does the Institution has a management Information System

> As of now the college does not have an MIS.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> The college follows the curriculum provided by the Affiliating University. Hence there is not much scope for curriculum development.

6.3.2 Teaching and Learning

> The college IQAC encourages the faculty members to make use of ICT in teaching learning and curriculum delivery. They are motivated to use PPT's, graphs, videos while teaching as much as possible.
> • Feedback is take by students and inputs will be taken up for further discussion and implementation.
> • We have started using an online platform for taking mock tests for some subjects. This is

6.3.3 Examination and Evaluation

> The final examinations are conducted and controlled by the affiliating university. However the college conducts internal assessments, class tests, online mock tests etc to make sure the students are well prepared for the finals.

6.3.4 Research and Development

> The college has a research committee. This committee encourages the faculties to take up research work (major/minor research projects).

6.3.5 Library, ICT and physical infrastructure / instrumentation

> • The college has a well-equipped library with internet facility.
> • There is good collection of books, magazines etc that can be made use of by the faculties and students.
> • The list of new arrivals are put up in the library notice board

6.3.6 Human Resource Management

- The human resources of the college is managed effectively in a free and democratic way.
- Teacher's council takes care of the issues if any in the teaching and non-teaching staff community.
- At the apex there is the GB which manages the Human resource completely in the college.
- The institution aims at managing these resources effectively and optimally.

6.3.7 Faculty and Staff recruitment

The staff are recruited through College Service Commission.

6.3.8 Industry Interaction / Collaboration

No such collaborations as of now

6.3.9 Admission of Students

- Students are admitted on merit basis. Rules and regulations of the WB Government is followed while allocating seats for students.
- The final list of students are put up in the college notice board.

6.4 Welfare schemes for

Teaching	**General Fund is used for aid and development of the students as and when required**
Non teaching	**General Fund is used for aid and development of the students as and when required**
Students	**Students are provided Students Home facilities**

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ■   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes		Yes	
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ■

For PG Programmes   Yes ☐   No ■

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

The college has an alumni association. Feedback is also taken from them for smooth and effective implementation of institutional processes

6.12 Activities and support from the Parent – Teacher Association

Parent teacher meetings are conducted every year.

6.13 Development programmes for support staff

Details to be added if any.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plastic free zone.
- Recycling of plastics if any.
  Plantation
- Separate dustbins for degradable and non-degradable wastes

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. Installation of Solar Plant to generate electricity in at least two floors.
> 2. Extension of building area for economic administrative out of fund to come and to reduce the establishment expenditure

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> 1. Necessary discussion had taken place in IQAC meeting and recommendation and suggestion adopted in forwarded to the G.B for final approval. For paucity of fund this programme is likely to be initiated in the coming year.
> 2. The work may be initiated from the forthcoming year.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1. Installation of Solar Plant to generate electricity in at least two floors.
> 2. Extension of building area for economic administrative out of fund to come and to reduce the establishment expenditure

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> 1. Seminar to raise environmental awareness.
> 2. Distribution of Eco friendly substance knowledge in the near slums to develop environmental awareness.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [■]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> S - Integrity,
> W - Lack of space, money and merit able students.
> O - To win the competition by introducing innovative teaching methodologist and friendly student-teacher relationship.
> T/C - Challenges from neighbor institution for improving quality of teaching.

8. **Plans of institution for next year**

> To win the competition by introducing innovative teaching methodologist and friendly student-teacher relationship.
>
> Challenges from neighbor institution for improving quality of teaching.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

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