

# The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR of 2017-18

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, 2017 to June 30, 2018).*

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	MUGBERIA GANGADHAR MAHAVIDYALAYA
1.2 Address Line 1	Bhupatinagar
Address Line 2	Purba Medinipur
City/Town	Kolkata
State	West Bengal
Pin Code	721425
Institution e-mail address	mugberia_college@rediffmail.com
Contact Nos.	09002275816
Name of the Head of the Institution:	Dr. Swapan Kumar Misra
Tel. No. with STD Code:	03220-270236
Mobile:	09002275816

Name of the IQAC Co-ordinator:

Dr. Kalipada Maity

Mobile:

09434611354

IQAC e-mail address:

Kalipada\_maity@yahoo.co.in

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)\_\_\_WBCOGN 13367\_\_\_\_\_

1.4 Website address:

<http://www.mugberiagangadharmahavidyalaya.org>

Web-link of the AQAR:

<http://www.mugberiagangadharmahavidyalaya.org/iqac.php>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	-	2007	2012
2	2 <sup>nd</sup> Cycle	B	2.62	2013	2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

20.09.2007

1.7 **AQAR for the year (for example 2016-17)**

2017-18

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

a) AQAR 2012-13 submitted to NAAC on 13.03.2014.

b) AQAR 2013-14 submitted to NAAC on 22.01.2015.

c) AQAR 2014-15 submitted to NAAC on 09.08.2016.

d) AQAR 2015-16 submitted to NAAC on 18.10.2017.

e) AQAR 2016-17 submitted to NAAC on 03.05.2018.

### 1.9 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 ☐ UGC & NCTE 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 ☐

### 1.10 Type of Faculty/Programme

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

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

Others (Specify)

- I.** A UGC sponsored Six month certificate course in Yoga Therapy was introduced since academic session 2014-15.
- II.** A UGC sponsored Six month certificate course in Business Management was introduced since academic session 2014-15.
- III.** A UGC sponsored 2-3 months Foundation course under the scheme of Human Right Education was introduced since academic session 2014-15.
- IV.** A UGC Sponsored one year Diploma course in Tourism and Hotel Management was introduced from the academic session 2015-16.
- V.** UGC sponsored Diploma in Tourism & Hotel Management under Community College of UGC from 2015-16

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

Vidyasagar University

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

NA

UGC-CPE

Yes

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

Yes

UGC-COP Programmes

Yes

Any other (*Specify*)

UGC sponsored

- I.** *Diploma in Tourism and Hotel Management and Food Processing under Community College A*  
UGC sponsored Six month certificate course in Yoga Therapy was introduced since academic session 2014-15.
- II.** A UGC sponsored Six month certificate course in Business Management was introduced since academic session 2014-15.
- III.** A UGC sponsored 2-3 months Foundation course under the scheme of Human Right Education was introduced since academic session 2014-15.
- IV.** A UGC Sponsored one year Diploma course in Tourism and Hotel Management was introduced from the academic session 2015-16.
- V.** UGC sponsored Diploma in Tourism & Hotel Management under Community College of UGC from 2015-16
- VI.** Equal opportunity centre
- VII.** Entry into service coaching
- VIII.** Remedial coaching for S.C/ S.T/ OBC and Minority
- IX.** Career and Counselling cell

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="03"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="19"/>		
2.10 No. of IQAC meetings held	<input type="text" value="04"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	Faculty <input type="text" value="1"/>
	Non-Teaching Staff	<input type="text" value="1"/>	Students <input type="text" value="1"/>
	Alumni	<input type="text" value="1"/>	Others <input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="0.0"/>		

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="04"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="04"/>
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(ii) Themes

1. Implementation of CBCS in the college on .....
2. Enhancement of Research ability to the faculty members of the college on.....
3. Quality Enhancement regarding Promotion of the Faculty members of the college on.....
4. Quality Enhancement through Spoken English of the Students of the college on.....

## 2.14 Significant Activities and contributions made by IQAC

The IQAC decided to prepare the AQAR for the academic session 2016-17.

The IQAC reviewed all departmental profiles then request to principal to appoint new guest teachers as per need of the several depts..

The IQAC reviewed the routine of the college and status of the admission process.

The research Cell & IQAC organized felicitation programmes for Ph.D & M.Phil awardees keeping in view to insist others faculties to do their research work.

The IQAC prepare a format for departmental profile for all departments for coming NAAC cycle-3.

The IQAC engage continuously to prepare IQA and SSR for coming NAAC cycle-3.

The Management approved all decision of IQAC.

The IQAC request to all departments to publish their own Wall Magazine with the help of the students.

The college received Rs. 1 crore from Govt. Of West Bengal, Education Dept. On 21.09.2017 for construction of Women Hostel as per resolution of GB and IQAC.

The IQAC convey thanks to all departments for publishing innovative **WALL MAMAZINES**.

The IQAC decided to help the faculties to join the RC and OP programmes to enrich their teaching skills and also for their CAS promotion. The Cell also helps them to prepare their CAS promotion format.

The IQAC convey thanks to the Dept. of Commerce for organizing a one day seminar by the European Higher Education Experts for information regarding Higher Education in Europe to the faculty and students on 11.08.2017.

The Institute received Rs. 5000000/- from RUSA on 12.02.2018 as third and last Installment for renovation and procurement work in the college and utilized the same through false calling, renovation of floor, renovation of basket ball & play ground & purchase of computers, bench Desk, write boards, etc. under the proper guidance of IQAC.

As per suggestion of the IQAC, the college organized a one day seminar on **“Life and Works of Sister Nivedita”** 16.01.2018 to enrich the patriotic mind and devotion for the staff and students. It also helps understanding women empowerment.

The IQAC decided to prepare a seminar proposal to NAAC office, Bangalore.

The principal, TC, GB and IQAC review the student's result of UG & PG

The IQAC read and confirmed the proceeding of the last meeting.

The college received Rs. 2595329/- on 22.03.2018 from UGC for Community College as second instatement against reimbursement grant of Rs. Rs. 3414907 of 2016-17. The IQAC had helped to get the sum from UGC.

The application format was made by IQAC for Extension of affiliation of Diploma in Tourism & Hotel Management under Community College of UGC which was sent to UGC on 22.06.2018.

As per resolution of previous meeting, the IQAC prepared and sent a seminar proposal to NAAC office, Bangalore entitled **“Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup”** to enrich the knowledge for teaching, non-teaching and Students on this emerging topic.

As per suggestion of IQAC, NSS arranged a special one day course on blood science and safe blood transfusion to enrich our students and teachers about the knowledge regarding blood related matter.

As per proposal of the IQAC, the ABP Ananda, Kolkata organized counseling programme for campus placement

As per resolution of IQAC meeting, the principal is being requested to send a proposal to UGC regarding opening the B.VOC programme of Tourism and Hotel Management and Food processing.

The IQAC also resolved to open a skill development programme of Vermi composed under Paschim Banga Society for Skill Development Programme.

## 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
To develop the Science Laboratories, up gradation of class rooms, construction of new building and sport infrastructure of the college.	The Institute received Rs. 5000000/- from RUSA on 12.02.2018 as third and last Installment for renovation and procurement work in the college and utilized the same through false calling, renovation of floor, renovation of basket ball & play ground & purchase of computers, bench Desk, write boards, etc. under the proper guidance of IQAC.  <i>1.</i>
To develop at least twelve smart classes in the college	Two virtual classes and ten smart classes have been developed.
To maximize the use of A/V aids including use of LCD in all classrooms	Twelve LCD/LED projectors have been procured and now being used in classrooms.
To increase the infrastructural support to the student grievance and counseling cell which includes increase of space, number of computers and manpower.	Ten more computers and one printer, LED projector has been purchased. Student counselors are made available on all days including Sundays.
As per resolution of previous meeting, the IQAC prepared and sent a seminar proposal to NAAC office, Bangalore entitled “ <b>Information and Communication Technology (ICT) and systematic teaching learning: prospects and challenges in rural setup</b> ” to enrich the knowledge for teaching, non-teaching and Students on this emerging topic.	Proposal Submitted
Submitted 01 proposals for National Seminars to ICSSR	Under review
IQAC decided to organize a seminar to enrich the patriotic mind and devotion for the staff and students.	As per suggestion of the IQAC, the college organized a one day seminar on “ <b>Life and Works of Sister Nivedita</b> ” 16.01.2018. It also helps understanding women empowerment.
The application format was made by IQAC for Extension of affiliation of Diploma in Tourism & Hotel Management under Community College of UGC which was sent to UGC on 22.06.2018.	Under review
The IQAC submitted a proposal to the Principal to open M.A in Bengali.	The proposal submitted to higher education dept. And Vidyasagar University and approved by them.

\* Attach the Academic Calendar of the year 2017-18 as **Annexure-I**.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Management appreciated the IQAC body. They approved the AQAR and all the decisions of IQAC. The management also suggested to develop all the rest class rooms equipped with LCD projector, internet connection and other audio visual aids. They also suggested to apply for more job oriented courses so that maximum students of this institution may get employment.

## Part – B

### Criterion – I

#### I. 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	02	01	01	00
UG	21	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	01	00	00	00
Certificate	05	00	00	05
Others	00	00	00	00
<b>Total</b>	29	01	01	05
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

(ii) Pattern of programmes:

Pattern  
Semester

Number of programmes  
14



Trimester

Nil

Annual

15

1.3 Feedback from stakeholders\*  
(On all aspects)

Alumni

Yes

Parents

Yes

Employers

No

Students

Yes

Mode of feedback :

Online

✓

Manual

✓

Co-operating schools (for PEI)

**\*Please provide an analysis of the feedback in the Annexure : Please see in Annexure-II**

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

Syllabus are revised in 2017 by the university as per UGC-CBCS-. Our faculty members participated in this workshops and many of the faculty members also have contribution as members of BOS.

The institute had formed a committee and the said committee are prepared a syllabus of

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

*M.Sc in Mathematics and B.Sc (Hons.) in Zoology.*

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
68	34	06	02	26

20

2.2 No. of permanent faculty with Ph.D.

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
12	08	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

31

04

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	25	90
Presented papers	07	10	0
Resource Persons	0	2	0

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

Language Lab, Smart class room, Student feedback system, Online access through Infilbnet facility, OPAC, Online Admission system

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

222

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

The institution follows the reforms of affiliated University. The University has reformed the internal examination system reducing the number of examination to two per year for honours paper and one per year for general paper. Class tests have been introduced. Marks allotment and pattern of questions has been revised.

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

07

03

10

2.10 Average percentage of attendance of students

78%

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.A.	297		7.4%	94.33%		96.63%
B.Sc.	132		18.18%	81.82%		99.24%
B.Com.	39		7.7%	92.30%		97.44%
B.P.Ed	41		75.61%	24.39%		100%
M.P.Ed	35		88.58%	11.42%	-	100%

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

(i) Implementing academic calendar including the internal examination scheduling through academic calendar (ii) Monitoring the Class routine (iii) Monitoring the process of Student feedback (iv) Monitoring and analysis the process of parent feedback (v) Implementation of recommendations emerging out of the feedback mechanism. (vi) Monitoring and analysis the results of the all departments (vii) Insist the faculty members of every department to organize seminars and also insist the students to deliver lecture in the class rooms as part of their personality development (viii) Insist and help every faculty members to apply minor / major research project to UGC through research cell.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	05
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	08
Staff training conducted by the university	01
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	00
Others	00

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	02	00	07
Technical Staff	01	00	00	03

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC takes initiatives to promote research climate in the institution every time by encouraging the faculty members to apply for various research projects. IQAC suggested to the GB of the college to expand infrastructure and provide computer and internet facility for every department. As per IQAC suggestion, College furnishes infrastructure and computer facility and introduce INFLIBNET facility in Library and Research Cell .

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	00
Outlay in Rs. Lakhs	00	0.0	00.00	00

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	0	00	01
Outlay in Rs. Lakhs	109500/-	0	00	100000/-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	5	7
Non-Peer Review Journals	00	2	3
e-Journals	15	01	1
Conference proceedings	04	05	5

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			Nil	Nil

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  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

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	00	05	01	00	01
	Sponsoring agencies	Nil	UGC	DST	Nil	college

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

3.13 No. of collaborations  International  National  Any other   
 3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year	Type of Patent		Number
	National	Applied	Nil
		Granted	Nil
	International	Applied	Nil
		Granted	Nil
	Commercialised	Applied	Nil
		Granted	Nil

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
00	00	00	00	00	00	00

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

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

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

JRF	<input type="text" value="00"/>	SRF	<input type="text" value="00"/>	Project Fellows	<input type="text" value="00"/>	Any other	<input type="text" value="00"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="10"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="00"/>	State level	<input type="text" value="09"/>
National level	<input type="text" value="16"/>	International level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="05"/>	
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="04"/>	Any other <input type="text" value="02"/>

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

1. Three NSS and one NCC units have been established on the college campus. The students of these units perform the following activities:

- I. Awareness camp on HIV/AIDS, Child Marriage, Female Infanticide, Global Warming, Evils of Alcoholism, Awareness rally on Human Rights, Plastic-Waste handling, etc.
- II. Seven days special camp of NSS units has been organized in our college campus during last week of December. Volunteers were given a schedule of work during this period on which the volunteers performed the following works.

III. Pulse Polio Activities

IV. Traffic Police in Puja Holy day

V. Activities in Literacy movement.

VI. Cleaning college campus.

- VII. Cleaning the surrounding area of the college,
- VIII. Cleaning the market area and nearby villages of our college.
- IX. Cleaning the NSS Gardens
- X. Fencing of the NSS Garden
- XI. Blood Donation Camps,
- Every year an invitation foot ball tournament for boy's upto class VIII from the schools offering teaching practices for the B.P.Ed & M.P.Ed students.
  - The students of M.P.Ed offering free coaching in Athletics, Foot ball , Kabadi & Kho-Kho among the students from nearby school.
  - Every year during departmental annual outdoor camp, the students of B.P.Ed & M.P.Ed offer social service and health nutrition and sanitation awareness programmes beside the localities of the camp site.
  - The dept. of Physical Education offering health & wellness awareness to the aged (Senior Citizen) people providing laboratory and gymnasium facilities.

## 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	5.34 acres	10	-	-
Class rooms	43	00	State Gov.	60.80 lakhs
Laboratories	15	01	College Fund	9.9lakhs
Seminar Halls	02	01	00	10.0lakhs
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	10	02	UGC, College fund	6.65 lakhs
Value of the equipment purchased during the year (Rs. in Lakhs)	25lakhs	5lakhs	BEUP, UGC and College fund	30 lakhs
Others	02	06	Nil	Nil

#### 4.2 Computerization of administration and library

Yes
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25049	-	1050	384764/-	26099	-
Reference Books	2250	-	570	105000/-	2820	-
e-Books	180	-	08	4000/-	180	-
Journals	06	-	02	1000/-	08	-
e-Journals	00	-	15	5500/-	15	-
Digital Database	00	00	00	00	00	-
CD & Video	05	-	05	1000/-	10	-
Others (specify)	00	00	00	00	00	00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	38	21	21	0	11	12	0
Added	12	14	01	01	0	01	07	0
Total	77	46	22	22	0	12	19	0

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

Computers and internet access available for teachers and students within campus

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	7.83 lakh
ii) Campus Infrastructure and facilities	29.73 lakhs
iii) Equipments	5.85 lakh
iv) Others	0.10 lakhs
<b>Total :</b>	<b>43.51 lakhs</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services



IQAC has encouraged and forwarded several proposals to GB for increasing support to Career Advancement centre(Training and counselling of the college), Women Cell , Counselling Cell at the time of admission in various courses including self financing courses, regular seminar, applying minor/major research projects to UGC, DST, DBT, etc.

## 5.2 Efforts made by the institution for tracking the progression

1. Efforts being always made to tracking the progression as well as university results of the students in part 1, Part 2 and Part 3 Exam through academic committee meeting in different departments. This system has been supplemented by discussions within TC meeting as well.
2. Every year efforts was taken to analyse and re-asses the feedback reports within departments.
3. To empower the girl students, members of IQAC in association with the Institute formed Women cell . The cell identify various problems both within campus and outside campus and also raise suitable solution of the said problem.
4. Start computerize facility to access the library books for all students.
5. Continue the Spoken English course to enrich language skill of the students.
6. Regular seminar organization with free of cost to gather knowledge among student in different direction .

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2339	68	00	00

## (b) No. of students outside the state

01

## (c) No. of international students

00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1669	284	41	242	27	2263	1884	272	10	168	05	2339

No	%
1318	56.34%

Men

Women

No	%
1021	43.66%

Demand ratio 1.41 Dropout 09%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)(Please see Annexure-III)

1. Communicative English
2. Career Counselling Cell
3. Career Oriented Programme

No. of students beneficiaries

193

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	01	GATE	01	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	22

5.6 Details of student counselling and career guidance (Please see Annexure-III)

1. Communicative English
2. Remedial Coaching for SC & ST Candidate
3. Career Counselling Cell
4. Career Oriented Programme

No. of students benefitted

197

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	30

5.8 Details of gender sensitization programmes

No such programme has been initiated yet, but women cell sometimes arranged seminars with parents and teachers to discuss about gender sensitization.

## 5.9 Students Activities

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

State/ University level	<input type="text" value="09"/>	National level	<input type="text" value="01"/>	International level	<input type="text" value="00"/>
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### No. of students participated in cultural events

State/ University level		National level		International level	
	<input type="text" value="14"/>		<input type="text" value="00"/>		<input type="text" value="00"/>

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

Sports : State/ University level	<input type="text" value="05"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
----------------------------------	---------------------------------	----------------	---------------------------------	---------------------	---------------------------------

Cultural: State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
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## 5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution	518	Rs. 79510.00
Financial support from government	62	Rs. 583500.00
Financial support from other sources	54	Rs. 520600.00
Number of students who received International/ National recognitions	00	00

### 5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="yes"/>	National level	<input type="text" value="Yes"/>	International level	<input type="text" value="nil"/>
Exhibition: State/ University level	<input type="text" value="Yes"/>	National level	<input type="text" value="Yes"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students	<input type="text" value="05"/>
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5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

## 6. Governance, Leadership and Management

### 6.1 State the Vision and Mission of the institution

From its very beginning the college is committed to its great motto of maintaining qualitative standard in higher education and also in developing the human and cultural values of the students. The institution's mission is enunciated in the Memorandum of Association of the Society, promoting the College. The main aim of the Society was to promote the facilities for higher education among the poor people to develop their intellectual, cultural, social and moral aspects such that the surrounding society in which they live can become a developed one with all respect. The college is trying to transmit its mission from its inception.

In this respect the institution is always trying to take initiative steps in developing human and cultural values of the students and in fulfilling the needs of society. Some such activities are listed below:

1. The NSS and NCC unit of the college always take leadership role to organize various social activities
2. The Music Department and the Cultural unit of the college take initiative role to organize and celebrate different cultural events.
3. In the sports division, the college students play a leadership role in University Inter College sports competition, District and State Level Youth Parliament Competition etc.

In respect of future planning to fulfil the vision, the institution is always trying to take initiative for opening new section and modifying or developing the existing one. For example, the institution aims at

To open M.A in Bengali Course.

To construct more smart class rooms with all amenities.

To establish the tennis court, up gradation of auditorium etc.

Besides above mentioned plans, the College has targeted to build up its own hostels instead of rented hostel for students coming from remote distances.

## 6.2 Does the Institution has a management Information System

Yes.

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

### 6.3.1 Curriculum Development

It is developed from the discussions of Principal with the Teachers' Council followed by approval of those in the Governing Body.

The policy is driven from the beginning of the session. Departments take leadership role to run this policy smoothly.

The quality policy is monitored and reviewed by Principal and Teachers' Council on the basis of students' performance in internal assessment, annual results and success in various competitive examinations.

Principal is the pioneer of decision making as well as executor of the decisions taken by various bodies.

The decision making process includes the following steps:

Proposals taken by various sub committees and wings of the college sent to Principal.

Principal discusses those proposals with the respective committees or wings or in general with all the stakeholders of the college.

Then Principal sits with the Governing Body of the College, the top managerial body. Governing Body, in accordance with the provisions of University Statute, Govt. acts and orders and on the basis of discussions said above finally make the decisions.

### 6.3.2 Teaching and Learning

- a) Allotment of sufficient class rooms and laboratories.
- b) Purchase of sufficient books, teaching learning aids and lab equipments.
- c) Offering facilities to use modern technology.

Besides these, tutorial classes and remedial classes are arranged for weaker students. To provide modern teaching tools including A/V aids and internet access for students and faculty members. Strengthening of seminar library and central library Attendance of the students in class is strictly monitored.

### 6.3.3 Examination and Evaluation

Practice tests to improve and track performance of the students. Internal examinations are conducted as per university norms and are strictly monitored at the departmental level.

### 6.3.4 Research and Development:

- a) Built up infrastructure.
- b) Supplying computer with internet facilities.
- c) Easy access of researchers in the college library with their requisite books and journals.
- d) Financial reward for each National and International publication to encourage in research engagement.

Besides these, the research Committee tracks, monitors and encourages research activities. Modern laboratories have been setup with the funds from UGC CPE, BSR,DST FIST. Faculties are encouraged to send research proposals and publications are highly appreciated at the institutional level.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ The college has a library sub -committee for monitoring the activities of the library
- ✓ A closed access central library
- ✓ Computerization of library is initiated with SOUL 2.0 software supplied by INFLIBNET.
- ✓ Connectivity and reprographic facility. It has recently acquired e-resources.

- ✓ Open access system has been introduced.

#### 6.3.6 Human Resource Management

The structure of the administrative functions are given by

- a) Governing body
- b) Assisting sub committees of G.B.
- c) Teachers' Council
- d) Students, Teachers and Non-teaching staffs forming different executive bodies.

Performance of the staff members are monitored by the authority and GB . Recruitment of teachers is done by the college Service commission. Visiting faculties and guest faculties are appointed following university guidelines.

#### 6.3.7 Faculty and Staff recruitment

All efforts are made to fill up the vacant posts and requisitions are send to CSC and Higher Education department . Guest faculties are recruited time to time considering the departmental requirements. Temporary staff members are recruited in office, laboratories and in the hostel as per requirements.

#### 6.3.8 Industry Interaction / Collaboration

No such industry interactions are yet made.

#### 6.3.9 Admission of Students

Publicity of admission made known through prospectus, local news paper and website.

Admission is on merit basis.

B.P.Ed admission as per NCTE norms

State reservation policy adopted in admission. Some seats are reserved for woman in B.E.Ed.

#### 6.4 Welfare schemes for

Teaching	College Co-operative
Non teaching	College Co-operative
Students	Student aid fund , Health Home Scheme

6.5 Total corpus fund generated College –Own Fund 17494055.00+RUSA 5000000.00+ UGC-2687729.00+State Gov.-10220000.00.=Rs. 35401784.00

6.6 Whether annual financial audit has been done Yes ☒ 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	University, NAAC	Yes	Academic Committee
Administrative	Yes	Accounts Section of the DPI	Yes	Bursar

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?

The University reform the examination system. Our college follows the said system.

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

6.11 Activities and support from the Alumni Association

The Alumni being important stakeholders be actively involved in all the developmental programmes of the College. In view of that the Students of our college have formed alumni association since 2007 with Registration No. S/1L/46162 of 2007-08. At present the organising body comprises with Dr. Swapan Kr. Misra, president; Mr. Mathuranath Tripathy, Secretary; Mr. Dinataran Tripathy, Treasurer and other executive members. They have done the following activities:

1. Fund for Campus beautification.
2. Fund for student aid fund.
3. Providing legal help to alumnae.
4. Organizing seminars and lectures on special occasions.

6.12 Activities and support from the Parent – Teacher Association

Parents are the important segment of our college. Parent teacher meet is organized annually, parent committee is formed every year and feedback of parents is discussed in academic committee and IQAC. Suggestions emerging from the meet and parent feedback sheet were summarised in IQAC . These were analysed and necessary steps were taken.

#### 6.13 Development programmes for support staff

The college has at present twenty five computers with internet connection and one smart class room to enhance the professional development of its teaching and non teaching staff. The college regularly arranged the state level and National level seminars for their advancement of learning. Also the college has six TV with cable connection for their refreshment.

The institution always look after scopes for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform. The university and Academic Staff College arranges various programmes time to time to refresh and orient the knowledge of academic and non-teaching staff. The staffs have to attend those programmes for their promotion purposes. Recently five non-teaching staff attend computer training programme organized by the university. The teachers often participate in National and International seminars for their advancement of learning and motivating the employees for the roles and responsibility they perform.

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

- (i) Tree plantation by NSS Units and NCC units.
- (ii) Reform of the pond in the college
- (iii) As per the decision of IQAC with planting of more than 100 saplings and making the college campus as a plastic free zone.

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

- 1. Language Lab, 2013
- 2. Formation of environmental Cell, 2013
- 3. Facility of INFLIBNET for different users, 2013
- 4. Women cell, 2013

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

- a) We sent the SSR to the NAAC for Re-accreditation of the college.
- b) We have completed the extension of Science Building.
- c) We sent a B.Voc Programme to UGC.
- d) We have purchased Books and Equipments for proposed M.Sc in Mathematics.
- e) We have completed the OPAC in Library.



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

## **BEST PRACTICE I**

### **Title of the Practice: Research activities of Teaching Faculty throughout the year**

#### **1. Objectives of the Practice**

The college has the responsibility to encourage the teachers, both young and experienced, to pursue their research interests in all earnestness. The responsibility of the college lies in creating an ambience conducive to research work: providing necessary library and laboratory facilities, encouraging the teachers to apply for research projects from different funding agencies, to help publish articles in reputed national/international journals and arrange seminars and conferences to make associations with the research communities thereby widening the scope of research work and collaboration.

#### **2. The Context**

But unfortunately there is neither modern library near the college, nor any reputed research centers or laboratories.

#### **3. The Practice**

The following are the major practices related to the promotion of research activities in the college:

- Formation of Research Cell to guide and encourage the teachers towards research of their respective fields.
- Regular meeting of Research cell to monitor the research activities done by college faculty.
- Encouraging the teachers to apply for different research projects, both Major and Minor, from reputed national funding agencies through research cell.
- Encouraging the teachers to publish papers/articles/chapters in reputed national/international journals and books published from reputed publication houses.
- Upgrading the laboratories and Libraries.
- Encouraging the teachers to attend different seminar / workshop / refresher course to enrich their knowledge
- Encouraging the teachers to apply for various research funds from various funding agency like UGC, DBT, DST-SERB etc.
- Organizing felicitated programme for M. Phil, Ph.D or any type of award/fellowship awardees.
- The teachers in the UG/PG departments guide the dissertation papers of the students.

#### **4. Evidence of Success**

As a continuous research works by the faculties in various frontier areas, the following outcomes in different research oriented fields are obtained by means of paper publication, chapter publication, seminar attendance, projects submission/completed etc. These are listed in the table

given below. The positive attitude of the college faculties towards research has led to these types good successes and also help to achieve **CPE status** under UGC.

Paper publication from UGC list Journals	105
Book Publication	16
Chapters with ISBN	55
Paper presented in India(Int. Conference)	12
Paper presented in abroad (Int. Conference)	04
Paper presented (National Conf.)	50
Journal Published	01
Seminar Organized	15
Project Completed	19
Invited Speakers	04
Faculty acting as Co-Guide	02
Faculty acting as paper reviewer	04
Faculty acting as a member of Editorial Board of Int. Journal	05
Members of International / national Organs.	10
Ph.D awardees after joining the college	03
Ph.D enrolled	08
M.Phil awardees after joining the college	03
National and International Awards	03
Prestigious Fellowship (Full Bright)	01

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## **5. Problems Encountered and Resources Required**

- Vacant Teaching Post
- Dearth of Financial Support
- Digital Modern aspects not available in hilly areas

## **BEST PRACTICE II**

### **Title of the Practice: Students' Aid & Motivation**

#### **1. Objectives of the Practice**

This is an Aid & motivation of the students to obtain their best possible performance. The college is situated in a rural agriculture based economy area. Most of the students come from the families depend on agriculture only and they are financially backward. Students coming from these families face the financial constraints to complete their college education with a goal or view to help and motivate these students the college introduced and provides a general tuition fee concession and students 'financial aid to the students coming from "Below poverty level" and other financially backward community. The college also provides full free studentship to the students getting highest marks in each discipline. Rewards and prizes are also given away for the good academic performances and performance in annual cultural and sports-games competition to enfold their inherent possibilities.

#### **2. The Context**

In order to provide such financial assistance and motivational rewards and prizes, the college is to spend a lot from its limited revenue collected from students. There are also a lot of problems to choose the beneficiaries of assistances and rewards among the huge numbers of poor students coming from "Below poverty level" community. Although the college is trying its best to continue these practices effectively to motivate and help the students to get their best possible result.

#### **3. The Practice**

Students are rewarded with prizes (Specially valuable books required for their higher studies) for standing in the position of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each year for honours and general courses. The prizes are given away to the students in annual cultural function of the college by the distinguished personality of academics. Tuition fee concession and financial help from students aid fund are being provided to the poor and meritorious students in each year. Besides these supports, Teachers council of the college and west Bengal college and university teachers' association, Mugberia college unit are also extending the hands of help and co-operation to the poor and meritorious students of the college.

A) Certificate course in communicative English

B) Departmental Wall magazine publication facilities

- C) Exhibition, quiz competition, poster, model presentation, departmental seminar organization
- D) JAM and GATE, NET related tutorial classes
- E) Wi-Fi facilities
- F) Departmental library
- G) Indoor and outdoor game facilities
- H) Memorial / interactive lecture classes
- I) Participation facilities in NCC and NSS
- J) Facilities to attain sports meet organized by the local clubs or schools as officials
- K)

#### **4. Evidence of Success**

Most of the benefited students coming from the backwards community have been performing better through these practices. Most of the cases, they have been performing better than that of their higher secondary examination. These can be evidenced through the perusal of the result in each year / part of university examination.

#### **5. Problems Encountered and Resources Required**

The college has been facing problems encountered by the paucity of funds to continue these practices. The college is situated in rural financially backward area, so the students' strength is not so large that the college can manage the fund for rendering the assistance and rewards to the students from the tuition fees and others fees collected from general students. Only the Gov. (state /central), UGC may provide special grants to finance such practices in the college to make the practices more effective in different plan periods.

### **BEST PRACTICE III**

#### **Title: Administrative decentralization**

**Objectives:** To bring clarity and transparency in the various administrative works

**Context:** Since no institution can run smoothly both in academic and administratively until all the stakeholders are included in the governance. In this context, though Principal and the president of the GB are the sole authority of the institution however, they do not take any decision in their own rather they send the matter to various committees for unanimous decision. And this short of practice can be treated as Democratic Decentralization for Academic (DDA) excellence in a rural college like us.

**Practice:** In reference to DDA, institution follows the following practices throughout the year:

1. Formation of different committees once in every three years by the GB from the employees and students wings and reshuffled if needed.
2. Arrangement of regular meeting on various agenda and the minutes of the meeting are recorded accordingly in a specific resolution book.
3. The resolutions taken in the meeting are discussed with the Principal and de-facto Chairman of all the committees and urgent matters are referred to the GB for final decision making.
4. Decisions taken in the various committees are implemented accordingly within stipulated time.

#### **Evidence of Success:**

1. Every employee along with the students' representative can take part in the decision making.
2. Co-operative and friendly atmosphere is prevailed all the time in the campus.
3. Due to involvement in the DDA, every critical departmental work are solved easily by availing extended co-operation from all corner of the institution.
4. Students are grown up with the leadership value in decision making.
5. Non teaching employees can participate in different committees for decision making.

#### **Problems Encountered and Resources Required**

1. In the recess period, it is difficult to convene any meeting due to non-availability of the members. In such cases, principals and the governing body members take the decision through resolution by circulation on urgent basis.
2. For some institutional construction work (Construction of Buildings or renovation work) institution need professional experts for any decision. However any financial matter are resolved through finance committee and Governing Body respectively.

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

#### **7.4 Contribution to environmental awareness / protection**

Proper electricity management

Check dam construction

Carbon neutrality through tree plantation  
Hazardous waste management through drainage system.  
Green audit of Campus

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

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

1. **To enhance** the number of smart class rooms in the academic departments.
2. **To enhance** outreach programmes for the backward community
3. **Fair access** to and affordability of academic programmes for varies sections of society
4. **To organize workshop** / seminar for students and teachers for enhancement of academic efforts
5. **To Promote the Research** activities among the Teaching Faculties
6. **Open M.A in Bengali**
7. **Library extension**
8. **Extension of New Science Building**



Name \_\_\_Dr. Kalipada Maity\_\_\_\_\_

Signature of the Coordinator, IQAC



Name \_\_\_Dr. Swapan Kumar Misra\_\_\_\_\_

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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Academic calendar of Honour and general courses for 2017-18 academic year.

The academic calendar is available in the following web link:

[http://www.mugberiagangadharmahavidyalaya.org/files/Academic\\_calendar\\_2017-18.pdf](http://www.mugberiagangadharmahavidyalaya.org/files/Academic_calendar_2017-18.pdf)

#### Annexure-II

#### **Feedback analysis**

The feedback sheets were carefully analyzed and a summary of suggestions emerging out of the feedback process were thoroughly discussed in IQAC. Necessary measures were taken after due approval in GB where required.

1. Problems regarding departmental rooms, classrooms, green boards and furniture were discussed and necessary steps were taken.
2. Problems regarding cleanliness of toilets were addressed and steps were taken.
3. Regarding feedback of faculties, an analysis was provided by the Teacher in Charge in a one to one interaction with the particular faculty member.
4. Regarding faculty strength in a department, wherever pointed out, requisitions were sent to CSC and more guest faculties and visiting faculties were recruited.
5. Infrastructural support like chemicals and equipments were also reviewed from the analysis of feedback.

6. Revamping of other facilities like bus and canteen was also done from the suggestions pointed out in the feedback sheets.
7. Infrastructural support like hostels, water facility, computer lab were also reviewed from the analysis of feedback.

Name of Scheme (Certificate / Diploma Courses )	Sponsor	Ref. No.	Amount	Status
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#### **Annexure-III**



Certificate course in Income Tax and Sale Tax Practice	UGC	F.No. 4-405/2009(COP) dated 31.03.2009	-	Completed & Running from Own Fund
Communicative English	UGC	F. No. 4-42-/2010(COC) March, 2010	-	Completed & Running from Own Fund
Yoga Theraphic	UGC	F. No. 4-415-2013(COC), 20/09/2013	-	Completed & Running from Own Fund
Business Management	UGC	F. No. 4-415-2013(COC), 20/09/2013	-	Completed & Running from Own Fund
Diploma in Tourism & Hotel Management	UGC	D.O. No. F.1-106/2015(CC) 11/06/2015.	25.95329 Lakhs	Ongoing

**UGC Sponsored Certificate / Diploma Courses run by the college**