



Annual Quality Assurance Report (AQAR)

for the Session:
2016 - 2017

Submitted by

Internal Quality Assurance Cell (IQAC)

Tamralipta Mahavidyalaya

Tamluk: Purba Medinipur

West Bengal



Submitted to

**National Assessment and Accreditation Council (NAAC)
Bangalore**



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

AQAR for the year 2016-17

I. Details of the Institution

1.1 Name of the Institution	TAMRALIPTA MAHAVIDYALAYA
1.2 Address Line 1	ABASBARI, TAMLUK - 721636
Address Line 2	PURBA MEDINIPUR
City/Town	TAMLUK
State	WEST BENGAL
Pin Code	721636
Institution e-mail address	tamralipta_mahavidyalaya@yahoo.co.in
Contact Nos.	03228-266054
Name of the Head of the Institution:	DR. SUJIT KUMAR BERA
Tel. No. with STD Code:	03228-266054



Mobile:

09434110720

Name of the IQAC Co-ordinator:

DR. PRITI RANJAN PAHARI

Mobile:

9232688767

IQAC e-mail address:

tamralipta_iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13329

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)

March 31, 2007/256

1.5 Website address:

www.tamraliptamahavidyalaya.org

Web-link of the AQAR:

www.tamraliptamahavidyalaya.org/main/aqar

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	1 st Cycle	B+	Score = 75.80	2007	2012
2	2 nd Cycle	A	3.12	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

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

25.08.2007

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 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR_2015-16 submitted to NAAC on 23.11.2016

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)

Netaji Subhas Open University Study Centre (UG & PG)
& Rabindra Bharati University Study Centre (PG)

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

VIDYASAGAR UNIVERSITY

1.13 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	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="Applied for"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="Applied for"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

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="04"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="00"/>		
2.9 Total No. of members	<input type="text" value="17"/>		
2.10 No. of IQAC meetings held	<input type="text" value="06"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="05"/>	Faculty <input type="text" value="03"/>	
	Non-Teaching Staff <input type="text" value="00"/>	Alumni <input type="text" value="00"/>	Others <input type="text" value="02"/>
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

Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- a) Global Warming
- b) Financial Education to All
- c) The Quit India Movement
- d) *Vedanter Protipaddy Bishoy*
- e) E-Banking hacking & its Redressal
- f) Career Awareness Programme by Eastern India Regional Council, Institute of Cost Accountants of India
- g) Career Guidance Programme by RICE Group
- h) Career Guidance Programme by Indian Accounting Association
- i) Technical Education for students by George Telegraph Institute

2.14 Significant Activities and contributions made by IQAC

The IQAC of the college has made significant contributions in promoting the following activities throughout the session:

- Successfully carried out the visit of the NAAC Peer Team on 28-30 November, 2017.
- In order to success in the review process of NAAC Peer Team, a Mock Visit Team has been constituted comprising External Experts from other Institutions & former DPI, Govt. of West Bengal.
- Formation of various sub-committees to ensure fruitful implementation of different activities under IQAC.
- The constituent members of the IQAC of the College were regularly and actively participated in academic and administrative activities as well as for preparing the SSR of the College.
- Introduction of Virtual Class Room funded & designed by the Higher Education Department, Govt. of West Bengal.
- Up gradation of the existing Seminar Hall with installation of A.C., Public Address System and other relevant modern tools.



- A Badminton, A Basket Ball and Volley Ball Court have been developed with modern equipment as per necessity under IQAC supervision.
- Different types of Surveillance Committees, namely, Proceedings and Report Surveillance, Medical Unit and Gymnasium Surveillance, NSS Surveillance, NCC Surveillance, Women Cell Surveillance, Anti Ragging Cell Surveillance have been constituted under the IQAC supervision.
- Renovations of Computer Science Laboratory and other Science Laboratories have been undertaken under the supervision of IQAC
- Different types of awareness programme like, AIDS, Dengue, Thalassemia, Consumer Protection etc. have been organized under the direct supervision of IQAC.
- Career Awareness Programme by different professional agency and bodies has been incorporated under the guidance of Career Counselling Cell of the College with the supervision of IQAC.
- An Animal Ethics Committee has been reconstituted under the guidance of IQAC.
- Developmental activities of College Library has been undertaken with sufficient number of online accession facilities under the supervision of IQAC.
- Canteen facilities have been renovated with separate sitting arrangement of Students and Staffs with safe drinking water facilities.
- The Plan of Golden Jubilee Building has been properly undertaken with expert knowledge.
- Internal Merit Scholarship Scheme has been planned to be implemented.
- A proposal of introduction of PG Courses in five subjects has been placed to the college authority.
- A proposal of regular cleaning activities in the college campus as well as lavatory has been forwarded to the college authority to be implemented.
- In order to encourage the teaching staffs Research Committee has been re-constituted as well as an UGC committee has been reformed to monitor different UGC fund and other fund available for research and developmental activities.
- A Digital Monitoring System (DMS) has been constituted with the help of NSS and NCC under IQAC leadership.
- Proper authentication procedures have been undertaken to implement various recommendations made by the Hon'ble NAAC Peer Team.
- Supervise the acquiring activities of a newly donated land to the college by an honourable donor. Moreover, process of erecting a boundary wall around the acquired land has been started through e-Tender procurement of the Govt.
- Supervision activities of newly formed Garden for Medicinal Plants.
- Ensure proper guidance in conservations of Animal house which had been reconstructed.
- Supervision of the campus lighting system to conserve the electricity.



- Regular supervision of availability of safe drinking water by carefully monitoring the installed water system of Aqua guard and further installation of same in the new area for ready drinking water in vicinity of demand.
- Supervision of Library Building construction as well as PG Department work has been done.
- Regular supervision of Vermi Culture Unit for organic manure production.
- More plants have been planted and potted plants are harboured within the campus and nurtured the existing plants.
- Regular supervision in maintaining Pond beautification has been ensured.
- Regular supervision of continuity of '*Tamralipta Mahavidyalaya Research Review*' (online ISSN 2456-1681) has been done so that it could ensure quality publication.
- The CAS process of Teachers and Non-Teaching Staffs have been properly supervised and recommended.
- Supervision and updation of institutional website on regular basis.
- Preparation of Academic Audit Report for the Academic Session 2015 – 16 and submission of the same to University Authority.
- Proposal of application for RUSA, DST and DBT Star College has been recommended to college authority.
- The problem arising providing infrastructural facilities to different teachers under MRP have been taken care.
- Successfully Conducted the Spoken English Course entitled "*General Introduction to Spoken English*" for the students.
- Successfully conducted the *Computer Training Programme for Students, Non-Teaching Staff and Teachers*.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. SSR Preparation	SSR preparation was completed and the same was submitted to NAAC office in due time.
2. NAAC Accreditation by NAAC Peer Team	NAAC Accreditation has been successfully implemented by acquiring ' <i>A</i> ' Grade.
3. Mock Visit Team Constitution	Successfully motivated communities of the college to ensure guidance about NAAC Peer Team visit.
3. Motivational Lectures/ Awareness Programmes	(i). Different Institutional Motivational Seminars have been undertaken by expert members about NAAC Peer Team visit. (ii). Three Awareness Programme on Thalassemia,



	Dengue, Consumer Protection have been organized. Two seminars were organized by IQAC.
3. Formation of Surveillance Committee	Six Surveillance Committees have been constituted namely, a) IQAC Proceedings and Report Surveillance b) Medical Unit and Gymnasium Surveillance c) NSS Surveillance d) NCC Surveillance e) Women Cell Surveillance f) Anti Ragging and Legal Aid Surveillance
4. Cultural Events Organization	a) Cultural team has been formed. b) In order to supervise cultural team a cultural sub-committee has been constituted. c) The Cultural team performed on regular basis in the different institutional programme as well as in the cultural programme before NAAC Peer Team which has been loudly appraised by the Peer Team as well spectators present in the programme
5. Proposal for Infrastructural Development	a) Central Laboratory cum Research Laboratory to be constituted. b) Construction of Library cum PG Building has been initiated. c) Extension and Modernization of PG laboratories have been undertaken. d) Plan of completion of the Golden Jubilee Building has been undertaken. e) Proposal of well furnished Guest House has been placed before the College Authority. f) Computer laboratories have been renovated. g) Different Science Laboratories have been made well equipped. h) Steel fencing of the gardens have been extended.
5. Enriching Library resources	a) Number of books in the central library has been increased.



	b) Number of journals in the Central library has been increased
6. Enriching Science laboratory	Science laboratories have been upgraded with modern Scientific equipments.
7. Organizing Seminar	Different types Institutional Seminars have been organized, i.e. a) Global Warming b) Financial Education to All c) The Quit India Movement d) Vedanter Protipaddy Bishoy
8. Organization of Environmental Awareness programme	A social plantation programme was organized on 5th June, 2017.
9. Organization of Career Awareness Programme	a) A Career Awareness Programme by EIRC, ICAI. b) A Career Guidance Programme by RICE Group. c) A career Awareness Programme by ICSI. d) A Career Guidance Programme by George Telegraph Group on Technical Education.
10. NET, SET, JAM etc. Coaching	Students qualified in the Examinations like NET, SET and JAM, SSC, TET.
11. Parent-Teachers' Meeting	Parent-Teachers' meetings have been organized almost in every department to ensure student attendance in the class and also to review the Teaching-Learning and Evaluation process to ensure Quality of Higher Education.

** Attached the Academic Calendar of the year as Annexure -II*

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The Governing Body unanimously approved all the recommendations made by IQAC and authorised the Teacher-in-Charge to implement them with utmost priority.



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	Nil	Nil	Nil	Nil
PG	04 (regular) + 13 (Distance)	Nil	Nil	Nil
UG	23	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Interdisciplinary	01 (ENVS)	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil
Total	41	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	Nil
Annual	37

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

*Provided the format for collecting feedback in annexure-III & an analysis of the feedback in the Annexure-IV

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

The college is affiliated to Vidyasagar University, Paschim Medinipur and we are restricted to follow the University Syllabi designed by the respective Board of Studies of the University.



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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
77	35	18	Nil	02 (Librarian) + 01 (GLI) + 21 (APTT)

2.2 No. of permanent faculty with Ph. D.

31

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

Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
R	V	R	V	R	V	R	V	R	V
04	14	--	--	--	--	--	01	--	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

46	37	Nil
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	08	06
Presented papers	11	19	00
Resource Persons	00	01	00

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

- Use of Video Presentation
- Project Work Participation
- Power Point Presentation.
- Regular Tutorial Classes.
- Arrangement of Mock Parliament.
- Field Survey
- Educational Tour/ Excursion/Field Trips



- Group Discussion
- Quiz Competition
- Seminar Classes

2.7 Total No. of actual teaching days during this academic year 225

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 strictly Follows the guidelines stipulated by the affiliating University viz. Vidyasagar University for Examination / Evaluation of students' progress.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 06 04 03

2.10 Average percentage of attendance of students 82%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % (Pass Division)	Pass %
B A Hons	244	NA	30	197	09	96.72
B A Gen.	230	NA	02	79	106	81.30
B Sc Hons	137	NA	26	85	20	95.62
B Sc Gen	70	NA	07	59	04	100
B Com Hons	06	NA	00	06	00	100
B Com Gen	02	NA	00	01	01	100

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

IQAC has taken the following initiatives for the development of Teaching & Learning process:

For Teachers:

- The faculty has been regularly encouraged to use ICT based teaching.
- The students are prompted in using the online repositories of data for knowledge building.



- The syllabi were closely monitored by the IQAC (through lesson plan) to ensure that the students receive best possible teaching.
- Encouragement of holding regular meetings in intra-departmental and extra-departmental basis to ensure proper co-ordination between all branches of the institution.
- Encourage teachers to undertake Research Activities under different funding agency including UGC by forming UGC committee and Research Committee.

For Students:

- The Heads of the Departments and the Academic Sub- Committee regularly met with to ensure that the students are getting the best possible academic aids.
- The Library has been equipped with enhanced digital aids and knowledge repositories.
- The arrangements of remedial courses and tutorial courses have been heightened in order to cater to the need of comparatively backward students.
- Awareness programmes have been undertaken about different Scholarship Programmes of both Government and Non-government organizations, so that students coming from socio-economically weaker families of the rural belt can continue their higher education.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	01
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
Others	03

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	09	33	NIL	NIL
Technical Staff	13	23	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

IQAC attaches particular significance to the matter of academic research and with such a view in mind; the following measures have been adopted:

- As many as thirty two papers have been published in the Reviewed Journals of International & national repute, and edited volumes with ISBN by our faculty members.
- Almost thirty papers have been presented so far in various International, national and state level seminars organized by different academic bodies by our faculty members.
- As many as fifteen members of our faculty have attended seminars of various levels without presenting papers.
- One of our faculty members has acted as resource person at a state level seminar organized by our institution.
- The Research Committee has been re-formed to look after the research activities of the faculty members as well as that of the PG students.
- A proposal for the construction of Central Research Laboratory has placed in front of the college authority by the IQAC.
- An UGC sub-committee has been formed to undertake the surveillance of the funding availability from various funding agency including UGC.
- All the faculty members are encouraged to keep themselves up to date with the evolving nature of their respective disciplines.
- The faculty members are encouraged to undertake research programmes of every nature be it M.Phil., Ph.D., Post doctoral studies or minor or major research projects.
- The teachers are also prompted to conduct surveys in the locality.
- The NSS regularly organizes social awareness programmes in the college and nearby locality on various issues like Thalassaemia detection camp, Dengue awareness programme, Blood Donation camp etc.
- The NCC unit of the college regularly participated in different social activities like, *Safe Drive Save Life* programme, participating in marching processions in order to observe the birthdays of notable Personalities.

3.2 Details regarding major projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	---	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	01	--
Outlay in Rs. Lakhs	--	7,27,000/-	4,92,000/-	--



3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	16	01
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

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	00	--	--	--
Minor Projects	03	UGC	12,19,000/-	9,43,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	03	--	12,19,000/-	9,43,000/-

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	NIL	NIL	NIL	NIL	09
Sponsoring agencies	NA	NA	NA	NA	College Fund & RICE Group

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil



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

02
02

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

01

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

JRF	00	SRF	00	Project Fellows	00	Any other	00
-----	----	-----	----	-----------------	----	-----------	----

3.21 No. of students Participated in NSS events:

University level	400	State level	NIL
National level	NIL	International level	NIL

3.22 No. of students participated in NCC events:

University level	NIL	State level	45
National level	01	International level	NIL

3.23 No. of Awards won in NSS: **NIL**

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level	06	State level	02
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum		College forum	10		
NCC	10	NSS	15	Any other	05

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



- A Blood Donation Camp was organised by the students on 28th August, 2016 where a good number of students (135 students) donated blood.
- Dengue awareness programme was organised by the NSS & NCC units periodically and also road rally was organized in collaboration with the Dept. of CMOH, Purba Medinipur.

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	8.72 acres	00	--	8.72 acres
Class rooms	40	00	--	40
Laboratories	23	00	--	23
Seminar Halls	02	00	--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		23,25,584/-		
Others Construction of Building, canteen & Women Hostel		46,80,366/-	UGC, College Fund	

4.2 Computerization of administration and library

- The administrative office of the college functions through the MIS Network software via LAN with a central data base.
- The Central Library has been equipped with a complete IT infrastructure thereby enabling the students to use computer, internet, peruse online journals etc.
- All the departments have the facility of internet access.
- Initiative of installation of Solar PV module in the administrative Building has been undertaken to use renewable energy.
- Initiative of completion & extension of Golden Jubilee Building has been put in motion.
- Initiative of extension and modernization of PG laboratories have been undertaken.
- Process of construction of Central Library and PG Laboratories has been started.
- A proposal of construction of well furnished Guest House has been placed before the college authority.



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28,280	13,76,884/-	1350	3,05,772/-	29630	16,82,656/-
Reference Books	8,053	5,51,129/-	341	82,008/-	1,35,000	5,750/-
e-Books	1,35,000	5,750/-	--	--	--	--
Journals	25	53,930/-	02	1740/-	27	55,670/-
e-Journals *	6000+	5,750/-	--	--	6000+	5,750/-
Digital Database*	20	5,750/-	--	--	--	--
CD & Video	50	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

* Subscribed through N-LIST.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	02	53	02	01	05	19	00
Added	00	00	00	00	00	00	00	00
Total	76	02	53	02	01	05	19	00

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

Nil

4.6 Amount spent on maintenance in lakhs:

i) ICT	3,87,367/-
ii) Campus Infrastructure and facilities	91,73,414/-
iii) Equipments	23,25,584/-
iv) Others	51,31,807/-
Total:	1,70,18,172/-



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Different initiatives taken by the IQAC for enhancing student support services are:

- Modernization of both Boys’ Hostel and Girls’ Hostel has been done.
- Safe drinking water facility has been re-installed in the Girls’ & Boys’ Hostels.
- Feedback from students has been regularly taken in order to improve the overall standards of the institution.
- Online admission system, introduced from the earlier session, has been simplified further for access by the students.
- The College website has been updated periodically.
- Updated prospectus has been published and supplied to the students.
- In order to ensure the proper informational support for the post- graduate students, the research committee has been working tirelessly.

5.2 Efforts made by the institution for tracking the progress.

The efforts made by the institution for tracking the progress of the students are the following:

- Academic Sub- Committee ensured that the records of the students' performances were thoroughly maintained both as hard copy and soft copy.
- The records of the Internal Assessments were catalogued meticulously.
- Parent - Teacher meetings were also organised to systematically facilitate students' progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (B. Ed.)
3384	298	02	100

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

	No	%		No	%
Men	1642	43.39	Women	2142	56.60



Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3087	484	26	178	9	3784	2722	405	23	231	03	3384

Demand ratio: 7.39 : 1

Dropout %: 11.03

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

The IQAC aims at promoting the cause of higher education among the student community and also seeks to have the students meaningfully employed. Accordingly the following steps have been taken systematically:

- ✿ The Career Counselling Cell, under the supervision of IQAC, conducts free coaching to properly equip students for entrance examinations.
- ✿ Coaching is also conducted for the entrance examinations of state - level jobs.
- ✿ Students are motivated for perusing Research Works.
- ✿ Emphasis has been given particularly on inspiring students to undertake further higher levels of education.

No. of students beneficiaries

49

5.5 No. of students qualified in these examinations

NET	03	SET/SLET		GATE	01	CAT	
IAS/IPS etc		State PSC		UPSC		Others	76

5.6 Details of student counselling and career guidance

- ✿ Career Building/ Awareness Programmes have been organized with help and sponsorship of different agencies like the Institute of Cost Accountants of India, Indian Accounting Association, Rice Group, George Telegraph etc. through the initiative of the Career Counselling Cell in collaboration with the IQAC of the college,
- ✿ The Library has subscribed various newspapers and weekly papers with news about employment, in both English and vernacular languages like *Employment News*, *Karma Keshetra* etc. and has encouraged students to peruse them regularly.



- ✿ The Career Counselling Cell also helps the students to clarify their doubts about different jobs and in filling-up off-line and on-line forms. This is done through the mediation of the Central Library.
- ✿ Different personality development programs and mock interviews have also been arranged for the benefit of the students.

No. of students benefitted

205

5.7 Details of campus placement: **NIL**

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

5.8 Details of gender sensitization programmes

- Anti Sexual Harassment Cell of the college has been organising dedicated programmes to sensitise the students adequately.
- This stated cell has been active enough in preventing any sort of sexual harassment of girl students.
- The cell has also organized seminars relating to issues like female employment, women's empowerment and legal rights of women by inviting renowned personalities like District Judge, faculties from the Schools of Women Studies hailing from various universities, District Women's Cell etc.

5.9 Students Activities

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

State/ University level

7/65

National level

07

International level

00

No. of students participated in cultural events

State/ University level

00

National level

00

International level

00

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	456	2,50,242/-
Financial support from government	1412	1,77,16,605/-
Financial support from other sources	202	19,66,200/-
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Grievances of the students regarding difficulties with Application for Scholarship has been properly and successfully redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To impart qualitative input to the students of rural Bengal in vicinity and to inculcate human values among the students and communities are the main aims of the college. In this context the college authority is making untiring efforts to go ahead with different projects with a view to raise this institution to the status of a University.

Mission:

The mission of the college is '*Shraddhaya Lavate Jnanam*' that is, wisdom is pursued by those who have a love and obligation for it and for those who care for it.



6.2 Does the Institution has a Management Information System

Financial management of the College is executed fully through software. Other academic and managerial activities are being done partially through Management Information System.

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

6.3.1 Curriculum Development

- ✿ The college is affiliated to Vidyasagar University, Paschim Medinipur. So the College has little scope of framing curriculum. But many senior faculty members are part of Academic Boards like the Board of Studies and thereby play significant roles in designing the syllabus, curriculum or methods of teaching.
- ✿ Teachers are encouraged to attend workshops, seminars etc. regularly in order to keep themselves aware of the upcoming issues and ideas as well as modern dimension of knowledge in the relevant field.

6.3.2 Teaching and Learning

The different activities undertaken by the IQAC in relation to Teaching & Learning are:

- Every teacher is encouraged to use ICT based teaching method to make the classes more attractive and effective for the students.
- Academic Calendars & Lesson plan have been rigorously prepared detailing out the allocation of classes and topics along with time frame to the individual teachers.
- Relentless and comprehensive evaluation has been ensured through systematic internal assessment of the students and feedback methods from student and guardians.
- An orientation programme has been undertaken for the newly admitted students at the very beginning of the Session.
- The slow learners have been provided with adequate tutorial and remedial classes on regular basis.
- Project Work, Educational tours, Field trips etc. have been organised to provide first-hand experience to the students in the relevant disciplines.
- Remedial Classes and Special Coaching have also been conducted for SC, ST & Minority students.

6.3.3 Examination and Evaluation

- ✿ Internal Assessments have been conducted at regular intervals as per University norms.
- ✿ University Final Examinations have been conducted as per the norms and regulations of the affiliating University, i.e.; Vidyasagar University.
- ✿ Faculty members strictly adhered to the policy to impartial evaluation in the assessments as per university norms.
- ✿ Teachers evaluations have been made through feedback by final year student and regular meeting with guardian and student itself.

6.3.4 Research and Development

- As many as thirty two papers have been published in different international, national journals and edited volume. This indicates a clear sense of intensity towards Research and

Development. Almost every teacher is engaged in research related activities to excel their knowledge.

- Many teachers are engaged in conducting minor and major research Projects.
- Several faculty members are working on their M.Phil. and Ph. D. dissertations.
- Those who wished to enrol themselves in Refresher Courses and Orientation Programmes were facilitated to do the same.
- Teachers of practical based departments encourage their students to do project work, field studies, surveys etc. to inculcate the research methodologies among the students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The central library is enriched with number different types of books and journals to crunch the thrust of knowledge of the students and teachers.
- As many as 1893 new books have been purchased during the time span.
- The central library has concentrated with the use of various subscribed e-journals fruitfully.
- The study room attached to the central library has been equipped with digital facilities like computers with broadband internet connection in order to cater the need of students, teachers through KOHA & D SPACE software.
- The central library is registered for N-list through which users can access e-books and journals.

6.3.6 Human Resource Management

- ✿ The college has 56 faculty members including Full-time permanent teachers, Librarians and GLI, 21 Approved part-time Teachers and 44 Contractual & Guest teachers who are engaged sincerely in the Teaching & Learning process.
- ✿ The Institution is a constant facilitator of seminars, workshops and conferences.
- ✿ Some teachers are the members of Board of Studies of Vidyasagar University who participate in decision making process of academic management.
- ✿ In order to create a congenial working environment the college administration advocates a sense of regularity, punctuality, discipline, high moral values and Cooperation.

6.3.7 Faculty and Staff recruitment

Faculty Recruitment:

The full time permanent faculty members are recruited through West Bengal College Service Commission as per the UGC norms. Part-time teachers and Guest teachers are approved by the college authority following the guidelines and rules & regulations of the affiliating university and the State Government in conformity with to the UGC norm wherever possible. However, four (04) permanent teachers and few guest teachers have been recruited during this time

Non-Teaching Staff Recruitment:

The permanent non-teaching staffs are recruited by the College Authority following the Norms of the Director of Public Instruction (DPI), Govt. of West Bengal. The Casual non-



teaching Staffs are appointed by the Governing Body following the norms of the State Government.

6.3.8 Industry Interaction / Collaboration

Different resource persons from different industry, academic and professional bodies regularly visited the college last year in order to avail industry interaction as a whole. A team of student with teachers visited the *Trade Fare* and attended the *Seminars* conducted by the State Govt. at Haldia in February, 2017. Various departments of the College have established a reasonably good connection with the neighbouring industries for conducting project works of the students. Different industries of Haldia Industrial Zone and Kolaghat Thermal Power Plant are frequently visited by our students of some departments. The Rice Group who are renowned professional body in training soft and academic skill were regularly involved in the organizing workshops to educate the student with their expertise to excel in the job field. Academic bodies like IAA and ICSI and George Telegraph Institute conducted workshop to excel job oriented education with the same space with the regular traditional education.

6.3.9 Admission of Students

- The entire admission procedure has been conducted through online mode with the help of very user friendly *software developed by our own institution*.
- The admission procedures adhere to the strictest principles of transparency.
- Admission of students to various UG and PG courses has been made purely on the basis of merit.
- Rules and Regulations for admission as laid by the affiliating University and State Government have strictly been followed by the College.
- Notification for admission to various Courses has been made through College Website as well as through advertisement in different News-papers.
- Short listed students are called for Counselling through Website Notification and SMS services.

6.4 Welfare schemes for

Teaching	Group Insurance Schemes, Health Check up, Maternity Leave, Credit Co-operative Society and PF Facilities.
Non teaching	Group Insurance Schemes, Health Check up, Maternity Leave, Credit Co-operative Society and PF Facilities.
Students	Health Check up Facilities & Institutional Financial Help.

6.5 Total corpus fund generated

12,050/-



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	University	Yes	Academic Sub-Committee
Administrative	YES	University	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? **NA**

For UG Programmes Yes No

For PG Programmes Yes No

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

Last year Vidysagar University offered the college authority to conduct of UG Examinations and evaluation of the general courses in hosting centre. Not only that the evaluation of PG examination in the college centre have been made by the teachers of the host centre. This was done with utmost importance and care maintaining the confidentiality which was recognized by university authority in the meanwhile.

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

Constant efforts are being made under the guidance of the Affiliating University to upgrade all sorts of infrastructures for making the institution suitable for Autonomy. In this context it must be mentioned that the college authority conducted the visit of the College by the NAAC Peer Team in the session 2016-2017 and the college has been accredited with prestigious '**A**' *Grade*, which is definitely a milestone towards autonomy of the institution.

6.11 Activities and support from the Alumni Association

The Alumni Association of the college though formed in 1988, was rejuvenated in 2006 and has been registered under West Bengal Act XXVI of 1961 (Regn. No. S/1L/50532 of 2007 – 2008). The Association has been trying to contribute to the development of the college in its own way. For the enhancement of the academic atmosphere and innovative modes of teaching for the welfare of the



students, funds have been allocated by the association for merit awards. The other activities of the Alumni Association are the following:

- ✿ It organizes regular meetings every year.
- ✿ It organizes an annual athletic meet every year and different cultural programmes.
- ✿ It participates in Blood Donation Camps organized by NSS, NCC and Students Union of the college.

6.12 Activities and support from the Parent -Teacher Association

The College does not have any formal body in the shape of a Parent- Teacher Association but the following activities have been undertaken to ensure the involvement of the Parents' in the academic process

- At least two meetings have been conducted between parents and teachers department wise.
- The Parents of the students falling short of the required attendance i.e.; below 75 % are informed before Examination form fill-up and are requested to meet the Heads of the Departments.
- The parents have been requested to send their wards to the College regularly and to encourage them to participate in different programs including NSS & NCC.
- Information about Different Scholarship Programmes and their guidelines have also been conveyed to the parents for their necessary action.
- Parents have also been requested to provide their valuable suggestions for the improvement of teaching -Learning process and overall growth of the College.

6.13 Development programmes for support staff

The support staffs of the Institution are encouraged to attend different staff development programs organized by different Institutions.

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

The Solar lighting system has been introduced during the years in the common pathways in the college campus. The gardening and greenery activities are regularly undertaken with huge plantation of new plant seed. The Ponds and water bodies within the college and adjacent to the college are maintained properly.

The NSS Units of the College undertakes the Plantation program in the World Environment Day and during "*Aranya Saptaha*".

- The units also clean the Campus and Hostels regularly.
- The NSS Units plant ornamental and medicinal plants to make the campus green.



- Initiatives have been taken to make the college premise a plastic free zone.
- Dustbins are placed in various places of the College building by the NSS Units.
- The units remain responsible for upholding the spirit of morality and discipline of the college as a whole.

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.

Maintenance and Add on Computerization of Administrative Section:

The computerization of administrative work has been given a round shape of administrative activities of the college. Though all the activities could not be brought under this umbrella still the authority has been trying it with utmost care. The financial administration of college came fully computerized. But shortage of staffs makes some impediment.

Maintenance and Add on Computerization of Library:

The college library has been optimally digitised. The library uses user friendly KOHA & D SPACE software along with N-list facility. The readers are provided with web facilities through broadband connections. We have added some more computers to the accession table and tried user friendly arrangement with top most priority.

Maintenance and Add on Science Laboratory:

The present science laboratories are found inadequate to meet up the need of modern necessity and requirement. So a proposal of integrated modern science cum research laboratory has been undertaken.

Regular monitoring:

Academic sub-committee regularly monitors the academic progress of the students and class room performance of the teachers by using different feedback techniques. The student feedback has been rigorously taken care and necessary correctional activities have been suggested and followed up.

Academic Innovative:

Many innovative academic practices are introduced by the institution under the sincere supervision of IQAC. Some of them are:

- Classes through ICT based presentation
- Under taken Project Work
- Rigorous Tutorial Classes.
- Attendance of Mock Parliament.
- Extensive Field Survey Activities
- Conducted Educational Tour.
- Regularization of Monitorial Classes



➤ Arrangement of Quiz Competition

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

- ✿ We have undertaken different steps to improve the class attendance of the students by publishing monthly attendance status at departmental level.
- ✿ Caring importance was given on continuous and comprehensive evaluation of the students' performance.
- ✿ Sincere initiatives have been taken to construct a new Library cum PG Building and indoor shooting range and its regular maintenance.
- ✿ Students support services particularly for SC/ST/OBC and Minority students were strengthened by providing them extra class and updating facilities by the govt. as well as institutional level.
- ✿ Initiatives were taken for digitising the record keeping system.
- ✿ Different community service activities were undertaken by the NSS units and NCC Units. These are being properly addressed and taken care of.

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

1. Orientation of e-learning programme among students as they could be acquainted with up to date learning methods.

2. Assessment of total academic atmosphere of the institution by all the stakeholders of the college.

7.4 Contribution to environmental awareness / protection

- The water bodies within the college and vicinity are maintained with regular clearing and fishery activities.
- The college campus has been lit up with solar lights installed in the campus
- The NSS units of the college had organised Pre -Thalassemia test on a college wide basis.
- The entire college campus has been successfully rendered into a plastic free zone.

7.5 Whether environmental audit was conducted? Yes No

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

Sl. No.	Questions	Explanations
01	Three identified strengths from SWOT analysis	<ul style="list-style-type: none"> ➤ Sufficient number of talented teachers in the college. ➤ Meritorious student intake. ➤ Good academic results including university positions.



02	Three identified weakness from SWOT analysis	<ul style="list-style-type: none">➤ Shortage of classroom to meet the increasing demand of students.➤ Poor number of MRP Seminars undertaken by the faculty members and research publications.➤ Poor class attendance of students in general stream.
03	Two identified opportunities from SWOT analysis	<ul style="list-style-type: none">➤ To undertake more PG approval➤ To tie-up with various industries of Haldia Industrial belt for more job opportunities of the students.
04	Two identified challenges / threats from SWOT analysis	<ul style="list-style-type: none">➤ Increasing apathy of students from seeking admission in Economics and Commerce Stream.➤ Coping up with aspirants for taking admission in General Courses.

8. Plans of institution

- Completion of Golden Jubilee Building
- Construction of Library Building
- Construction of Research cum Science Laboratory
- Increasing the number of Smart Classrooms
- Organizing greater number of Seminars
- Providing greater amount of digital aids for the use of the students
- Emphasising upon beautification of the college campus
- Purchasing more books and Journals in the Library.
- To start PG Courses in more subjects.
- Upgrading the Laboratories to keep up with the evolving standards.

Name: **Dr. Priti Ranjan Pahari**

Name: **Dr. Sujit Kumar Bera**

28.12.2017

28.12.2017

Signature of the Coordinator, IOAC

Co-ordinator, IQAC
Tamralipta Mahavidyalaya

Signature of the Chairperson, IOAC

Teacher-in-charge
TAMRALIPTA MAHAVIDYALAYA
Tamluk, Purba Medinipur



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



Tamralipta Mahavidyalaya
TAMLUK : PURBA MEDINIPUR
ACADEMIC CALENDER for UG & PG Courses
Session: 2016 - 2017

1st Term: From 01-07-2016 to 31-10-2016

Month	Dates in the Week	Holidays/No Classes days	No. of days Available for holding Classes / Examinations etc	Activity/Remarks
[1]	[2]	[3]	[4]	[5]
July-2016	01-07-2016 to 02-07-2016	Nil	Two days (02)	*Admission to 1st year UG Courses through counselling. * 1st year UG final Exam.
	03-07-2016 to 09-07-2016	03-07-2016 (Sunday) 06-07-2016 (Rathajatra & Id-Ul-Fitre)	Five days (05)	*Admission to 1st year UG Courses through counselling. * 1st year UG final Exam.
	10-07-2016 to 16-07-2016	10-07-2016 (Sunday)	Six days (06)	* 12-07-2016: Commencement of 1st year UG classes & PG 3rd Semester Classes.
	17-07-2016 to 23-07-2016	17-07-2016 (Sunday)	Six days (06)	* 22-07-2016: Starting date of Admission to 3 rd year UG Courses. *Classes for 1st year UG Courses.



	24-07-2016 to 30-07-2016	24-07-2016 (Sunday)	Six days (06)	*Classes for 1st year UG Courses. * 28-07-2016: Commencement of 3 rd year Classes.
July-August-2016	31-07-2016 to 06-08-2016	31-07-2016 (Sunday)	Six days (06)	*Classes for 1st year UG Courses. * 02-08-2016: Celebration of College foundation day.
August-2016	07-08-2016 to 13-08-2016	07-08-2016 (Sunday)	Six days (06)	*Classes for 1st year & 3 rd year UG Courses. * 08-08-2016: Starting date of Admission to 2 nd year UG Courses. * 12-08-2016: Last date of subject change for 1 st year UG Courses. * 12-08-2016: Commencement of 2 nd year UG classes.
	14-08-2016 to 20-08-2016	14-08-2016 (Sunday) 15-08-2016 (Independence Day)	Five days (05)	*Classes for 1st year, 2 nd year & 3 rd year UG Courses. * 18-08-2016: Last date of submission of academic Auditing report to V.U. * 19-08-2016: Commencement of PG 1st semester classes.



	21-08-2016 to 27-08-2016	21-08-2016 (Sunday) 25-08-2016 (Janmastami)	Five days (05)	*Classes for 1st year, 2 nd year & 3rd year UG Courses. * 24-08-2016 : Last date of Admission to 3 rd year UG Courses.
August-September-2016	28-08-2016 to 03-09-2016	28-08-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2 nd year & 3rd year UG Courses. * 31-08-2016 : Last date of Admission to 2 nd year UG Courses. * 02-09-2016 : Last date of filling up of registration form for 1 st year UG Courses in the college. * 1st week of September : Inter College Cultural Meet.
September-2016	04-09-2016 to 10-09-2016	04-09-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2 nd year & 3rd year UG Courses. * 07-09-2016 : Last date of submission of registration forms by the college to VU
	11-09-2016 to 17-09-2016	11-09-2016 (Sunday) 12-09-2016 (Id-Uz-Zuha)	Five days (05)	*Classes for 1st year, 2 nd year & 3rd year. * 16-09-2016 : Last date of Submission of Teachers Bio-data to V. U.
	18-09-2016 to 24-09-2016	18-09-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2 nd year & 3rd year.



September- October- 2016	25-09-2016 to 01-10-2016	25-09-2016 (Sunday) 29-09-2016 (VU Foundation day) 30-09-2016 (Mahalaya)	Four days (04)	*Classes for 1st year, 2nd year & 3rd year. * 27-09-2016 : Last date of submission of registration forms to VU by the college for 1 st year UG Courses without delay fine .
October- 2016	02-10-2016 to 08-10-2016	02-10-2016 (Sunday, Gandhiji's birth day) 07-10-2016 to 08-10-2016 (Puja Holidays)	Four days (04)	*Classes for 1st year, 2nd year & 3rd year. * 07-10-2016 : Starting Date of Puja Vacation.
	09-10-2016 to 15-10-2016		Nil	Puja Vacation.
	16-10-2016 to 22-10-2016		Nil	Puja Vacation. * 21-10-2016 : Last date of submission of registration form & fees to VU by the college for 1 st year UG Courses with delay fine .
	23-10-2016 to 31-10-2016		Nil	Puja Vacation.
TOTAL			78 Days	



2nd Term: From 01-11-2016 to 01-01-2017

Month	Dates in the week	Holidays/No Classes days	No. of available days for holding Classes / Examinations etc.	Activity/Remarks
[1]	[2]	[3]	[4]	[5]
November-2016	01-11-2016 to 05-11-2016	Nil	Five days (05)	*Classes for 1st year, 2nd year & 3rd year. * 1st Internal Assessment Test for PG Courses (SEM-III).
	06-11-2016 to 12-11-2016	06-11-2016 (Sunday) 09-11-2016 (Jagadhatri Puja)	Five days (05)	*Classes for 1st year, 2nd year & 3rd year. * 2nd Internal Assessment Test for PG Courses (SEM-III).
	13-11-2016 to 19-11-2016	13-11-2016 (Sunday) 14-11-2016 (Guru Nanak's Birth day)	Five days (05)	*Classes for 1st year, 2nd year & 3rd year. * 1st Internal Assessment Test for PG Courses (SEM-I).
	20-11-2016 to 26-11-2016	20-11-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year. * 1st Internal assessment test for 1st year UG Honours Courses. *21-11-2016: Last date of submission of registration form for 1 st year UG Courses to VU by the college with Super delay fine.
November-December-	27-11-2016 to 03-12-2016	27-11-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year.



2016				
December-2016	04-12-2016 to 10-12-2016	04-12-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal Assessment Test for PG Courses (SEM-I).
	11-12-2016 to 17-12-2016	11-12-2016 (Sunday) 13-12-2016 (Fateha-Duaz-Daham)	Five days (05)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 1st Internal assessment test for 2nd year UG Honours Courses.
	18-12-2016 to 24-12-2016	18-12-2016 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 1st Internal assessment test for 3rd year UG Honours Courses.
	25-12-2016 to 31-12-2016	25-12-2016 to 31-12-2016 (Winter recess)	Nil	
January-2017	01-01-2017	01-01-2017 (New Year's Day)	Nil	
TOTAL			44 days	



3rd Term: From 02-01-2017 to 30-06-2017

Month	Dates in the week	Holidays/No Classes days	No. of Available days for holding Classes / Examinations etc.	Activity/Remarks
[1]	[2]	[3]	[4]	[5]
January-2017	02-01-2017 to 07-01-2017	Nil	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	08-01-2017 to 14-01-2017	08-01-2017 (Sunday) 12-01-2017 (Vivekananda birth day) 14-01-2017 (Pous Parban)	Four days (04)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	15-01-2017 to 21-01-2017	15-01-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal assessment test for 3rd year UG Honours Courses. * 16-01-2017: Commencement of PG Classes for SEM-II & IV.
	22-01-2017 to 28-01-2017	22-01-2017 (Sunday) 23-01-2017 (Netaji's Birthday) 26-01-2017 (Republic day)	Four days (04)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
January-February-	29-01-2017 to 04-02-2017	29-01-2017	Four days (04)	*Classes for 1st year, 2nd year & 3rd year UG Courses.



2017		(Sun day) 01-02-2017 & 02-02-2017 (Saraswati Puja)		* Internal assessment test for 3rd year UG general Courses.
February-2017	05-02-2017 to 11-02-2017	05-02-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	12-02-2017 to 18-02-2017	12-02-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	19-02-2017 to 25-02-2017	19-02-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal assessment Examination for 2nd year UG Honours Courses.
February-March-2017	26-02-2017 to 04-03-2017	26-02-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal assessment test for 1st year UG Honours Courses. * Internal assessment test for 2nd year UG General Courses.
March-2017	05-03-2017 to 11-03-2017	05-03-2017 (Sunday)	Six days (06)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 06-03-2017: Closing date of 3rd year UG classes.



	12-03-2017 to 18-03-2017	12-03-2017 (Sunday & Doljatra) 13-03-2017 (Doljatra)	Five days (05)	*Classes for 1st year & 2nd year UG Courses. *Internal assessment test for 1st year UG General Courses.
	19-03-2017 to 25-03-2017	29-03-2017 (Sunday)	Six days (06)	*24-03-2017: Closing date of 1st year & 2nd year UG Classes.
March-April-2017	26-03-2017 to 01-04-2017	26-03-2017 (Sunday)	Six days (06)	* Administrative work
April-2017	02-04-2017 to 08-04-2017	02-04-2017 (Sunday)	Six days (06)	* Administrative work
	09-04-2017 to 15-04-2017	09-04-2017 (Sunday) 14-04-2017 (Birth day of Dr. Ambedkar & Chaitra Shankranti) 15-04-2017 (Bangla Nababrasa)	Four days (04)	* Administrative work *B. A./B. Sc./B. Com. Part-III (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on) * 1st Internal assessment test for PG Courses (SEM-II & SEM-IV)
	16-04-2017 to 22-04-2017	16-04-2017 (Sunday)	Six days (06)	* Administrative work
	23-04-2017 to 29-04-2017	23-04-2017 (Sunday)	Six days (06)	*B. A./B. Sc./B. Com. Part-III (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)



April-May-2017	30-04-2017 to 06-05-2017	30-04-2017 (Sunday) 01-05-2017 (May Day)	Five days (05)	* Administrative work * B. A./B. Sc./B. Com. Part-II (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)
May-2017	07-05-2017 to 13-05-2017	07-05-2017 (Sunday) 09-05-2017 (Rabindra Jayanti)	Five days (05)	* Administrative work * B. A./B. Sc./B. Com. Part-II (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on) * 2nd Internal Assessment Test for PG Courses (SEM-II & SEM-IV).
	14-05-2017 to 20-05-2017	14-05-2017 (Sunday)	One day (01)	* 16-05-2017 : Starting date of Summer Recess * 16-05-2017 to 31-05-2017 : Preparatory Leave for PG Courses (SEM-II & SEM-IV).
	21-05-2017 to 27-05-2017	21-05-2017 (Sunday)	Nil	* Summer Recess * B. A./B. Sc./B. Com. Part-II (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)



May-June-2017	28-05-2017 to 03-06-2017	28-05-2017 (Sunday)	Nil	* Summer Recess * B. A./B. Sc./B. Com. Part-II (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)
June-2017	04-06-2017 to 10-06-2017	04-06-2017 (Sunday)	Nil	* Summer Recess * B. A./B. Sc./B. Com. Part-I (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)
	11-06-2017 to 17-06-2017	11-06-2017 (Sunday)	Nil	
	18-06-2017 to 24-06-2017	18-06-2017 (Sunday)	Nil	
	25-06-2017 to 30-06-2017	25-06-2017 (Sunday)	Nil	
TOTAL			104 Days	

N. B.: * Total Number of Days available for holding Classes/Examinations and other activities =

$$78 + 44 + 104 = 226 \text{ Days}$$

** **Schedule for Admission to all four PG Courses** in this session will be published separately.

*** Final Examination of PG Bengali, SEM-I & SEM-III will be held in the month of January-2017, and SEM-II & SEM-IV will be held in the month of June-2017, respectively. Schedule of Examinations will be announced later on by the VU.

Dr. P. R. Pahari

Coordinator; IQAC

Dr. S. K. Bera

Teacher-in-Charge



Annexure - III (a)

OPINIONNAIRE - 1

[OPINION OF THE STUDENTS ABOUT TEACHERS]

Name of the Student (Optional):

Department:

Put a tick(✓) mark in the appropriate box to opine about your departmental (Honours) teachers.

1= Very Good, 2= Good, 3= Average , 4= Bad, 5= Very Bad

1. Name of the Teacher	1	2	3	4	5
a. Speaking Ability					
b. Knowledge of Subject matter					
c. Preparation for classes					
d. Regularity and Punctuality					
e. Use of innovative methods					
f. Accessibility in and outside the classes					

2. Name of the Teacher:	1	2	3	4	5
a. Speaking Ability					
b. Knowledge of Subject matter					
c. Preparation for classes					
d. Regularity and Punctuality					
e. Use of innovative methods					
f. Accessibility in and outside the classes					

3. Name of the Teacher:	1	2	3	4	5
a. Speaking Ability					
b. Knowledge of Subject matter					
c. Preparation for classes					
d. Regularity and Punctuality					
e. Use of innovative methods					
f. Accessibility in and outside the classes					

4. Name of the Teacher:	1	2	3	4	5
a. Speaking Ability					
b. Knowledge of Subject matter					
c. Preparation for classes					
d. Regularity and Punctuality					
e. Use of innovative methods					
f. Accessibility in and outside the classes					

5. Name of the Teacher:	1	2	3	4	5
a. Speaking Ability					
b. Knowledge of Subject matter					
c. Preparation for classes					
d. Regularity and Punctuality					
e. Use of innovative methods					
f. Accessibility in and outside the classes					



Annexure - III (b)

OPINIONNAIRE - 2

[OPINION OF THE STUDENTS REGARDING TEACHING - LARNING, INFRASTRUCTURAL AND OTHER FACILITIES AVAILABLE IN THE INSTITUTION]

Name of the Student (Optional):

Department:

Put a tick (✓) mark in the appropriate box to opine about different facilities in the institution.

1 = Very Good, 2= Good, 3 = Average, 4 = Bad, 5 = Very Bad

Criteria of Evaluation	1	2	3	4	5
1. Understanding class teachings					
2. Discussion on complete syllabus					
3. Conduction of practical classes in time					
4. Appropriateness of Examination system					
5. Library facilities					
6. Equipments in laboratories					
7. Facilities to use computers					
8. Facilities for recreation					
9. Co-curricular Activities					
10. Facilities for games and sports (both men and women)					
11. Canteen facilities					
12. Cleanliness of the college campus					
13. Transport facilities					
14. Hostel facilities					

Suggestions if any:

Students' Feedback Analysis on Teaching-Learning & Other Facilities available in the College

Process of taking Feedback:

IQAC intensively monitored the process of *feedback* from the students, parents as well as Alumni during the academic session i.e. 2016-17. In addition to the on line feedback system, IQAC circulated a manual format (Annexure III(a) & III(b)) to collect feedback from the students of various departments regarding the qualities of teaching imparted by the faculty members as well as infrastructural facilities/lacunae of the institution. Feedback from the parents and Alumni has been received convening separate meeting with them. As usual it is also advised to each departmental heads to take a feedback report regarding some specific issues during their teaching-learning session: Part-I, Part-II and Part-III and fourth semester students on the last date of meeting with the faculties before leaving the college. In the first format, IQAC has given more importance on students' feedback regarding their subject teachers and their class room teaching and in other format feedback regarding infrastructure and other facilities available in the institution are asked.

Analysis of the received Feedback:

After the individual opinionnaire have been collected, these have been thoroughly scrutinized by the IQAC of the college to have a concrete idea about the academic scenario and as well as the overall infrastructural facilities offered to the students. The statistical analysis of the data fed by the students through online portal has been carried out to have more transparency in the Feedback System. The summary of the said analysis has been placed before the college authority for further improvement of all aspects related to the Teaching-Learning process of the students.

The major findings from the feedback analysis are:

- ➔ Students expressed their satisfaction with the quality of teaching, canteen facilities, cleanliness of the campus and sports activities, safe drinking water and electrification.
- ➔ Regarding the College Administration and Peaceful Academic Environment, Cultural Activities, students expressed their strong positive opinions.



- Students expressed their dissatisfaction with the existing Wi-Fi facilities and requested the authority to enhance the accessibilities.
- During the session 2016-17, it is observed that, the academic performance of most of the teachers is extraordinary, some are satisfactory. Some of them have been advised to use more ICT based teaching methods rather than traditional chalk and talk methods.



Best Practices of the Institution

➤ Enhancing Soft skill Development:

Soft skill is a need for the time. To cope with the competitive endeavour it is required to enhance the soft skill which includes computer knowledge, communication skill and behavioural aptitude with utmost care. So the institution emphasised on this matter to enhance the skill of the students with some specialized agency like Rice Group.

➤ Eco-friendly Environment Generation:

The atmosphere of the college is kept plastic free although. No one is allowed discharging plastic material in the campus in any way. The water bodies within the campus and around the campus are maintained regularly to the keep environment healthy. The use of solar energy in the common path way within the campus is the added importance in this genre. The IQAC keenly monitors the process to keep the environment eco-friendly.