

# **Annual Quality Assurance Report (AQAR)**

**for the Session:  
2013-2014**

**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 2013- 2014

#### 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. ANIL KUMAR CHAKRABORTY
Tel. No. with STD Code:	03228-266054
Mobile:	09434110720

Name of the IQAC Co-ordinator: DR. PRITIRANJAN PAHARI

Mobile: 0923268876

IQAC e-mail address: tamralipta\_iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) March 31, 2007/256

1.4 NAAC Executive Committee No. & Date: March 31, 2007/256  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: [www.tamraliptamahavidyalaya.org](http://www.tamraliptamahavidyalaya.org)

Web-link of the AQAR: [www.tamraliptamahavidyalaya.org/main/aqar](http://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 <sup>st</sup> Cycle	B <sup>+</sup>		2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 15.06.2007

1.8 AQAR for the year (for example 2010-11) 2013-14

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\_2007-08 submitted to NAAC on 02-06-2008
- ii. AQAR\_2010-11 submitted to NAAC on \_\_\_\_\_
- iii. AQAR\_2011-12 submitted to NAAC on \_\_\_\_\_
- iv. AQAR\_2012-13 submitted to NAAC on \_\_\_\_\_
- v. AQAR\_2013-14 submitted to NAAC on \_\_\_\_\_
- vi. AQAR\_2014-15 submitted to NAAC on \_\_\_\_\_

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 (P.G)

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

NO

UGC-CPE

DST Star Scheme

NO

UGC-CE

UGC-Special Assistance Programme

NO

DST-FIST

UGC-Innovative PG programmes

✓

Any other (*Specify*)

UGC-COP Programmes

NO

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

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ◆ Introduction of PG Courses in three departments - History, Sanskrit and Zoology.
- ◆ Four students registered for Ph. D. Programme in the Bengali Department.
- ◆ Two Major and one Minor Research Projects have been continuing.
- ◆ Achieved 1st position in inter college Youth Parliament Competition conducted by Ministry of Parliamentary Affairs (District level).
- ◆ Completion of PG Office establishment of the departments History and Sanskrit.
- ◆ Renovation of college Gymnasium was completed.
- ◆ Some laboratory instruments were purchased with the help of the 11th plan UGC Laboratory Aid Grant to cope with the revised UG Syllabus.
- ◆ Renovation of existing Boys' Hostel was completed.
- ◆ Construction of the Golden Jubilee building (ongoing) from UGC Grant.
- ◆ Construction of Shooting Range (ongoing) from UGC Grant.
- ◆ Various renowned teachers from other Institutions were invited to deliver lectures to the for PG Students.
- ◆ Constitution of research Project Evaluation Committee was done.

2.15 Plan of Action taken by IQAC/Outcome

Plan of Action	Achievements
1. Re- accreditation of the College	<ul style="list-style-type: none"> <li>♦ Initiatives taken for reaccreditation by NAAC.</li> </ul>
2. Enhancement of Infrastructure	<ul style="list-style-type: none"> <li>♦ A new laboratory and a class room were created for PG department of Zoology.</li> <li>♦ Roof treatment for Boys' Hostel was done.</li> <li>♦ Boundary wall of northern side of the College was constructed.</li> <li>♦ A room for security personnel was constructed.</li> <li>♦ Four classrooms were arranged for P.G. classes.</li> </ul>
3. Enriching science laboratories	<ul style="list-style-type: none"> <li>♦ New and up-to date instruments were purchased for all Science departments and for the Geography department as well.</li> </ul>
4. Power Back-up to classrooms and computer laboratories.	<ul style="list-style-type: none"> <li>♦ A Diesel Generator was purchased and installed.</li> </ul>
5. Enriching Library.	<ul style="list-style-type: none"> <li>♦ 892 Books were purchased for Central Library.</li> </ul>
6. Students Feedback mechanism up-gradation.	<ul style="list-style-type: none"> <li>♦ Up-gradation was successfully done.</li> </ul>
7. Publication of Books and & Articles in Journals.	<ul style="list-style-type: none"> <li>♦ A faculty member of the Bengali Department published a book with ISBN number.</li> <li>♦ Greater number of articles were published by the teaching staff of different depts. International and National peer reviewed journals.</li> </ul>

8. Encouragement to Research Works.	<ul style="list-style-type: none"> <li>Two minor and One major Research Project works were under taken by the teachers.</li> </ul>
-------------------------------------	--

*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

IQAC placed the report of action taken through the year and G.B. approved the report.

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

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, Midnapore and bound to follow the University Syllabi designed by respective Board of Studies of the University

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

P.G. Programmes in three subjects viz. Zoology, History and Sanskrit were introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
78	28	20	Nil	01 (Librarian) + 05 (GLI) + 24 (APTT)

2.2 No. of permanent faculty with Ph. D.

26

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
00	20	--	--	--	--	--	01	--	21

2.4 No. of Guest and Visiting faculty and Temporary faculty

26

Nil

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	11	11
Presented papers	08	11	01
Resource Persons	--	--	--

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

- ♦ Classes through Power Point Presentation.
- ♦ Project Work
- ♦ Listening to recorded speeches of Eminent personalities.
- ♦ Tutorial Classes.
- ♦ Mock Parliament.
- ♦ Field Survey
- ♦ Educational Tour
- ♦ Group Discussion
- ♦ Quiz
- ♦ Seminar Classes

2.7 Total No. of actual teaching days during this academic year 177

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 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 09 00 00

2.10 Average percentage of attendance of students 64 %

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 Hons	258	--	3.48	93.02	--	96.50
B A Gen.	184	--	0.05	39.67	56.52	95.11
B Sc Hons	82	--	13.41	73.17	--	86.58
B Sc Gen	16	--	--	100	--	100
B Com Hons	08	--	Nil	08	--	100
B Com Gen	01	--	--	--	100	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:**

- ◆ Encourages the faculty members to use digital Technology of teaching & learning.
- ◆ Regular monitoring of class room activities and providing adequate infrastructural facilities wherever required.
- ◆ Regular coordination with the teachers, especially Heads of the Departments, for improvement of Curricular & Co-curricular activities.
- ◆ Has Prepared an academic calendar to chalk out and convey the different teaching & learning activities to the faculty members and students.

**For Students:**

Regular meetings were arranged with the Heads and members of Academic sub-committee to review the academic progress of the students.

- ◆ Study room facilities, with access to internet, were provided to the students.
- ◆ Students were educated about the different Scholarship programs of both Government and Non-government organizations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	03
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	13
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	17	20	NIL	NIL
Technical Staff	15	15	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

To encourage different research oriented activities among the teachers, the IQAC has undertaken the following activities:

- ♦ Encourages teachers to pursue Ph. D. Degree, attend Orientation Program, refresher Courses etc. for CAS.
- ♦ Motivates teachers to undertake both Minor and Major research projects.
- ♦ It encourages teachers to publish research based activities in different Journals.
- ♦ It also encourages the different departments, especially History, Geography, Botany & Zoology, to conduct local survey.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	--	--
Outlay in Rs. Lakhs	--	8,62,300/-	--	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	01	01
Outlay in Rs. Lakhs	--	--	2,30,000/-	2,38,954/-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	07	11
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	08	11	00

#### 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

NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 & 3yrs	UGC and State Bio Diversity Board	8,62,300/-	5,67,840/-
Minor Projects				
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			8,62,300/-	5,67,840/-

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 Nil

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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						

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

03

05

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

00

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 00  
National level 00 International level 00

3.22 No. of students participated in NCC events:

University level 07 State level 01  
National level 01 International level NIL

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

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	00	College forum	03		
NCC	04	NSS	04	Any other	

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

- ♦ Health awareness programme was organized in collaboration with Red Cross Society on 07-04-2014.
- ♦ National Youth Day was celebrated on 12-01-2014 in collaboration with NSS unit of the college and DM Office.
- ♦ A blood donation camp was organized by the college NCC unit of the college on 24th November' 2014 in which 28 SD cadet donated blood.
- ♦ The college NCC unit and NSS unit organized aids Awareness programme on 01-12-2014 in collaboration with CMOH, Purba Medinipur.
- ♦ Women Cell activity
- ♦ The legal cell of the college provides different legal advices regarding women's right and protection of women against sexual harassment.
- ♦ The College career counselling cell provides training to the students for various state level competitive examinations viz., SSC, TET, P. Sc, JAM etc.

## 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	8.49 acres	--	--	8.49 acres
Class rooms	40	--	--	8.49 acres



Laboratories	23	--	--	23
Seminar Halls	02	--	--	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	58	49 Instruments	UGC & College fund	107
Value of the equipment purchased during the year (Rs. in Lakhs)	--	29,76,844/-	UGC & College fund	--
Others: Golden Jubilee Building Shooting range Class room	--	15,38,300/- 20,53,450/- 18,01,700/-	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 administrative office of the college is connected to the internet via dedicated lines.
- ♦ Central library of the college is equipped with modern facilities including broadband internet connection to cater to the changing needs of both teacher & students.
- ♦ The PG Department of Bengali & the B. Ed. Department have the facility of internet access.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26556	9,86,733/-	800	3,20,150/-	27356	13,06,883/-
Reference Books	7703	3,22,495/-	92	2,07,013/-	7795	5,29,508/-
e-Books	97000	5000	--	--	96000	5000
Journals	06	29,292/-	--	4403/-	06	3370/-
e-Journals	6000	5000	--	--	6000	5000
Digital Database	21	5000	--	--	21	5000
CD & Video	30	--	10	--	40	--
Others (specify)	--	--	---	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	02	05	NIL	NIL	05	19	NIL
Added	02	Nil	02	02	01	Nil	Nil	NIL

Total	58	02	07	02	01	05	19	NIL
-------	----	----	----	----	----	----	----	-----

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

Number of computers have been increased. A week computer literacy programme organized by the Dept. of Computer Dept. for the employees during winter recess (26-31 December).

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,07,707/-
ii) Campus Infrastructure and facilities	59,92,473/-
iii) Equipments	29,76,844/-
iv) Others	13,08,260/-
<b>Total:</b>	<b>1,03,85,284/-</b>

## Criterion – V

### 5. Student Support and Progression

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

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

- ♦ College publishes the annual prospectus providing information about the procedures of admission, eligibility criteria for the different courses, facilities available in the college, information about scholarships rules and regulations, fee structure etc.
- ♦ The college academic calendar provides details of academic events to be held in the academic session, including dates of internal assessment tests etc.
- ♦ The college receives the feedback from the students through complaint box and tries to resolve the problems.
- ♦ The different informations, relating to student service, are updated in the college website regularly.

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

- ♦ Parent teacher association meeting were held to discuss students' progression and attendance related issues.
- ♦ The abstracts of the results of Vidyasagar University prepared by the individual departments were discussed in the meeting of the IQAC in presence of the members of academic Sub-Committee.
- ♦ Individual departments paid particular attention to the personal academic progression of the students.
- ♦ The central library worked hard to provide career related informations to the students.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (B. Ed.)
3114	136	04	100

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

NIL
-----

### (c) No. of international students

NIL
-----

Men	No	%	Women	No	%
	1515	45.17		1839	54.83

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2255	420	37	77	12	2801	2794	417	52	79	12	3354

Demand ratio: 3.74:1

Dropout % 25.25 %

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

The college organizes free coaching for different competitive examinations of both state and national levels to needy students under the proper guidance of the IQAC.

No. of students beneficiaries

23
----

### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

The career counselling Cell of the college organizes different Career Orientation Programmes for the students.

The college library has a career guidance corner where various employment related information's are provided to the students.

The students are provided scope for doing practical study in central library freely.

The college takes subscription of various News papers and weeklies Viz. The Employment Karma Kshetra, Karma Sansthan, Competition Success etc.

No. of students benefitted

### 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

A seminar was organized by Women's Cell of the college about "Rights of Women and related legal aspects on 8th March,2014.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	225	1,99,031/-
Financial support from government	591	30,48,565/-
Financial support from other sources	NIL	NA
Number of students who received International/ National recognitions	NIL	NA

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: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

To make the college a centre for excellence.

To promote all-round development of personality of the students.

To instill human values in the students.

To develop a scientific temperament for a caring, impartial and inclusive society.

To make the students of Rural Bengal self-sufficient and self-reliant.

**Mission:**

- To provide superior quality higher education.
- To facilitate value based education in order to inculcate moral values among young generation.
- To educate students in developing various life skills.
- To create and facilitate an environment for knowledge & research skills..

**Objectives:**

- To develop required infrastructural facilities to meet the increasing demand of the students..
- To introduce more demanding courses at U.G. level.
- To provide need based higher education.
- To develop classroom teaching facilities and library facilities.

**6.2 Does the Institution has a management Information System**

Yes, the college has management information system (MIS Software) and different activities like on-line admission of the students, collection of various fees, disbursement of scholarship and Salary to staff are done through it.

**6.3 Quality improvement strategies adopted by the institution for each of the following:****6.3.1 Curriculum Development**

- ◆ The college does not have freedom to frame the curriculum as it is affiliated to Vidyasagar University, Midnapore. However, many senior faculty members are on various Academic Bodies like Board of Studies and are actively involved in framing the syllabus.
- ◆ Teachers are encouraged and deputed to attend Workshops on discussion of syllabus and curriculum development organized by the Vidyasagar University.

**6.3.2 Teaching and Learning**

- ◆ Invited lecture method of teaching specially in P.G. courses.
- ◆ Emphasised on project work, field work and visit to industrial plants. .
- ◆ Using more ICT based teaching methods.
- ◆ Organising Tutorial classes for slow learners.
- ◆ Prepared of Academic calendar and made it available for both teachers and students.
- ◆ Continuous & comprehensive evaluation was done through regular internal tests.

**6.3.3 Examination and Evaluation**

- ◆ Final Examinations were conducted as per Vidyasagar University guidelines.
- ◆ Internal Assessment tests were conducted at regular intervals.

**6.3.4 Research and Development**

- ◆ Some teachers are pursuing their Ph.D. Degrees.
- ◆ Two teachers of Bengali department are Ph.D. supervisions..

- ♦ A few teachers are engaged in Minor & Major research project.
- ♦ Teachers publish their articles in reputed research journals of national & international levels.

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

- ♦ Computer laboratory is being used as a smart class room and teachers of different departments use the same for their students whenever required.

#### Library

- ♦ The central library is enriched with a number of different types of books and journals.
- ♦ The study room attached to the central library is enriched with different daily news papers, employment related journals and computer systems with broadband internet connections.
- ♦ The library is registered for N-list through which users can access e-books and journals.

#### Physical Infrastructure Facility & Instrumentation

- Construction of Girls Hostel was completed.
- Construction of Indoor Shooting range was completed.
- The Boys' Hostel was renovated.
- Construction of class rooms for P.G. students was completed
- Construction work of a new canteen was started.
- Renovation work for Gymnasium was undertaken.
- Renovation work for Auditorium was undertaken.

### 6.3.6 Human Resource Management

- Motivating the faculty members to participate in Refresher & Orientation Programmes..
- Teachers were also encouraged and granted duty leave to participate in conferences, workshop, Seminars & short term courses.
- Non teaching staff members were educated on how to keep records and digitalize the same.
- Different co-curricular activities were emphasized for all round development of personalities of the students.

### 6.3.7 Faculty and Staff recruitment

Notification about vacant posts (for guest and part-time teachers) was circulated through daily news papers and the college website. Recruitment was done on the basis of merit selection through personal interview, class demonstration, academics, achievement in previous qualifying examinations, experiences etc. Full time teachers were recruited by West Bengal College Service Commission.

### 6.3.8 Industry Interaction / Collaboration

- Students of Commerce dept. visited different farms.
- Students of Chemistry and Physics visited neighbouring industries for conducting project works.
- Industrial training programme was conducted by the Dept. of Commerce.

### 6.3.9 Admission of Students

- Online admission was done in both UG and PG levels
- Admission was granted strictly on merit basis as per the rules of the affiliating University.
- Prospectus was published with detailed information on various courses and combinations offered along with the fees structure and facilities for the students available. Strict observance of Govt. rules for reserved categories.

### 6.4 Welfare schemes for

Teaching and Non teaching	Group Insurance Schemes, Health Check up, Credit Co-operative Society.
Students	Health Check up, Students Aid fund, Cash awards for meritorious students

### 6.5 Total corpus fund generated

78,800/-

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?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

**Not Applicable**

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



### **Not Applicable**

- 6.11 Activities and support from the Alumni Association
  - The Alumni Association of the college is actively engaged in the developmental works of the college by providing their expertise in different fields.
  - They organize regular meetings and felicitate renowned personalities.
  - They organize different cultural activities and an annual athletic meet.
  - They actively participate in blood donation camps organized by the NSS units & Students' Union.
  - They provide feedback and suggestions on various aspects.

#### 6.12 Activities and support from the Parent – Teacher Association

- The college organized parent-teacher meeting at the beginning of the Academic session.
- Parents provided feedback about the strengths and weaknesses of various departments as well as the institution. The constructive ideas of the parents were taken into consideration.

#### 6.13 Development programmes for support staff

- The support staff of the institute were encouraged to attend different staff development programmes organized by different institution.
- An Orientation programme was organized to educate them on how to use computer for administrative purposes.

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

- NSS units of the college regularly undertook programmes to clean the campus.
- Social plantation programme was done by the NSS units in the college premisses and the adopted villages.
- Initiatives were taken to make the campus a plastic free & smoking 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.

- Suggestion box was introduced for the students where they can place their suggestion or complain if any.
- Encouragement was provided to Women's cell and Anti Ragging Cell to enhance their activities.

- New voter enrolment camp in collaboration with District Magistrate's office, Purba Medinipur was organized.
- Organization of Departmental Fresher's welcome was organized to make the students familiar with the heritage of the college & to create friendly relationship among the students.

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

- Extension of classrooms for P.G. classes was completed.
- Construction of student canteen was completed.
- A Review meeting on Newly introduced U.G. curriculum was conducted.
- Subject topper Awards were introduced in various departments to encourage the students to excel in academic activities.
- Greater number of water purifier systems were installed.
- Broadband connection was extended to most of the departments of the college
- The Hon'ble M.P. was approved for funding infrastructural growth of the college.
- The college applied for UGC sponsored seminar.

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

**1. Blood Donation Camp**

**2. Organization of Road Rally:**

(\**Provided the details in annexure V*)

**Other some of the best practices are:**

- Campus cleaning programme.
- Suggestion Box.
- Friendly matches between Teachers & Students.
- Providing Play Ground to Senior citizen for their different events.
- College Play ground is also used by Tamralipta Municipality and neighbouring Primary & Secondary school for their annual athletic meet.

7.4 Contribution to environmental awareness / protection

Four NSS unit of the college are actively engaged o environmental awareness & protection programme. The different activities undertaken by the NSS units are:

- i) A Social plantation programme was organized on 5<sup>th</sup> June on the occasion of World Environment Day.
- ii) Plantation of Ornamental & Medical Plants was undertaken by the NSS units.
- iii) Initiatives were taken by the NSS units to take the campus plastic free.

iv) Regular awareness programmes were organized by the NSS units in the adopted village regarding different environmental issues.

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	1. Introduction of New courses every year. 2. Greater number of committed teachers.. 3. Remarkable results including University positions.
02	Three identified weakness from SWOT analysis	1. Poor class room attendance of the students of general class. 2. Shortage of classrooms to meet the increasing demand of students.. 3. Lack of career-oriented short-term courses.
03	Two identified opportunities from SWOT analysis	1. Scope for introducing Career-oriented courses for student employability. 2. Potential for excellence by qualified staff for research & publication.
04	Two identified challenges / threats from SWOT analysis	1. Delayed sanction of staff vacancies hindering the smooth running of the teaching learning process. 2. Increasing apathy of students towards seeking admission in Economics & Commerce stream.

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

1. Acceleration of the process for reaccréditation by NAAC
2. Construction of more Classrooms.

3. Organizing greater number of Seminars.
4. Emphasising upon the beautification of the college campus.
5. ATM machine in the College campus.
6. Finishing the ongoing construction of College canteen.
7. Construction of a cycle stand
8. Purchasing more books and Journals for the Library.
9. Equipping all the departmental computers with internet connections.
10. Finishing the N.C.C. shooting range.

Name : Dr. Priti Ranjan Pahari



09/12/2015

---

*Signature of the Coordinator, IOAC*  
Co-ordinator, IQAC  
Tamralipta Mahavidyalaya

Name : Dr. Sujit Kumar Bera



09.12.2015

---

*Signature of the Chairperson, IQAC*  
**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**  
**For the Session: 2013-2014**

**1st Term: From 01-07-2013 to 04-11-2013**

Month	Dates	No. of Available days for holding Classes / Examinations	Holidays/No Classes days	Activity/Remarks
[1]	[2]	[3]	[4]	[5]
<b>July-2013</b>	01-07-2013 to 07-07-2013	Six days (06)	07-07-2013 (Sunday)	*Admission to 1st year UG Courses through counseling.
	08-07-2013 to 14-07-2013	Five days (05)	10-07-2013 (Rathajatra)  14-07-2013 (Sunday)	*Admission to 1st year UG Courses through counseling.  *13-07-2013: Closing date of admission to 1st year UG Courses
	15-07-2013 to 21-07-2013	Five days (05)	18-07-2013 (Ulto Rath)  21-07-2013 (Sunday)	*17-07-2013: Commencement of 1st year UG classes & Change of Subjects for 1st year students.
	22-07-2013 to 28-07-2013	Six days (06)	28-07-2013	*Change of Subjects for 1st

	2013		(Sunday)	year students. *Classes for 1st year UG Courses.
	29-07-2013 to 31-07-2013	Three days (03)	NIL	*Classes for 1st year UG Courses. *31-07-2013: Last date of change of Subjects for 1st year students.
<b>August-2013</b>	01-08-2013 to 07-08-2013	Five days (05)	02-08-2013 (College foundation day) 04-08-2013 (Sunday)	*Classes for 1st year UG Courses. * 01-08-2013 to 14-08-2013: Issue and receiving of registration form by the college to the students <b>without delay fine.</b> * 01-08-2013 to 07-08-2013: Admission to 3rd year Classes.  *05-08-2013: Commencement of Bengali PG Classes for SEM-I & SEM-III.
	08-08-2013 to 14-08-2013	Five days (05)	09-08-2013 (Id-UI-Fitre) 11-08-2013 (Sunday)	*Classes for 1st year UG Courses / UG Part-I Examinations.  *08-08-2013: Commencement of 3rd year UG Courses.  14-08-2013: Last date of receiving registration form

				by the college from the students <b>without delay fine.</b>
	15-08-2013 to 21-08-2013	Five days (05)	15-08-2013 (Independence Day) 18-08-2013 (Sunday)	*Classes for 1st year & 3rd year UG Courses. * 16-08-2013-23-08-2013: Issue and receiving of registration form by the college to the students <b>with delay fine.</b> * 19-08-2013-23-08-2013: Part-I practical exam for commerce. * 21-08-2013: Last date of submission of registration form to V.U. without fine. 20-08-2013: Last date of Part-I theoretical exam.
	22-08-2013 to 28-08-2013	Five days (05)	25-08-2013 (Sunday) 28-08-2013 (Janmastami)	*Classes for 1st year & 3rd year UG Courses. * 27-08-2013: Last date of Submission of registration form to UV <b>with delay fine.</b> * 22-08-2013 to 30-08-2013: Admission to 2nd year UG Courses.
	29-08-2013 to 31-08-2013	Three days (03)	Nil	*Classes for 1st year & 3rd year UG Courses. * Admission to 2nd year UG Courses.
<b>September-</b>	01-09-2013 to 07-09-2013	Six days (06)	01-09-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 1st week of September:



<b>2013</b>				Inter College Cultural Meet.  * 04-09-2013: Last date of submission of Teachers Bio-data to VU.
	08-09-2013 to 14-09-2013	Six days (06)	08-09-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year.  10-09-2013: Last date of Submission of registration form to UV <b>with delay fine.</b>
	15-09-2013 to 21-09-2013	Five days (06)	25-09-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year.
	22-09-2013 to 28-09-2013	Five days (05)	22-09-2013 (Sunday)  26-09-2013 (Vidyasagar's birthday)	*Classes for 1st year, 2nd year & 3rd year.
	29-09-2013 to 30-09-2013	One day (01)	29-09-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year.
<b>October-2013</b>	01-10-2013 to 07-10-2013	Five days (04)	02-10-2013 (Gandhi's birth day)  04-10-2013 (Mahalaya)  06-10-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year.
	08-10-2013 to 14-10-	Two days (02)		*Classes for 1st year, 2nd

	2013			year & 3rd year.  10-10-2013: Puja vacation starts.
	15-10-2013 to 21-10-2013	Nil		
	22-10-2013 to 26-10-2013	Nil		Puja Holidays
	29-10-2013 to 31-10-2013	Nil		Puja Holidays
<b>November-2013</b>	01-11-2013 to 04-11-2013	Nil		Puja Holidays
		<b>78 Days</b>		

**2nd Term: From 05-11-2013 to 01-01-2014**

Month	Dates	No. of Available days for holding Classes / Examinations	Holidays/No Classes days	Activity
[1]	[2]	[3]	[4]	[5]
<b>November-2013</b>	05-11-2013 to 10-11-2013	Five days (05)	05-11-2013 (Holiday)  10-11-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	11-11-2013 to 17-11-2013	Five days (05)	14-11-2013 (Maharam)	*Classes for 1st year, 2nd year & 3rd year UG

			17-11-2013 (Sunday; Guru Nanak's Birth day)	Courses. * 1st Internal Assessment Test for PG Bengali (SEM-III).
	18-11-2013 to 24-11-2013	Six days (06)	24-11-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal Assessment Test for PG Bengali (SEM-III).
<b>November - December-2013</b>	25-11-2013 to 01-12-2013	Six days (06)	01-12-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 1st Internal Assessment Test for PG Bengali (SEM-I). * Annual Sports of the College
<b>December-2013 to January-2014</b>	02-12-2013 to 08-12-2013	Six days (06)	08-12-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	09-12-2013 to 15-12-2013	Six days (06)	15-12-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	16-12-2013 to 22-12-2013	Six days (06)	22-12-2013 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * 2nd Internal Assessment Test for PG Bengali (SEM-I). *20-12-2013 to 01-01-

				2014: Preparatory Leave for PG Bengali (SEM-I).
	23-12-2013 to 29-12-2013	Two days (02)	25-12-2013 to 29-12-2013 (Winter recess)	*Classes for 1st year, 2nd year & 3rd year UG Courses.  *24-12-2013 to 06-01-2014: Preparatory Leave for PG Bengali (SEM-III).
	30-12-2013 to 01-01-2014	Nil	30-12-2013 to 01-01-2014 (Winter recess)	Nil
		<b>42 days</b>		

### 3rd Term: From 02-01-2014 to 30-06-2014

Month	Dates	No. of Available days for holding Classes / Examinations etc.	Holidays/No Classes days	Activity
[1]	[2]	[3]	[4]	[5]
<b>January-2014</b>	02-01-2014 to 05-01-2014	Three days (03)	05-01-2014 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses.
	06-01-2014 to 12-01-2014	Six days (06)	12-01-2014 (Sun day)	*Classes for 1st year, 2nd year & 3rd year UG

				Courses. * Internal assessment Examination for 1st year, 2nd year & 3rd year UG Courses.
	13-01-2014 to 19-01-2014	Five days (05)	14-01-2014 (Poush Parban, Fateha Dowah Doham) 19-01-2014 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses. * Internal assessment Examination for 1st year, 2nd year & 3rd year UG Courses.
	20-01-2014 to 26-01-2014	Five days (05)	23-01-2014 (Netaji's Birthday) 26-01-2014 (Sun day, Republic day)	*Classes for 1st year, 2nd year & 3rd year UG Courses. *27-01-2014: Commencement of Bengali PG Classes for SEM-IV.
	27-01-2014 to 31-01-2014	Three days (03)	Nil	*Classes for 1st year, 2nd year & 3rd year UG Courses.
<b>February-2014</b>	01-02-2014 to 07-02-2014	Four days (04)	02-02-2014 (Sunday) 04-02-2014 & 05-02-2014 (Saraswati Puja)	*Classes for 1st year, 2nd year & 3rd year UG Courses. *01-02-2014: Commencement of Bengali PG Classes for SEM-II.

	08-02-2014 to 14-02-2014	Six days (06)	09-02-2014 (Sunday)	*Classes for 1st year, 2nd year & 3rd year UG Courses.  * Internal Assessment Test for Honours Students.
	15-02-2014 to 21-02-2014	Six days (06)	16-02-2014 (Sunday)	*Classes for 1st year, 2nd year & 3rd year.
	22-02-2014 to 28-02-2014	Six days (06)	23-02-2014 (Sunday)	*Classes for 1st year, 2nd year UG Courses.  * 28-02-2014: Closing of 3rd year UG classes.
<b>March-2014</b>	01-03-2014 to 07-03-2014	Six days (06)	02-03-2014 (Sunday)	*Classes for 1st year & 2nd year UG Courses.
	08-03-2014 to 14-03-2014	Six days (06)	09-03-2014 (Sunday)	*Classes for 1st year & 2nd year UG Courses.  * 12-03-2014: Commencement of UG part-III (Hons. & General) practical Examinations.
	15-03-2014 to 21-03-2014	Five days (05)	16-03-2014 (Sunday)  17-03-2014 (Dol Jatra)	*Classes for 1st year & 2nd year UG Courses.  * UG Part-II Form fill up
	22-03-2014 to 28-03-2014	Six days (06)	23-03-2014 (Sunday)	*Classes for 1st year & 2nd year UG Courses.  * Internal Assessment Test for Part-I and Part-II Honours Students.

	29-03-2014 to 31-03-2014	Two days (02)	30-03-2014 (Sunday)	*Classes for 1st year & 2nd year UG Courses.
<b>April-2014</b>	01-04-2014 to 07-04-2014	Six days (06)	06-04-2014 (Sunday)	*Classes for 1st year & 2nd year UG Courses.  * 1st Internal Assessment Test for PG Bengali (SEM-II & SEM-IV).  07-04-2014: Closing of 1st year & 2nd year UG Classes.
	08-04-2014 to 14-04-2014	Five days (05)	13-04-2014 (Sunday)  14-04-2014 (Chaitra sankranti/Birth day of Dr. Ambedkar)	Commencement of B. A./B. Sc./B. Com. Part-III (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)
	15-04-2014 to 21-04-2014	Three days (03)	15-04-2014 (Bangla naba Barsa)  18-04-2014 (Good Friday)  19-04-2014 (Easter Saturday)  20-04-2014 (Sunday)	B. A./B. Sc./B. Com. Part-III (Hons. & General) Theoretical Examination (Exam Schedule will be announced by the VU later on)  * in the third week of April, 2nd Internal Assessment Test for PG Bengali (SEM-II & SEM-IV).
	22-04-2014 to 28-04-2014	Six days (06)	27-04-2014 (Sunday)	
	29-04-2014 to 30-04-2014	Two days (02)	Nil	

<b>May-2014</b>	01-05-2014 to 07-05-2014	Five days (05)	01-05-2014 (May day)  04-05-2014 (Sunday)	In the first week of May, Part-I form fill up.  * B. A./B. Sc./B. Com. Part-II (Hons. & General) Theoretical Examination (Examination dates to be announced later by the VU)  *16-05-2014 to 03-06-2014: Preparatory Leave for PG Bengali (SEM-II & SEM-IV).
	08-05-2014 to 14-05-2014	Five days (05)	09-05-2014 (Rabindra jayati)  11-05-2014 (Sunday)	
	15-05-2014 to 21-05-2014	Six days (06)	18-05-2014 (Sunday)	
	22-05-2014 to 28-05-2014	Six days (06)	25-05-2014 (Sunday)	
	29-05-2014 to 31-05-2014	Three days (03)	Nil	
<b>June-2014</b>	01-06-2014 to 07-06-2014	Six days (06)	01-06-2014 (Sunday)	B. A./B. Sc./B. Com. Part-I (Hons. & General) Theoretical Examination (Examination dates to be announced later by the VU)
	08-06-2014 to 14-06-2014	Six days (06)	08-06-2014 (Sunday)	
	15-06-2014 to 21-06-2014	Six days (06)	15-06-2014 (Sunday)	
	22-06-2014 to 28-06-2014	Six days (06)	22-06-2014 (Sunday)	
	29-06-2014 to 30-06-2014	One day (01)	29-06-2014 (Sunday)	
		<b>141 Days</b>		

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

$$78 + 42 + 141 = 261 \text{ Days}$$



\*\* Final Examination of PG Bengali, SEM-I & SEM-III will be held in the month of January-2014, and SEM-II & SEM-IV will be held in the month of June-2014, respectively. Schedule of Examinations will be announced later on by the VU.

**sd/-Teacher-in-Charge**

Tamralipta Mahavidyalaya

## 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					

## 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**

**IQAC** advised each departmental heads to take a feedback report regarding some specific issues during their learning session: Part-I, Part-II and Part-III from the outgoing students on the last date of meeting with the faculties before leaving the college. For this purpose two opinion formats were designed by the IQAC and circulated among the students and collected after duly fill-up by the students.

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.

After collecting the individual opinion sheets, score were assigned by the members of IQAC and analyzed the data applying some simple statistical techniques.

- ❖ The feedback from the students for the year 2013-14 discussed by the IQAC with the Teacher - in - Charge. It is observed from the feedback from received from the part-III appearing students that majority of the teachers' teaching ability are more than satisfactory. They are confident about the tips of the teachers for facing university final examination would be very useful.
- ❖ A few students raised certain bleak point and suggested for improvement. The areas are :  
(i) enhancement of the area of laboratories, (ii) more lab equipments for the laboratories, (iii) more information regarding career building are required

**Best Practices of the Institution**

**1. Blood Donation Camp**

To popularize the idea of 'Donate Blood, Save Life', the institution organized two Blood donation camps. One was on 28<sup>th</sup> November on the occasion of International Blood Donation Day and the other was held on 12<sup>th</sup> January on the occasion of National Youth Day. NCC Cadets, NSS Volunteers, general Students as well as some of the staff members donated blood. The programme was organised in collaboration with Tamruk Voluntary Blood Donor's Association. On this occasion the association also arranged an awareness programme among the students to wipe out the prejudice regarding the donation of blood.

**2. Organization of Road Rally:**

A Road Rally was organized on 4<sup>th</sup> December by the NCC Cadets and NSS Volunteers to create awareness against child labour and protection of woman from harassment. Nearly 250 students including the teaching and non-teaching staff of the college spontaneously participated in the rally. The rally was welcomed by the chairman of the Tamralipta Municipality in front of the office.