



Annual Quality Assurance Report (AQAR)

for the Session:

2015-2016

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 2015 - 16

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. PRITIRANJAN 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 ⁺		2007	2012
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15.06.2007

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

2015-16

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)

- AQAR_2007-08 submitted to NAAC on 02-06-2008
- AQAR_2010-11 submitted to NAAC on _____



ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016

- iii. AQAR_2011-12 submitted to NAAC on 09.12.2015
- iv. AQAR_2012-13 submitted to NAAC on 09.12.2015
- v. AQAR_2013-14 submitted to NAAC on 09.12.2015
- vi. AQAR_2014-15 submitted to NAAC on 09.12.2015

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	<input type="text" value="NO"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="✓"/>	Any other (<i>Specify</i>)	<input type="text"/>
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="02"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="12"/>	Faculty <input type="text" value="10"/>	
	Non-Teaching Staff <input type="text" value="01"/>	Alumni <input type="text" value="00"/>	Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="text"/>	



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

2.14 Significant Activities and contributions made by IQAC

The IQAC Cell of the college contributed to promote the following activities throughout the session:

- The members of the IQAC of the were actively participate for preparing the SSR of the College.
- The seminar on "Best Practices in Management of Educational Institution" was organized on 4th December,2015. The main speaker was Dr. Pratip Choudhury, Hon'ble Former DPI, Govt. of West Bengal. The next seminar was organized on 7th June,2016 and Speakers were Dr. P. K. Chakraborty, Former Principal, Midnapore College (Autonomous), Midnapore, West Bengal & Dr. Amal Chakraborty, Former HOD, Dept. of English, Midnapore College (Autonomous), Midnapore, West Bengal.
- Establishment of newly formed Garden for Medicinal Plants which has been replaced due to extension of B. Ed. Building.
- Animal house has been reconstructed.
- Introduction of LED light to conserve the electricity.
- Installation of sufficient aqua guard for drinking water.
- Building construction work has been done.
- Construction of Vermi culture unit for organic manure production.
- More plants are planted and potted plants are harboured within the campus.
- Pond beautification has started.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. SSR Preparation	SSR preparation was completed and submitted to NAAC office in due time.



2. Organization of Seminars	Two seminars were organized by IQAC on 4th December,2015 & 7th June,2016
3.Aquaculture Unit.	The college authority has started aquaculture practice with collaboration with the Department of Zoology in order to earn revenue and cultured fishes are used as source of food item to Hostel boarder.
4. Enrichment of Infrastructure	i) Approach road conversion with bitumen. ii) Construction of cycle stand. iii) Steel fencing of the garden. iv) Health Home Renovation. v) NCC & NSS office renovation. vi) Installation of CCTV.
5. Enriching Library resources	Number of books in the central library has been increased.
6. Enriching Science laboratory	Science laboratories were ungraded with Scientific equipments.
7. Organizing Social Awareness programme	Social Awareness were created through the following programme; i) Free Thallasemia Test ii) AIDS Awareness programme iii) Observation of National Voters Day etc.
8. Organization of Environmental Awareness programme	A social plantation programme was organized on 5th June,2016.
9. Organization of National Seminar	A UGC sponsored national seminar on "Wetland Bioresources management, Problems & Prospects" was organized by the Dept. of Zoology (UG & PG).

** 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 approved the recommendation of IQAC and permitted to execute them with immediate effect.



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, Midnapore 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
74	31	19	Nil	02 (Librarian) + 01 (GLI) + 21 (APTT)

2.2 No. of permanent faculty with Ph. D.

23

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	19	--	--	--	--	--	01	--	20

2.4 No. of Guest and Visiting faculty and Temporary faculty

44	40	Nil
----	----	-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	20	10
Presented papers	11	37	03
Resource Persons	01	00	00

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

- Use of Video Clips
- Project Work
- Power Point Presentation.
- 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

223

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

09	00	00
----	----	----

2.10 Average percentage of attendance of students

73 %

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	329	NA	13.98	78.72	4.86	97.57
B A Gen.	233	NA	0.43	27.89	67.81	96.14
B Sc Hons	120	NA	19.17	67.50	11.67	98.33
B Sc Gen	41	NA	14.63	80.49	0	95.12
B Com Hons	6	NA	16.67	83.33	0	100
B Com Gen	2	NA	0	50.00	50.00	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 audio- visual aids of education.
- The teachers were prompted to facilitate the students in using the online repositories of knowledge.
- The classes taken in respective departments vis-a-vis the syllabi were closely monitored to ensure that the students receive best possible instruction
- There were regular meetings held on both intra-departmental and extra- departmental basis to ensure proper co-ordination between all branches of the institution.

For Students:

- The Academic Sub- Committee regularly met with the Heads of the Departments to ensure that the students are getting the best possible academic aids.
- The Library was equipped with enhanced digital aids.
- The arrangements of remedial courses and tutorial courses were heightened in order to cater to the need of comparatively backward students.
- Students were being informed 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	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	03
Staff training conducted by the university	01
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
Others	00

2.14 Details of Administrative and Technical staff



ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	31	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:

- 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., or minor or major research projects.
- The teachers are also prompted to conduct surveys in the locality.
- Publication in major national and international journals is also an area of emphasis.

3.2 Details regarding major projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	---	--
Outlay in Rs. Lakhs	--	3,90,000/-	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	--	02
Outlay in Rs. Lakhs	--	4,82,000/-	--	8,53,300/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	34	05	16
Non-Peer Review Journals	00	00	18
e-Journals	00	00	02
Conference proceedings	00	01	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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01	State Bio Diversity Board	3,90,000/-	3,90,000/-
Minor Projects	02	UGC	5,77,100/-	4,82,000/-
Interdisciplinary Projects				



ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	03			8,72,000/-

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	--	01	02	--	05
Sponsoring agencies	--	UGC	College Fund	--	College Fund

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

03

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

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	01	State level	02
National level	00	International level	NIL

3.25 No. of Extension activities organized

University forum	00	College forum	04		
NCC	08	NSS	03	Any other	

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

- Organization of Blood Donation Camp on 12th January, 2016 where a large number of students donated blood.
- An AIDS awareness programme was organized by the NSS units of the college in collaboration with CMOH, Tamluk on December 4, 2015.

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	23 Dec	Donation	8.72 acres
Class rooms	40	00	--	40
Laboratories	23	00	--	23
Seminar Halls	02	00	--	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		13,28,801/-		
Others Construction of Building, canteen & Women Hostel		3,332,272/-	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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27380	13,11,884/-	900	65,000/-	28,280	13,76,884/-
Reference Books	7803	5,31,508/-	250	3362/-	8053	5,51,129/-
e-Books	97000	5000	38000	750/-	1,35,000	5,750/-
Journals	06	40,903/-/-	19	13027	25	53,930/-
e-Journals	6000	5000			6000+	5,750/-
Digital Database	21	5000			20	5,750/-
CD & Video	50	--			50	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	68	02	24	02	01	05	19	NIL
Added	08	00	29	00	00	00	00	
Total	76	02	53	02	01	05	19	

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

Nil

4.6 Amount spent on maintenance in lakhs :

- i) ICT 5,16,632/-
- ii) Campus Infrastructure and facilities 54,59,611/
- iii) Equipments 13,28,301/



iv) Others

43,36,241/

Total:

1,16,91,285/-

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:

- Feedback from students was regularly taken in order to help improve the standards of the institution
- Online admission system, introduced from the earlier session, was rendered further smooth.
- The College website was updated periodically.
- Updated prospectus was published.
- In order to ensure the proper informational support for the post- graduate students, the research committee worked 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:

- 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.)
3368	313	03	100

(b) No. of students outside the state

NIL

(c) No. of international students

NIL



Men

No	%
1740	45.98

Women

No	%
2044	54.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3140	473	33	16	04	3666	3087	484	26	178	9	3784

Demand ratio: 7.14 : 1

Dropout % : 13.07

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 are taken systematically:

- ❁ The Career Counselling Cell, under the supervision of IQAC, conducts free coaching to equip students for entrance examinations.
- ❁ Coaching is also conducted for entrance examinations of state- level jobs.
- ❁ Students are tutored for gaining entrance to higher level research activity.
- ❁ Emphasis is placed particularly on inspiring students to undertake further higher levels of education.

No. of students beneficiaries

111

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	111

5.6 Details of student counselling and career guidance

- ❁ Different career orientation programs were arranged to disperse adequate information to the students about future employment.
- ❁ The Library subscribed to various news papers and weekly papers with news about employment, in both English and vernacular language, like Employment News, Karma Keshetra etc. and encouraged students to go through those.
- ❁ The 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 were arranged for the students' benefit.



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

- Women's cell of the college has been organising dedicated programmes to sensitise the students adequately.
- The cell has been active 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 of the University Women Studies, 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 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	290	2,25,590/-
Financial support from government	430	9,941,500/-
Financial support from other sources	295	1,355,400/-
Number of students who received International/ National recognitions	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: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To impart qualitative higher education to the students of rural Bengal and to inculcate human values among the students are the main aims of the college. In this context the college authority is making untiring endeavours 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 partially executed through a software.



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, West Midnapore and thus does not have the liberty of framing curriculum. But many senior faculty members are part of Academic Boards like the Board of Studies and thereby play significant roles in determining the syllabus
- ✿ Teachers are encouraged to attend workshops, seminars etc. in order to keep themselves abreast of the new developments of the curriculum.

6.3.2 Teaching and Learning

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

- Teachers were encouraged to use digital aids of education.
- Academic Calendars were rigorously prepared detailing out the allocation of classes and topics to the individual teachers.
- Constant, continued and comprehensive evaluation was ensured through systematic internal assessments.
- Tutorial and remedial classes were organised for slow learners.
- Educational tours, Field trips etc. were organised to provide first- hand experience in the relevant disciplines to the students.
- Special Coaching and Remedial Classes were also held for SC, ST & Minority students.

6.3.3 Examination and Evaluation

- ✿ Internal Assessments were conducted at regular intervals as per University norms.
- ✿ University Final Examinations were 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.

6.3.4 Research and Development

- Numerous teachers engaged in research related activities were given every provision to do the same.
- 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.
- Works of some teachers have been published in National & International research journals and books and many more are engaged in doing 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.
- The central library has increased the no. of subscriptions to various e-journals.



- 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 SOUL 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 52 faculty members including Full-time permanent teachers Librarians and GLI, 21 Approved part-time Teachers and 32 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 and regulations of the affiliating university and the State Government and tries to conform to the UGC norm wherever possible.

Non-Teaching Staff Recruitment:

The permanent non-teaching staffs are approved by the College Authority by 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

Various departments of the College have been 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.

6.3.9 Admission of Students

- The entire admission procedure has been digitised.
- The admission procedures adheres to the strictest principles of transparency.



- Admission of students to various UG and PG courses are done on purely on the basis of merit.
- Rules and Regulations for admission as fixed by the affiliating University and State Government are strictly followed by the College.
- Notification for admission to various Courses is done 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.

6.5 Total corpus fund generated

2150/-

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?

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 though formed in 1988, was rejuvenated in 2006 and 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:

- ✿ It organizes regular meetings every year.
- ✿ It organizes an annual athletic meet every year and different cultural programs.
- ✿ 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 are undertaken to ensure the involvement of the Parents' in the academic process

- At least one meeting per year is being conducted between parents and teachers.
- 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 are requested to sends their wards to the College regularly and to encourage them to participate in different programs including NSS & NCC.
- Information about Different Scholarship Programs and their guidelines are also conveyed to the parents for their necessary action.
- Parents are also requested to provide their valuable suggestions for the improvement of teaching -Learning process of the College.

6.13 Development programmes for support staff

The support staff 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 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.

Computerization of Administrative Section:

To make the administrative work more scientific and to run the office smoothly, the administrative section of the college has been partially computerized.

Computerization of Library:

The college library has been optimally digitised. The library uses user friendly SOUL software along with N-list facility. The readers are provided web facilities through broadband connections.

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.

Academic Innovative:

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

- Classes through Power Point Presentation.
- Project Work
- Tutorial Classes.
- Mock Parliament.
- Field Survey
- Educational Tour.
- Monitorial Classes
- Quiz

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

- ✿ Different steps were undertaken to improve the class attendance of the students by publishing monthly attendance status at departmental level.
- ✿ Due importance was given to continuous and comprehensive evaluation of the students performance.
- ✿ Initiatives were taken to construct a girls' hostel and shooting range.
- ✿ Students support services particularly for SC/ST/OBC and Minority students were strengthened.
- ✿ Initiatives were taken for digitising the record keeping system.



- ✿ Different community service activities were undertaken by the NSS units ad NCC Units.

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

1. Orientation to the Institutional Infrastructure provided to the students on the first day of the session. (in conformity with the evolving modern methods of education)

2. Parent -Teachers' Meeting held throughout the College in every department to facilitate an interactive environment.

7.4 Contribution to environmental awareness / protection

- 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"> ➤ More number meritorious students admitted ➤ Remarkable academic results including university positions. ➤ Motivating more number of girls students for pursuing higher education.
02	Three identified weakness from SWOT analysis	<ul style="list-style-type: none"> ➤ Shortage of classroom to meet the increasing demand of students. ➤ Poor class room attendance of general students. ➤ Inadequate research Seminars and Workshops conducted by the departments and lack of publications.
03	Two identified opportunities from SWOT analysis	<ul style="list-style-type: none"> ➤ To generate more corpus fund through proper utilization of college property. ➤ To tie-up with various industries of Haldia Industrial belt for betterment of pure science 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 for next year

- Construction of more Classrooms
- 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

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

Signature of the Chairperson, IOAC
Teacher-in-charge
TAMRALIPTA MAHAVIDYALAYA
Tamluk, Purba Medinipur



Annexure I

Abbreviations:

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



Annexure-II



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 counseling. * 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 counseling. * 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.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

	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.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

	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, 2nd 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, 2nd 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, 2nd year & 3rd year.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

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 1st 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.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

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.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

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.

**ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016**

	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)



ANNUAL QUALITY ASSESMENT REPORT FOR THE SESSION: 2015-2016

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



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 emphasised more on feed back system during the academic session ie. 2015-16. It has developed an online feedback system, where the overall facilities and activities of college are included for assessment. The system is open to all for providing inputs. IQAC has also developed and circulated a manual format to collect feedback from the students of various departments regarding the qualities of the teachers as well as infrastructural facilities of the institution. It is advised to 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. 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 from various departments, score were assigned by the members of IQAC and analyzed the data applying some simple statistical techniques. The online feedback system is being analysed automatically through a pre generated software.

The major findings from the feedback analysis are:

- Students showed their satisfaction regarding the library, canteen, cleanliness of the campus and sports activities.
- Regarding the facilities of fresh and safe drinking water, electrification, toilets and administration and cultural activities, students showed their strong positive opinions.
- Students are not satisfied with the Wi-Fi facilities and requested to enhance the accessibilities.
- During the session i.e. 2015-16 it is observed that, the academic performance of most of the teachers are satisfactory and students requested to use more power point presentations rather than traditional chalk and talk methods.



Best Practices of the Institution

➡ **Conservation of Biodiversity within Campus:**

The college campus is enriched with various herb, shrubs and trees. Besides those flowering plants, ornamental plants and patted plants are planted within the campus. An attempt has been made to make a survey on the plants and animals live within the campus. The college authority has a positive tendency to conserve these renewable resources. Green audit system has been introduced.

➡ **Organic farming and Agriculture:**

Another best practice is the organic farming through which plants are cultivated by applying organic manure produced by vermiculture. The pond behind the college building is subjected to aquaculture practice. This is also done by applying vermin manure which is rich in nutrients, and thus enhances the growth of fish food organisms. This helps to develop a sustainable culture practice with least impact on ecological balance.