

SELF- STUDY REPORT 2015

UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA

Udaynarayanpur, Howrah, West Bengal- 711226

Website: www.udaynarayanpurmahavidyalaya.org

Contact- 03214-257444/666



Submitted to-

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

P.O. Box No- 1075, Nagarbhavi, Bangalore- 560072



Udaynarayanpur Madhabilata Mahavidyalaya

(Govt. Aided & Affiliated to Calcutta University)
Estd - 2006

P.O.-Udaynarayanpur (Jangalpara), Howrah-711226

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Ref. No.

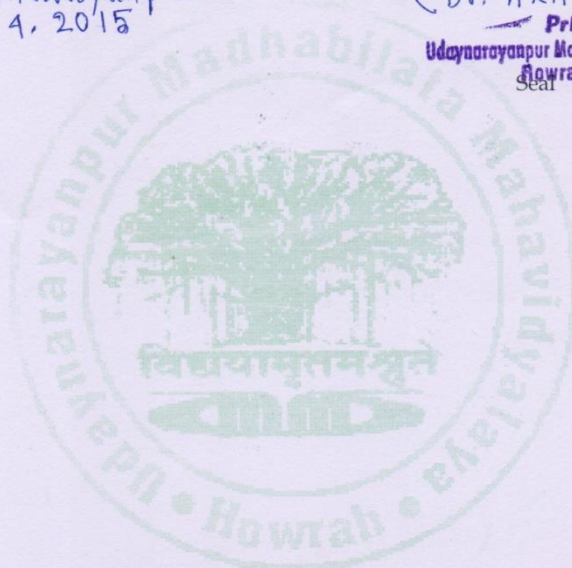
Date.

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Udaynarayanpur
Date: 23.4.2015

Signature of the Head of the institution
(Dr. ARABINDA GHOSH)
Principal
Udaynarayanpur Madhabilata Mahavidyalaya
Howrah - 711226
Seal



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1. PROFILE OF THE AFFILIATED/CONSTITUENT COLLEGE

1. Name and address of the college:

Name:	Udaynarayanpur Madhabilata Mahavidyalaya	
Address:	Jangalpara. Pin- 711226	
City:	Udaynarayanpur	Dist.- Howrah. State: West Bengal
Website:	www.udaynarayanpurmahavidyalaya.org	

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Email
Principal	Dr. Arabinda Ghosh	03214-257444/666	+919434543278	ghabrn33@yahoo.co.in
Steering Committee Coordinator	Dr. Mousumi Samanta	03214-257444/666	+919432261393	mousumisamanta@hotmail.com

3. Status of institution:

Affiliated College

☒

Constituent College

☐

Any other (specify)

☐

4. Type of institution:

a. By Gender

i. For Men

☐

ii. For Women

☐

iii. Co-education

☒

b. By Shift

i. Regular

ii. Day

iii. Evening

✓

5. It is a recognized minority institution:

Yes

No.

✓

6. Sources of funding:

Government

Grant-in-aid

Self –financing

Any other

✓

7. A. Date of establishment of the college: 25/07/2006

b. University to which the college is affiliated:

University of Calcutta

c. Details of UGC recognition:

Under Section	Data, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	20/09/2012	Certificate attached.
ii. 12 (B)	20/09/2012	Certificate attached.

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

(Recognition letter enclosed. Please refer annexure I)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

- No such recognition/ approval.

8. Does the affiliating university act provide for conferment of autonomy (as recognized by UGC), on its affiliated colleges?

Yes ☒ No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

a. By UGC as a College with Potential of Excellence (CPE)?

Yes ☐ No. ☒

b. For its performance by any other governmental agency?

a. Yes ☐ No ☒

10. Location of the campus and area in Sq.mts.

Location*	Rural
Campus area in sq.mts.	22211.71 in sq.mts.
Built up area in sq.mts.	1043 sq. Mts.

(* Urban, Semi-Urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/Seminar complex with infrastructure facilities ☒

• Sports facilities ☒

(There are facilities for Football, Cricket, Badminton and Volleyball)

* Play ground ☒

* Swimming pool ☒

* Gymnasium ☒

* Generator ☒

* Water Harvesting ✓

☐

• Hostel-

- No hostel facility available.

• Residential facilities for teaching and non-teaching staff (give numbers available-cadre wise)- Nil.

• Cafeteria-

☒

• Health centre-

☐

• First aid-

☒

• Facilities like banking, post office, book shop

☐

• Transport facilities to cater to the needs of students and staff

☐

• Animal house

☐

• Biological waste disposal

☐

• Generator or other facility for management/regulation of electricity and voltage

☐

• Solid waste management facility

☐

• Waste water management

☐

• Water harvesting

☒

12. Details of programmes offered by the college (give data for current academic year)

Sl. No.	Programme Level	Name of the programme/ Course	Duration	Entry Qualification	Sanctioned /approved Student strength	No. Of students admitted
1	Under –Graduate	B.A. (Hons.)	3 Years	H.S.	288	188
		B.A. (Gen.)	3 Years	H.S.	381	318

*The College does not offer any Post graduation, M.Phil or Ph.D programme.

13. Does the college offer self-financed programmes?

☐

14. New programmes introduced in the college during the last five years if any?

Yes	✓
Number	2 (Two)

15. List the department: (respond if applicable only and do not list facilities like laboratory, physical education as department, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG
B.A. Honours & General	Bengali	✓
B.A. Honours & General	English	✓
B.A. Honours & General	History	✓
B.A. Honours & General	Sanskrit	✓
B.A. Honours & General	Geography	✓
B.A. Honours & General	Philosophy	✓
Faculty	Departments (eg. Physics, Botany, History etc.)	UG
B.A. General	Political Science	✓
B.A. General	Education	✓
B.A. General	Physical Education	✓
B.A. General	Food & Nutrition	✓
B.A. General	Music	✓

16. Number of programmes offered under (Programme means a degree course like B.A. B.Sc, M.A. M.Com.....)

A. Annual System ✓. B.A. Hons. – 6 & B.A. General- 1.

17. Number of programmes with:

- a. Choice Based Credit System- **NIL**.
- b. Inter/Multidisciplinary Approach- **NIL**.
- c. Any Other- **NIL**.

18. Does the college offer UG and / or PG programmes in teacher education?

Yes ☐ No ☒

19. Does the college offer UG and / or PG programme in physical education?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the institution:

Positions	Teaching faculty								Non-Teaching Staff	Technical Staff		
	Professor		Associate Professor		Assistant Professor		Part-Time-Teacher					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/ State Government					0	3	11	10	6	4	1	0
Recruited												
Yet to recruit	10	0	0	0	10				0	0	0	0
Sanctioned by the management / society or other authorized bodies Recruited												
Yet to recruited												

*M-Male, *F-Female

21. Qualification of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./ D.Litt.							
Ph.D.						1	1
M. Phil.							
PG						3	3
Temporary Teachers							
Ph.D.							
M. Phil.							
PG	10						10
Part-Time-Teachers							
Ph.D.	2						2
M. Phil.	3						3
PG	16						16

22. Number visiting faculty/guest faculty engaged with the college -

10

23. Furnish the number of students admitted to the college during the last four academic years.

Categories	Year 1 2011-2012		Year 2 2012-2013		Year3 2013-2014		Year 4 2014-2015	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	57	63	59	70	59	61	86	92
ST	-	-	-	-	-	-	-	-
OBC (A)	-	-	-	-	-	-	06	13
OBC (B)	-	-	-	-	-	-	21	28
General	349	576	355	577	332	542	321	524
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year:

Type of Students	UG	PG	M. Phil.	Ph. D.	Total
2014-15 Academic Session	1070	N.A.	N.A.	N.A.	N.A.

25. Dropout rate in UG (average of last two batches)

- i) Dropout Ratio in the academic year 2012-13 is 33.5%.
- ii) Dropout Ratio in the academic year 2013-14 is 32%.

26. Unit cost of education:

*(Unit cost = total annual recurring expenditure
actual divided by total number of students
enrolled)*

(a) Including the salary component:

Rs.71,93,022/1061 = Rs. 6779 in the
financial year 2012-13.

Rs. 80,83,980/-/1063= Rs.7605 in the
financial year 2013-2014.

(b) Excluding the salary component:

Rs.4,87,561/1061=Rs. 460/- in the financial
year 2012-13.

Rs.21,06,381/1063=Rs.1982 in the financial
year 2013-2014.

27. Does the college offer any programme/s in distance education mode (dep)?

Yes

☐

No

☒
28. Provide teacher-students ratio for each of the programme /course offered for 2014-15:

Programme (Course)	Student- Teacher Ratio
Bengali	140:1
English	13:1
History	155:1
Geography	17:1
Philosophy	96:1
Sanskrit	150:1
Political Science	280:1
Food & Nutrition	30:1
Education	167:1
Physical Education	51:1
Music	4:1

29. Is the college applying for

Accreditation:	<input checked="" type="checkbox"/>	Cycle 1	<input type="checkbox"/>	Cycle 2	<input type="checkbox"/>
Cycle3	<input type="checkbox"/>	Re-Assessment	<input type="checkbox"/>		
Cycle4					

(Cycle 1 refers to first accreditation and Cycle 2, and Cycle 3 and Cycle 4 refers to re-accreditation)

30. **Date of accreditation*** (applicable for Cycle 2, and Cycle 3 and Cycle 4 and re-assessment only): N.A.

31. **Number of working days during the last academic year.**

The College remained open for 243 days in 2013-14 academic sessions. It is to be noted that the college building was requisitioned for 16 days by the District Administration for State Panchayet Election and Parliamentary Election during this session.

32. **Number of teaching days during the last academic year.**

(Teaching days means days on which lectures were engaged excluding the examination days)

Total number of Teaching days during 2013-14 was 182. Some teaching days are lost due to the University final examinations and college examinations.

33. **Date of establishment of internal quality assurance cell (IQAC):** -16/07/2014 (dd-mm-yyyy). Meetings held on 24.09.2014 and 22.04.2015.

34. **Details regarding submission of annual quality assurance cell (AQAC) to NAAC:** N.A.

35. **Any other relevant data (not covered above) the college would like to include. (do not include explanatory / descriptive information):** NIL.

CRITERION I: CURRICULAR ASPECTS

1.1. Curricular planning and implementation

1.1.1. State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

-Some enterprising persons of locality established this institution of Under Graduate Degree College to create opportunities for the common and distressed person including girls of this remote and rural area. Vision, mission and objectives are determined for this institution in this perspective.

Vision:- To fulfill dreams and aspirations of higher education of young persons, particularly of girls, through inculcating necessary knowledge and skills for future education and employment.

Mission:- 1. To create and provide adequate infrastructural facilities and learning resources like classrooms, laboratories, toilets, books, equipment, etc. needed to promote gross enrolment ratio (GER) and teaching learning process in the college.

2. To introduce subject and courses commensurate with the need of the locality and capacity of the institution and also to the student profile.
3. To provide quality teaching in healthy and friendly atmosphere.
4. To review the progress through evaluation of learning outcomes, faculty self-evaluation and feedback from the students and the guardians.

Objectives:- In line with vision and mission of the institution the objectives are given as:-

1. To mobilize resources and funds from all possible sources like state governments' higher education department, UGC's development grants and other grants, MLA and MP local area development funds, etc.
2. To utilize available funds to satisfy urgent needs like construction of classrooms, laboratories etc. and purchase of books, laboratory equipment, benches, almirahs, sports, equipment etc.
3. To move the concerned authorities for creation of new teaching posts librarian and filling up existing vacant teaching posts.
4. To recruit necessary non-teaching staff to facilitate official works.
5. To give proper attention to the needs and demands of the students, particularly of the girl students.
6. To create adequate basic facilities, including recreation facilities for the students.
7. To make the campus environment friendly through regular plantation programme.
8. To maintain good relationship among staff and students for growth of academic culture in the institution.

Vision, mission and the objectives of the institution are communicated to the students, teachers and staff through college prospectus, official notification, meeting with the students, guardians and the staff and above all through practice of the institution regularly.

1.1.2. How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

-
- * Distribution of syllabus among faculty members.
 - * Preparation of modules by each faculty.
 - * Specific example-
- The curriculum design and development action plans are prepared by Calcutta University to which the college is affiliated. The University invites teachers of affiliated colleges to participate in workshops on a new syllabus. The HoDs conduct their departmental meetings with faculty members and develop academic plans for the coming academic session.

For effective implementation of the curriculum, the syllabus and number of classes are divided among faculty members at the beginning of the academic session.

Tutorial classes are taken for both Honours and Pass courses.

In Geography, practical classes and demonstrative teaching are undertaken in laboratories and through excursions and educational visits.

The students of political science participate in Intra-college Mock Parliaments.

1.1.3. What type of support (procedural and practical) do the teachers receive (from the university and/or institution) for effectively translating the curriculum and improving teaching practices?

-The affiliating University of Calcutta conducts meetings/ workshops at the time of curriculum design and the college sends the subject teachers to participate in the meetings/workshops. The teachers of the college actively participate in meetings/workshops, discuss issues/ problems and put their suggestions.

1.1.4. Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating university or other statutory agency.

-Following initiatives are taken up by the college:-

- Periodic departmental meeting, monitoring academic progress and completion of syllabus.
- The college provides well-stocked library.
- The college provides internet facility and modern teaching aids like LCD projectors.
- Geography and History departments conduct educational tour.
- The college encourages the teachers to participate in seminars organized by the college/other colleges/affiliating university.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- The college does not have any system of interaction for effective operationalization of the curriculum.

1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the university?(number of staff members/departments represented on the board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- The University of Calcutta does not have any provision for the college to forward suggestions for designing the UG syllabus. However, when workshops are held on syllabus, the college always sends the concerned Faculty members with suggestions.

1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('needs assessment', design, development and planning) and the courses for which the curriculum has been developed.

- The college does not offer any such courses.

1.1.8. How does institution analyse /ensure that the stated objectives of curriculum are achieved in the course of implementation?

-For the successful implementation of the curriculum discussions among the faculty members of department are held.

- Assignments, projects, class tests, annual examinations are taken to understand how the students are coping with the syllabus.
- Opinions expressed by external examiners at the time of final practical examinations towards improvement are considered.
- The college provides infrastructure for teaching-learning.

1.2. Academic Flexibility

1.2.1. Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

-NIL.

1.2.2. Does the institution offer programmes that facilitate twinning /dual degree? If ‘yes’, give details.

-The college does not offer such courses.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- range of core / elective options offered by the university and those opted by the college
- choice based credit system and range of subject options
- courses offered in modular form
- credit transfer and accumulation facility
- lateral and vertical mobility within and across programmes and courses
- enrichment courses
 - Range of core/ Elective options offered by the University and those opted by the college-
-The college has elective options at the UG level in English, Bengali, Geography, Philosophy, Sanskrit, and History in Arts. All these subjects along with Political Science, Education, Physical Education, Music and Food & Nutrition are available in elective mode.
 - The University of Calcutta does not have choice-based credit system.
 - At the UG level the University has introduced annual evaluation and restructured syllabi in subjects offered at the college in unit models.
 - The University of Calcutta does not allow of credit and accumulation between institutions or courses between institutions.
 - This is not permissible under the existing norms for affiliated colleges in the University of Calcutta. There exists limited horizontal mobility, before registration.
 - NIL.

1.2.4. Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

- No.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

-No.

1.2.6. Does the university provide for the flexibility of combining the conventional face-to-face and distance mode of education for students to choose the courses/combination of their choice”

-No.

1.3. Curriculum Enrichment

1.3.1. Describe the efforts made by the institution to supplement the university's curriculum to ensure that the academic programmes and institution's goals and objectives are integrated?

-Teachers always try to incorporate the basic goals and objectives of the Institution in their lectures wherever there is opportunity in the curriculum. Publication of Departmental wall magazine, educational tours are also helpful in supplementing to the curriculum.

1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

-The University of Calcutta has gradually been encouraging unit based functional courses and concise presentation. This is an attempt to orient young minds to sharpen focus, select targets and sustain focus.

1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as gender, climate change, environmental education, human rights, ICT etc., into the curriculum?

- Environmental studies are part of the structured UG syllabus and the students have to submit an annual project work as a mandatory part of the curriculum.

The Geography department follows a syllabus that widely uses satellite imaging and GPS technology among other cutting edge tools.

The Political Science syllabus includes wide exposure to the study of Human Rights.

Moral and ethical values- Extension activities of NSS unit help in this direction.

1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- § moral and ethical values
- § employable and life skills
- § better career options
- § community orientation

-Moral and ethical values- Occasional lectures are held on this topic to inculcate moral and ethical values among students.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- There is no formal feedback system for stakeholders for specifically enriching curriculum in deference to the norms of the affiliating University.

However the college holds interaction between the parents of the weak pupils and Principal after the test examination to discuss areas of concern, if there is any.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

-The departments are personally acquainted with each student of the Major programmes and they are specially watchful when the students face any problem in understanding their curriculum. Teachers ventilate such problems of the curriculum in the workshop organized by the University.

1.4 Feedback System

1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the university?

-The University of Calcutta does not give academic autonomy to its affiliated colleges. However, teachers of the college always respond actively to any call for workshop on change in syllabus and put their valuable suggestions and opinions.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If ‘yes’, how is it communicated to the university and made use internally for curriculum enrichment and introducing changes/new programmes?

-There is a student feedback system in place. Feedback is obtained from 3rd year students. The feedback system is read carefully by the Principal and faculty members. However, till date no feedback has been received on curriculum.

1.4.3. How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

-Following new programmes were introduced by the college during the last four years (2011-2014)

Programme	Year	Rationale
Music	2010	Students' demand.
Physical Education	2011	Students' demand and high market demand.

CRITERION II: TEACHING- LEARNING AND EVALUATION

2.1: Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

-The college ensures publicity in the admission process as under:

- Annual Prospectus: The institute publishes the annual prospectus which contains detailed information about the courses, academic calendar including process of admission and facilities provided by the college. The academic, administrative and financial aspects regarding the admission process is clearly mentioned in the prospectus.
- Institutional Website: Some parts of the annual prospectus are uploaded in the college website: www.udaynarayanpurmahavidyalaya.org. Detailed information regarding the admission process (i.e. admission schedule and selected admission merit list) is also uploaded in the website.
- Others (Institutional Notice Board): Detailed information regarding the admission process is displayed in the college notice board and the other public places like B.D.O office, Post Office, etc. of the locality.

The college ensures transparency as follows:

From the coming academic session application forms will be available online and will be also submitted online. The selection of the students to the college is done through the college admission committee. Admission committee is being formed with faculty members and concerned Head of the Department. The committee scrutinizes the applications received and prepares the admission merit lists on the basis of merit cum reservation policy of the government of West Bengal and the admission takes place according to the published merit list. The merit list is published through approval of the Principal of the college.

The admission merit lists are displayed in the notice board as well as in the website of the college before starting the admission.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other to various programmes of the Institution.

-The students are selected for admission to different programmes of the college based on previous academic records. The list is prepared according to merit as per Calcutta University guidelines and reservation policy of the Government of West Bengal for SC/ST/OBC students.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

-The maximum and minimum percentage of marks for admission at entry level are given below:

Subject	Maximum percentage	Minimum percentage
Bengali(Honours)	75%	45%
English(Honours)	57.6%	54.4%
Geography(Honours)	83.2%	52.6%
History(Honours)	66%	44%
Sanskrit(Honours)	81%	45.8%
Philosophy(Honours)	64.8%	59%
General	60%	30%

A comparison with other colleges is not possible as per unavailability of data.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

-Yes, the college reviews the admission process and the profiles of the students admitted annually. The admission committee reviews the profiles of students selected for admission and chalks out a summary regarding subject wise vacancy of seats. Detailed information related to the admission procedures is displayed in the notice board which is strictly followed. The academic records are maintained in the admission file. And personal records are maintained in the admission register. Attendance records and departmental merit registers are maintained, monitored and time- to-time notified to the students by faculty members. The participation records of students in extra-curricular activities, sports and extension activities are also verified.

Outcome:

It helps in the choice of subject combination and balancing the enrolment of the students in different subjects.

It helps in learning the potentiality of students in various extra-curricular activities.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

* SC/ST

* OBC

* Women

* Differently abled

* Economically weaker sections

* Minority community

* Any other

-SC/ST: The reservation policy of the Government of West Bengal is followed with respect to admission of SC and ST category which is 22% and 6% respectively. Except Geography (Hons.) and Sanskrit (Hons.) courses all willing SC applicants get the opportunity of admission in the college. But due to the lack of SC applicants, some seats reserved for them remain vacant.

OBC: In 2014 the new policy of the government introduced reservation of seats for OBC-A and OBC- B candidates. However reservations of 10% seats for OBC-A and 7% seats for OBC-B applicants by increasing total number of seats keeping the total number of seats for general candidates intact may be done within 6 years. In accordance with this the college proposes to increase 2/3 seats in each course as per the availability of infrastructure since 2014.

Women: The College was actually established for the higher education of the girl students of this area. So the college always gives special attention for them.

Differently-abled students: The College gives opportunity to disabled students as per reservation policy of 3% seats in each category of General, SC, ST, and OBC seats.

Economically weaker section: The College provides information regarding various scholarships of the Government of West Bengal such as Kanyasree, Merit-cum-Means scholarships from state government etc. to the students and makes them aware of such stipends. Various private and corporate house scholarships are also given to needy but meritorious students. There are provisions for the regular and studious students to get full, half and quarter concession of tuition fees.

Minority community: The College regularly makes all information and guidance available for various Governments Funds/ stipends to the students of the minority community.

The college strictly follows the government's reservation policy for SC/ST/OBC and Differently-abled candidates and adheres to the government norm.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

-Session 2011-12

Programme UG Level

Departments	Number of applications	Number of students admitted	Demand ratio
Bengali (H)	216	74	1:3
History (H)	111	40	1:2.8
Sanskrit (H)	216	33	1:6.5
Philosophy (H)	33	12	1:2.7
English (H)	64	21	1:3
Geography (H)	138	27	1:5.1
General	499	281	1:1.7

Session 2012-13

Programme UG Level

Departments	Number of applications	Number of students admitted	Demand ratio
Bengali (H)	108	61	1:1.7
History (H)	61	25	1:2.4
Sanskrit (H)	80	36	1:2.2
Philosophy (H)	21	14	1:1.5
English (H)	38	16	1:2.3
Geography (H)	93	24	1:3.8
General	420	330	1:1.2

Session 2013-14

Programme UG Level

Departments	Number of applications	Number of students admitted	Demand ratio
Bengali (H)	161	77	1:2
History (H)	53	30	1:1.7
Sanskrit (H)	78	36	1:2.1
Philosophy (H)	10	03	1:3.3
English (H)	48	16	1:3
Geography (H)	133	24	1:5.5
General	474	332	1:1.4

Departments	Number of applications	Number of students admitted	Demand ratio
Bengali (H)	127	85	1:1.5
History (H)	53	30	1:1.7
Sanskrit (H)	93	41	1:2.3
Philosophy (H)	10	05	1:2
English (H)	30	06	1:5
Geography (H)	103	29	1:3.5
General	395	318	1:1.3

2.2 Catering to student diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- The institution follows an inclusive policy and tries to extend all help and support to the differently-abled students. Ground floor building is such that differently-abled students can freely move about in the classrooms. But the facility in the first floor building for such students has not yet been prepared as it is still in the process of construction.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

-Yes, at the beginning of the commencement of classes, department-wise faculty members interact with students regarding subjects taken and marks secured in the previous examination.

Review their understanding at the H.S. stage.

After assessing their knowledge/ needs and skills, faculty members like a team take some introductory classes to acquaint them with the basic.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

-All departments of the institute take introductory classes to bridge the knowledge gap of the enrolled students to enable to cope with the programme of their choice.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

-The sensitization on such issues is done through notifications and college prospectus.

Gender: All students get equal opportunity in the college. There are no discriminations regarding gender issues among students.

Inclusive Representation: The institution is an inclusive one where no discrimination is made on the basis of religion, caste, ethnicity, region, language, social status etc. The college follows 22% for SC, 6% for ST, 10% for OBC-A and 7% for OBC-B reservation policy of Govt. of West Bengal during admission process.

Environment Friendliness: The institution is also fully aware of its responsibility to protect and preserve the environment and organises the 'Vanomahotsab' annually to sensitise the students about the same. One of the best practices followed in the institution is 'Make your campus green'.

Our college NSS team also ensures cleanliness of the college and makes awareness programme for the nearby localities of various environmental issues through NSS off-campus programme.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

-Educational needs of advanced learners are identified through classroom interaction, assignments, group discussions and class tests. Institution's responses to special educational needs of advanced learners are as follows-

- Providing guidance for reference books, tutorial classes and class tests.
- Apart from class room teaching assignments are given to the advanced group learners.
- Addresses of relevant websites are given.
- Seminar, wall magazine on selected topics are also organised and published.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

-Following strategies are adopted for improving academic performances of the students from the disadvantaged sections of society, differently-abled, slow learners, economically weaker sections etc:

Repetition and revision of a topic.

Encouraging students to participate in class room interaction.

Tutorial classes, personal guidance and small group class test.

Delivering simple summary of the lecture.

Use of teaching aids, for example, LCD projector.

Practical demonstrations, field studies are arranged.

2.3 Teaching-Learning Evaluation

(Academic calendar, teaching plan, evaluation)

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

-The college follows an academic calendar published by the Calcutta University and departmental teaching-learning plan in planning and organising the teaching-learning-evaluation schedule. Dates of vacations, admission schedule, date of beginning of classes and evaluation schedules are notified in the academic calendar which is published in the college annual prospectus.

At the beginning of each academic session, teaching-learning plan for the current academic session (lesson plan, departmental syllabus distribution to the faculty members, departmental class routine etc.) is prepared departmentally and distributed to the students.

The students are evaluated by written examination and practical examination (Geography, Food and Nutrition, Physical Education, Music etc.).

The process of evaluation is as follows-

Midterm test- There is comprehensive tests on substantial portion of the syllabus to help the students to prepare for their selection tests.

Class test- class tests are taken to review the progress of learning.

Selection test- These are terminal tests held at the end of each year of study to assure the eligibility for university examination.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

-The members of IQAC hold meetings through which monitoring of all academic activities are done.

The state government guided by UGC norms has recognised the role of the IQAC by including its co-ordinator as an internal sanctioning authority of Career Advancement Scheme (CAS).

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

-Steps for making learning skills students-centric are interactive learning, tutorials, educational tours to different places and publication of departmental wall-magazines.

The college provides the learning facilities like energy efficient class rooms, well equipped laboratories with lab assistants (Department of Geography), library with reading room and internet connection to make learning effective. Every department conducts class tests. Students regularly attend classes where they interact with the teachers. It helps interactive learning. Students are encouraged to use the library independently that enhances self-learning. They are encouraged to write assignments, contribute to the departmental wall magazine and the college magazine for developing independent learning. The students of Geography undertake project work. All final year students are required to prepare an individual project for the environmental studies where there is scope for independent learning. Apart from it, the co-curricular activities, such as seminar and workshops, extra-curricular activities, such as cultural, sports activities and competitions and extension activities such as NSS are undertaken by the college to develop participatory learning.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

-The students are encouraged to participate in inter college Youth Parliament debate, competition, etc. and they are also encouraged to participate in seminars and workshops organised in the college so that their communicative skills, knowledge, and critical thinking are enriched.

Projects are mandatory in Environmental Studies for each and every final year student. Apart from this, field survey is also included in the syllabus of Geography.

Moreover, various cultural programmes are organised around the year where students not only participate but are actively involved in organising and handling programmes such as Freshers' Welcome, Teachers' Day Celebration, Saraswati Puja, Annual social programme, Rakshabandhan, Basantautsav, Blood donation Camp, Rabindra Jayanti etc.

Annual College magazine, entitled 'Diparchee' and wall magazine, entitled 'Kalam' are published by the students where they can express their creativity through their writings.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

-The teaching-learning technologies and facilities available and used by the faculty for effective teaching are:

- i) Modern teaching aids like LCD projector.
- ii) Internet access for improving the teaching-learning system.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

-The students and faculty are exposed to advanced level of knowledge and skills through:

- i) Blended learning
- ii) The college provides internet facilities to all students and teachers for acquiring advanced knowledge and skill.
- iii) Expert lectures, seminars, workshops. See 3.1.4 for details.
- iv) The college conducts seminars and workshops and encourages the students to participate actively.

v) Faculty members are encouraged to complete higher studies for acquiring knowledge and skill by attending the required number of orientation programme and refresher courses from UGC-ASC, NET, SET, PhD within due time, to participate and present research papers in state/national/ international seminars/ workshops, etc.

vi) Teachers and students attend seminars organised by the college. Teachers also attend the same organised by other institutions. Beside this, they attend the orientation programmes and refresher courses organised by UGC-ASC of different universities.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

-Academic personal and psycho-social support and guidance services:

The college provides general study support for all students.

The faculty members of the college engage both in academic and personal counselling regarding choice of subject during admission, low attendance and poor marks in internal and final examinations etc. The college has a counselling cell. Details are found in 5.1.8.

Tutorial classes are taken and students are encouraged to interact with the teachers for their individual needs and problems in and outside the classrooms. The college provides financial support through scholarships to the students (SC, ST, OBC scholarships, financial assistance under 'Kanyashree' to girl students, Merit cum means scholarships from state government).

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

-Innovative teaching approaches/ methods adopted by the faculty are:

- Interactive learning: Students are encouraged to ask questions during lectures. Teachers are also available outside class-hours.
- Computer assisted audio-visual learning.
- Project- based learning.
- Use of web resources.

-Efforts by the institution are:

- The college has 8 computers with seven internet connection and audio- visual aid like projector and one well-equipped hall with sound systems.
- The impact on students learning:
- Teaching through multiple means helps to make teaching and learning more effective and meaningful. It helps to improve classroom attendance.

2.3.9 How are library resources used to augment the teaching- learning process?

-The library has textbooks, reference books, journals and reading rooms. The library remains open from 10 a.m. to 5 p.m. on working days. The question papers of university examination of previous examinations are preserved in the library for helping the students in preparation for examinations. Both teachers and students use them to improve teaching-learning quality. There is enough reading room space for the students.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

-The college prepares an academic calendar for each academic session following university calendar. Examination schedules are notified in the academic calendar. The curriculum prescribed by the university for every year is completed by the faculty members within the time frame phase by phase, like class tests, midterm tests,

selection examination and final examination. However, extra classes and extra practical classes are taken by the faculty members of the respective departments for the completion of the course content according to the department of needs.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

-The quality of teaching-learning is monitored by the Principal, IQAC and HoDs of the concerned departments. IQAC collects personal work-cum-performance diaries and summary of the performance reports from the teachers and subsequently these are verified and reviewed.

2.4 Teacher quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

A: Permanent Teachers: 04

Highest Qualification		D.Sc/ D.Lit	Ph.D	M.Phil.	P.G.
Professor	Male	0	0	0	0
	Female	0	0	0	0
Associate Professor	Male	0	0	0	0
	Female	0	0	0	0
Assistant Professor	Male	0	0	0	0
	Female	0	1	0	3

B: Temporary/ Guest Teachers: 12

Temporary/ Guest Teachers		Male	Female
Highest Qualification	D.Sc/ D.Lit	0	0
	Ph.D	0	0
	M.Phil	0	0
	P.G.	6	6

C: Part-time Teachers: 21

Part-time Teachers		Male	Female
Highest Qualification	D.Sc/ D.Lit	0	0
	Ph.D	1	1
	M.Phil	3	0
	P.G.	7	9

The permanent teachers as assistant professors are selected as per the guidelines of UGC through open advertisement of West Bengal College Service Commission.

Part time teachers and guest teachers are selected as per the guidelines of UGC through open advertisement.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

-Part time teachers with required specialisations are recruited.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refreshers courses	1 in 2013-14
HRD programmes	Nil
Orientation programmes	2 in 2011-12 and 2014-15
Staff training conducted by the university	1 in 2012-2013
Staff training conducted by the other institution	Nil
Summer/winter schools, workshops etc.	1 in 2014-15

1. Faculty members are encouraged to attend Refreshers Courses (RCs) and Orientation Programmes (OPs) organised by UGC approved Academic Staff Colleges. However such programmes could only be attended by full time teachers. In last four years one teacher has attended one RC and one OP and another teacher attended one OP.

2. All full time, part time, and guest teachers are encouraged to attend seminars, workshop and conferences in their own subjects or related subjects organised in the home college and other institutions.

3. In the college itself seminar and workshops are organised to enhance the teacher quality. In last four years five such programmes have been organised in the college.

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools technology for improved teaching-learning

- Teaching learning methods/approaches
- Handling new curriculum
- Content/knowledge management
- Selection, development and use of enrichment materials
- Assessment
- Cross cutting issues
- Audio Visual Aids/multimedia
- OER's
- Teaching learning material development, selection and use

b) Teaching learning methods/ approaches:

-The Orientation and Refreshers courses which are part of a standard process for screening are measures to enhance innovative teaching skill of a teacher. These courses are developed and conducted by Academic Staff Colleges of various universities and teachers avail duty leave to attend them.

Handling new curriculum: NIL

Content/ knowledge management: NIL

Selection, development and use of enrichment materials:

- The students get the facilities of internet.
- LCD projector is used in the classroom for power point presentation of class lectures.

Assessment:

Cross cutting issue: Environment, gender equality, human rights.

Audio Visual aids/multimedia: Faculty members are trained to use LCD projector.

OER's: NIL

c) Percentage of faculty

***invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

***participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

***presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

Invited as resource person in workshops/seminars/conferences- NIL

Participated in External workshops/seminars: 30% to 40%

Detail report of faculty members attended Workshops /Seminars/Conferences recognised by national/international agencies:

Name of the Teacher	Topic of the seminar/workshop/conference	Organised by	Date
Debleena Singh	i)Workshop on Modalities of practical exam in Geography	i)Dept. of Geography, Vivekananda college for women,UGBOS	22.11.14
	ii)Workshop on Review of the undergraduate syllabus in Geography	ii)Shri Shikshayatan college, Dept of Geography	28.02.15
	iii)International Seminar on Environmental Perspective and Resource Management	iii)Institute of Landscape,Ecology and Ekistics,Kolkata	05.01.2012 and 06.01.2012
	iv)Hazard and Disorder in North and Eastern India	iv)UGC sponsored state level seminar	
Shatabdi Ganguly	International Seminar at C.U on Water Resource Management Society and Sustainability	C.U.	19.02.2014 and 20.02.2014
Debjani Singha	Seminar on Water Resource Management Society and Sustainability	Sovarani Memorial College sponsored by UGC	04.09.2014
Nilima Chakraborty	Seminar on Water Resource Management Society and Sustainability	Sovarani Memorial College sponsored by UGC	04.09.2014
Mrinal Kanti Samanta	i)Workshop on updating Bengali syllabus	i)C.U.	2010
	ii)Seminar on Jorasanko thakur barir sanskritik uttaradhikar	ii)Rabindra Bharati University	2013
Tumpa Dey	i) Seminar on Water Resource Management Society and Sustainability	i)Sovarani Memorial College sponsored by UGC	04.09.2014

	ii)Seminar on 175 th Birth Anniversary of Bankimchandra Chattopadhyay	ii) Sovarani Memorial College sponsored by UGC	19.09.2014
Sreemoyee Banerjee	i)National Seminar on Loksanskriti Charcha ii)National Seminar on Urban Folklore iii)Workshop on Script Writing	i)J.U sponsored by UGC ii)Folkloristic Research Institute sponsored by UGC iii) J.U.	05.06.2012 10.01.2015 09.09.2013
Nargis Nasir	Rabindranath and Baul Sanskriti	R.B.U.	2012
Minakshi Pramanik	Seminar on In Retrospect Radhakrishnan:A magnanimous Philosopher and Teacher	Prabhu Jagatbandhu College	05.09.2014
Snehasree Saha	i) “Nutritional Approach for Combating Non-Communicable Diseases (NCDs) in India” ii) . Economic transition in nutrition- life style diseases & health nutrition and wellness iii) “International Conference on Food and Nutrition Technology for Public Health Care (ICFNP-2012)” iv)Workshop on Analytical approaches to incorporating dietary bio-markers and reducing measurement error v) Workshop on ‘Research Skill Enhancement Programme for Social Science	National Seminar of Nutrition Society of India. Ludhiana, Punjab, India ii)Presentation for Young Scientist Award Category, annual seminar of Nutrition Society of India. Hyderabad, India, 11-. iii)Jawaharlal Nehru University, New Delhi, sponsored by Indian Council of Medical Research, and Department of Science and Technology iv) Organized by St. Johns Research Institute, Bangalore and Albert Einstein College of Yeshiva University, US. v) Indian Council of Social Science research held at DAVV University, Indore, MadhyaPradesh.	i)7 th - 8 th November, 2014. ii)12 th novembor. 2011 iii) 4-5 th May, 2012 iv) from 1st July-5th July,2013. v)3rd to 17th January, 2014
Debjoyti Bhattacharya	.i) International seminar on “The Progress and Prospect of 21st Century Research in Advance Life Sciences ii) National Symposium entitled “Modern Trends in	i)Dept. Of Botany, Vivekananda Mahavidyalaya, Haripal, Hoogly. ii) Physiological Institute, Presidency University,	from February, 15 to17, 2014 21st February , 2014

	Biological Sciences”, iii) Seminar on “Fostering Scientific Temper”	Kolkata iii) Indian Science Congress Kolkata Chapter at ISCA auditorium	on 28th February, 2014
	iv) 102nd Indian Science Congress	iv) University of Mumbai.	iv) January 3 to 7, 2015
Subhrasri Bera	i) Contribution of FazlulHuq in the Praja Movement of Colonial Bengal ii) Bangio labour swaraj partyrutthaner prekkhapate Banglarsamayik patra. iii) The Report of the Floud commission and contemporary Politics: The question of compensation with the abolition of Permanent settlement. . iv) Bhumi babosthar rupantarar dabi O banglay 1937 khristabdo purbabarti prajanetribrinder bhumika	i) Dept. of History, Rabindra Bharati University, UGC ii) 26th session of PaschimbangaItihas Sansad. iii) Institute of Historical studies. iv) 29th session of PaschimbangaItihasSansad conference.	21 March 2014 24-26 January 2011 10th June 2014 22-24 January. 2015
Ashish Ghosal	Seminar on 175 th Birth Anniversary of Bankimchandra Chattopadhyay	Sovarani Memorial College sponsored by UGC	19.09.2014
Pranab Khan	Seminar on 175 th Birth Anniversary of Bankimchandra Chattopadhyay	Sovarani Memorial College sponsored by UGC	19.09.2014

Presented papers in workshops/seminars/conferences: 3% to 5%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

-The efforts of the Governing Body and the college for promoting the development are as follows:

Research Grants- The College is not in a position to provide research grant.

Study Leave- The GB gives permission for higher studies like M.Phil/PhD without hampering the normal duties and classes. However the teachers get duty leaves for attending staff development programme conducted by UGC academic staff college. The teachers get duty leave for attending seminars. Moreover, the teachers whose papers are accepted for oral or poster presentation are deputed to participate and present their research papers in the state/national/international conferences/seminars/workshops.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty

-No teacher has received awards. The practice of giving awards to college teachers does not prevail in the state.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

-Yes, the students' feedback has been in force in the college. Final year students can freely evaluate their teachers. Their opinions are analysed by the teachers/Principal annually and appropriate correctional steps are taken by the individual teachers. However these are not evaluated by any external peers.

2.5. Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

-Both faculty and students are made aware of the evaluation process and reforms through institutional notification, faculty meetings, academic calendars and teacher-student interactions and by holding respective departmental meeting.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

-The B.A/B.Sc examinations system has changed from 2+1 system to 1+1+1 system since 2009. The college conducts class tests, mid-term tests and selection tests before the final examination. The answer-scripts of final examination conducted by affiliating university are sent to the colleges from the university and evaluated by different teachers of the college.

The evaluation of practical examination is conducted through laboratory experiments, project works, field reports, computer based work, instrumental survey techniques and GIS software operations and viva-voce. To evaluate the progress of learning of the students, class tests have been introduced by the institution from current academic session of 2014-15.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

-The college is effectively implementing all the evaluation reforms introduced by the University and by its own through regular monitoring of the evaluation reforms.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

-Formative approaches:

Attendance records, classroom interactions, assignments, project work, field visit, practical session, class tests etc.

- Summative approaches:

Selection Test examination before the University final examination. All these approaches of evaluation have positively impacted the system.

Introduction of class-tests has improved students' regular learning system immediately.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.

-According to the C.U. rules practical examinations are conducted in the college by lab-based departments which are assessed by both external and internal examiners. It rules out any possibility of under/ over marking.

To make transparency in the class tests, marks are entered in the departmental merit register and announced to the students in the class room. Answer scripts are shown to the students in the class room on the basis of students' need.

Students are encouraged to participate in different activities. As an affiliated college, the institute has no freedom to assign any weightage for behavioural aspects, independent learning, communication skills etc.

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

-The graduate attribute include-

- a) Pass out students acquire knowledge and skills required for higher studies.
- b) Students acquire skills required for answering MCQ, essay type descriptive questions and they also acquire communicative skills in their own language.
- c) Students with laboratory based subjects acquire ability to handle experiments with laboratory equipment.

The college ensures these through proper guidance and counselling to the students.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

-There is a provision of review of marks obtained in the university examinations through the departmental and institutional Heads. Students avail of this procedure and get reviews done as and when they think it is necessary. At the college level departmental teachers and heads address these and settle the grievances of the students.

2.6 Student Performance and Learning outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

-Though the college does not have clearly stated learning outcomes, these are expressed in various activities. These are published in the college prospectus and website of the college.

Students and staff are made aware of these through various meetings, classroom teaching, lab experiment, interaction sessions and through various extra-curricular and extension activities organised by the college.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

-The college monitors the progress and performance of the students through continuous evaluation method. The college publishes the academic calendar every year and it is circulated among the students. The modules of the syllabus are prepared in a departmental meeting at the beginning of each academic session and the teaching plan is distributed among the students.

The students are evaluated by class tests, selection tests and annual examination etc. The head and faculty members of the concerned department monitor the performance of the students on the basis of class test and annual

examination results. The progress and performance of the students is communicated in the classroom by the faculty members. The parents are informed if the performance is very poor in the selection test.

Programme wise result (part III Honours)

	2011		2012		2013		2014	
Programme	Appeared	Passed	Appeared	Passed	Appeared	Passed	Appeared	Passed
Bengali (H)	41	41	58	58	41	41	58	58
History (H)	15	14	25	25	14	14	18	18
Geography (H)	Nil	Nil	02	02	13	13	23	23
English (H)	Nil	Nil	03	03	06	06	04	04
Philosophy (H)	06	06	05	04	06	06	08	08
Sanskrit (H)	Nil	Nil	16	15	21	20	26	24
B.A. (General)	152	139	99	93	149	100	117	77

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

-The teaching learning and assessment strategies of the college to facilitate the achievement of intended learning outcomes are structured through-

- Supportive learning environment
- Focus on continuous evaluation of students through class tests, annual examination, etc.
- Assignments, projects and practical experiments for effective learning.
- Special support to needy students is provided by the teachers to improve their knowledge in the respective subject.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

-For enhancing the research aptitude apart from the lecture method, project based learning and computer assisted learning in many subjects are used. Use of charts and diagrams are also taught in many subjects. In fact the institution has no mechanism for placement. Entrepreneurship and innovative skills are developed through organisation of various cultural programmes, blood donation camps, etc.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

-The college collects and analyses data on students learning outcomes through classroom interactions, class tests, annual examinations, final examinations, assignments, project, practical classes etc.

The learning outcomes of the students are analysed in the departmental meeting which is communicated by the HODs to the Principal of the college.

Departments also arrange tutorial classes for the weak students.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

-Please refer to 2.6.5

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

-Yes.

Class tests help to develop regular learning.

Assignments, project works and practical classes are taken for effective learning.

Participation in departmental seminar and publication of wall magazine, college magazine helps in skill development among students.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1. Promotion of research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

- No.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

-The college has a research committee for regular improvement of its faculty members. It is limited to guidance, monitoring and discussion on research activities of the faculty members. The committee assists the faculty members if required. The members of the committee are: 1. Mrs. Debleena Singh ,Assistant Professor, Dept. of Geography 2.Dr. Subhrasri Bera, Approved part time teacher, Dept. of History 3.Ms. Snehasree Saha, Assistant Professor, Dept. of Food & Nutrition 4. Ms.Meenaskhi Pramanik, Approved part time teacher, Dept. of Philosophy 5.Mrs.Sreemoyee Banerjee, Assistant Professor, Dept. of Bengali. Committee recommended for granting leave within the rule for faculty members. The recommendation is being implemented in the college.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- § autonomy to the principal investigator
- § timely availability or release of resources
- § adequate infrastructure and human resources
- § time-off, reduced teaching load, special leave etc. to teachers
- § support in terms of technology and information needs
- § facilitate timely auditing and submission of utilization certificate to the funding authorities
- § any other

- N.A.
- N.A.
- N.A.
- The institute facilitates special provisions like reducing teaching load, making flexible schedule for faculties pursuing Ph.D. Instances are, Ms. Snehasree Saha , Dept. of Food & Nutrition and Ms. Meenaskhi Pramanik, Dept. of Philosophy who were given special consideration including special leave for field and course work respectively.
- Internet facilities, printing facilities, etc. are provided to concerned teachers.
- N.A.
- N.A.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

-The institute makes sincere effort to organize seminars, workshops for the students. Recently, Dept. of Philosophy, History and Bengali organised UGC- sponsored state level seminars with renowned resource persons to enlighten the students. Further, Workshops on Human Rights and practical application of Geographical tools were conducted too. The enthusiasm and participation of the students measure our step towards developing scientific temper and research culture and aptitude.

Detailed Report on Seminars held:

Date	Topic	Sponsored by
24.09.2010	150 th Birth Anniversary of Rabindranath Tagore	College
10.04.2013	Training Programme on Human Rights	NHRC
12.09.2014	Present Crisis and Solution-A Philosophical Approach	UGC
21.11.2014	Role of Muslims in India's Struggle for Freedom: Bengal(1757-1947)	UGC
20.02.2015	Madhyayuger Bangla Sahitye Bhaktibad	UGC

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

-NIL

3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

-No such workshop is held.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

-N.A

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

-N.A.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

- None of our faculty member has utilized such kind of leave for research activities. There is no provision of sabbatical leave in under graduate colleges.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- N.A.

3.2. Resource mobilization for research

-NIL.

3.3. Research facilities

-NIL.

3.4. Research publications and awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

***Patents obtained and filed (process and product)**

***Original research contributing to product improvement**

***Research studies or surveys benefiting the community or improving the services**

***Research inputs contributing to new initiatives and social development**

-NIL

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

-NIL

3.4.3 Give details of publications by the faculty and students:

*** Publication per faculty**

***Number of papers published by faculty and students in peer reviewed journals (national / international)**

***Number of publications listed in International Database (for eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

***Monographs**

***Chapter in Books**

***Books Edited**

***Books with ISBN/ISSN numbers with details of publishers**

***Citation Index**

***SNIP**

***SJR**

***Impact factor**

***h-index**

Name of the faculty and the publication are given below:

Dr. Arabinda Ghosh

1. Arabinda Ghosh & Kaushik Gupta: 'Terms of trade and non-traded goods- a theoretical analysis' - Indian Journal of Economics, No. 365, October-2011, Part-II, Vol. XII C . ISSN 0019-5170.
2. Arabinda Ghosh: "Skill formation in the south in North-South model"- Journal of international Economics, Vol-5, Issue 1 , January- June,2014. ISSN 0976-0792.

Dr.Mosumi Samanta

1. Knowledge in Management Perspective: Journal of Indian Council of Philosophy Research, New Delhi, Vol. 23, No. 2 2007 (Co-author)
2. Problems of other Minds, Tamluk College Journal, 2015.
3. Knowledge management in Technical Education, Indian Journal of Technical Education, Vol-28, No. 1, 2005, pp 85-92.

Mrs.Sreemoyee Banerjee

1. Book chapter in 'PrasngaShishuKishorSahitya' article name 'Ichhamati :AdhunikRupkatha' edited by Rupam Pramanik and Ajimul Haque. Ashabari Publication, Oct,2013, Pg: 128-136. ISBN- 81-89468-85-5.
2. Book chapter in 'Prasnga: Ashapurana Devi', article name 'Partham Pratishrutir Shoili bichar' ed by Arun kr. Safui and Utpalendu Mandal. Deep publication, June,2012, Pg: 61-68, ISBN-86-89678-90-6.
3. 'Samparker nirmam Silpi :Galpakar Narendranath Mitra' published in 'SahityoTakko', Vol 1, Jan, 2013.

Snehasree Saha

1. Snehasree Saha, SR Vemulla, VVR Mendu, SubbaRao M Gavaravarapu. Knowledge and Practical of using Food label information among adolescents Attending Schools in Kolkata, India.Journal of Nutrition Education &Behaviour. 45 (6) 773-779.

2. Swetha Boddula, SR Vemulla, Snehasree Saha, B, Nagalla, Subba Rao M, Gavaravarapu. Food Risk Perceptions of Women in Rural and Urban Households- A study in India. European journal of nutrition and food safety. 4(4):380-391.

Dr.SubhrasriBera

1. Bangali o Labour Sawaraj Party utthaner prekkhapote Banglar SamayikPatra. Itihas Anusandhan -26 (collection of selected Essays presented at the 27th Annual Conference at PaschimbangaItihasSansad held at Department of Archaeology. University of Calcutta. ISBN: 978-81-910874-2-0.
2. Abhibhakto Banglay Sramik Krishak Rajnitiro communist Addhay: AntorjatikPathasala. Vol III & IV; April-June & July-September, 2014 Page-84. ISSN- 2230-9594.
3. Bengal Pact: Banglay Hindu Muslim Joutha Sangramer Ek Asafal Uddyag. ISBN-978-81-922522-6-1 MOSAIC. 2015 2nd edition.

Animesh Ray

1. Book: Madhya Yuger Bangla Sahitye Yugagasta Pravab, Animesh Ray- 2008. Pragyabikash, Kolkata.
2. Sri Krishna Kritan Kavya Charyapader Pravab, Techers Journal,- 2006.
3. Manasa Mangal Kavyer Chand Sadagar. Prabode Samajik Samasya- 2003. Sandipan.

3.4.4 Provide details (if any) of

***research awards received by the faculty**

***recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

***incentives given to faculty for receiving state, national and international recognitions for research contributions.**

-NIL

3.5.Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

-The institution has no system and strategy for establishing institute- industry interface.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

-The institution does not have any policy to promote consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

-No staff has ever approached the college authorities for using consultancy services.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

-N.A.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

-N.A.

3.6 Extension Activities and Institutional Social Responsibility

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

-The institution has an NSS unit with 100 volunteers. A NSS programme officer supervises the activities of this unit. The basic motive of the National Social Service scheme is to create fellow- feelings among the students in general and the NSS volunteers in particular through various kinds of social service.

There are two parts of NSS activities, on campus activity and off-campus activity. In its on-campus activity student work for campus cleaning, tree plantation, watering of plant, gardening etc. These works create fraternity and brotherhood among the volunteers themselves, among other students and staff of the institution.

In the off campus programme NSS volunteers work in the adopted village situated within the neighbourhood of the college. They undertake various activities like creation of consciousness for tree plantation and afforestation, sanitation of the drains, urinals and latrines, need for purified drinking water, health awareness, participation in immunization programme for the children, maintenance of village roads, prevention of soil erosion, adult literacy, etc. Through these works they come in contact with villagers. It helps to build up good citizenship, motivation for social service and holistic development of the students.

Detail list of Extension Activities undertaken in villages in last four years:

Duration/Period	Place/Location	Extension Activities
09.03.2012 to 15.03.2012	Jangalpara West,Udaynarayanpur	i)Household socio-economic survey ii)Tree plantation programme iii)Pre-literacy campaign iv) Counselling of old and handicapped persons
25.03.2013 to 31.03.2013	Jangalpara,Majhipara,Udaynarayanpur	i)Drain cleaning of surroundings ii)Hospital cleaning programme iii)Arrangement of seminar on NSS Philosophy iv)Distribution of books ,slates, copies, etc. to the underprivileged students
18.03.2014 to 24.03.2014	Belgram, Singti, Udaynarayanpur	i)Cleaning work of village roads ii)Medical check-up camp and distribution of medicine iii)Health awareness camp iv)Socio-economic survey
07.04.2015 to 11.04.2015	Shibpur, Udaynarayanpur	i)Adult literacy camp ii)Cleaning programme of rural roads, wells and drains iii)Repairing of roads in villages iv)Water treatment to the trespassers/common people at village hospital and bus stand

3.6.2What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

-Students' involvement in various social movements is reflected through their participation in different national programmes, like observation of Independence Day, Republic Day, Pulse Polio Programme, Rashtriya Ekta Divas, National Youth Day etc. NSS volunteers and other students participate enthusiastically and in large numbers.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

-There is no formal mechanism to solicit stakeholder's perception on the overall performance and quality of the institution. In some cases parents-teachers meetings are convened to get views of guardians. An 'Alumni Association' has been formed recently which may be helpful in this regard.

Principal meets the guardians of those students whose classroom attendance and test examination results are not satisfactory.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

-There is an advisory committee of the NSS unit. In the meeting of this committee NSS Programme Officer on the advice and deliberations of the committee prepares the plan of future activities as well as reviews the progress of the previous ones. NSS Programme Officer entrusts some of the volunteers as group leaders to take care of the works in on-campus programme. On the other hand, Programme Officer and NSS volunteers organize off-campus programmes with the help of local Panchayet members and villagers.

Budgetary details-

ACTUAL AMOUNT (in Rs.) SPENT IN LAST 4 YEARS FOR EXTENSION PROGRAMMES

Name of the programme	2011-2012 (April-March)	2012-2013 (April-March)	2013-2014 (April-March)	2014-2014 (April-March)
Health awareness camp	2500	-	-	2000
Adult literacy and pre-primary education campaign	1000	-	1600	-
Thalassemia test camp	-	1600	-	-
First Aid training camp	-	1300	-	1500
Cleaning programme in Hospital	3200	-	-	1100
Plantation programme	1000	1000	1000	1000
Farmers' awareness campaign	-	1400	-	-
Pulse Polio Campaign	700	500	800	600
Socio-economic survey	2000	2000	2000	2000

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- The institution promotes participation of students in the NSS unit through notification in the college notice board. There is only one unit in the college and only 100 students can enrol their name in that unit on the basis of a selection programme. So, we cannot enrol all the students willing to take up NSS. There is a lot of interest among students for enrolling their names as NSS volunteers.

Generally, faculty members except NSS Programme Officer do not attend the programme of extension activities. However, NSS unit organizes seminars on health related and other issues in which they attend such programmes.

Presently, the college do not have NCC, YRC, and other such programmes. We have applied to concerned NCC Battalion office in 2013 for introducing NCC within our college. But till date we did not get any permission for the same.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- NSS volunteers undertake social surveys in adopted village before beginning their works. Such family based social surveys are mainly of socio-economic type. It covers different issues like population, literacy, source of livelihood, earning of income, expenditure, facilities of toilets, assets etc. During these surveys volunteers come into contact with underprivileged and vulnerable sections of society. Volunteers take care about ensuring social justice to SC, STs and vulnerable section of the villagers during social surveys and extension activities.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

-Among NSS volunteers there are students of different subjects like literature, history , geography, environment study etc. Extension activities in villages help them to get field experience on people's daily life , their livelihood experience, income and expenditure status, sanitation and environmental condition of villages, etc. Such experience helps to absorb academic learning quickly.

It helps to create such values like sympathetic attitude, cooperative mentality etc. It also helps to develop skills, like interacting skills with villagers, how to bring out information like income, expenditure etc. from common people and finally it also helps to develop some management skills regarding village-level works.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

-During off-campus programme in villages villagers are also encouraged to act and cooperate with NSS volunteers for repairing village roads, cleaning of household drains, plantation of trees etc. Joint work of students and villagers contribute a lot for community development. Some such instances are as follows- i) repairing embankment of the river to control flood, ii) plantation of new trees and saving old trees , iii) sanitation of household drains etc.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- Local gram Panchayet member and gram Panchayet office are requested to cooperate with the NSS unit for various outreach and extension activities.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- Award- i) In 2012, Sri Santu Pandit received best NSS volunteer award in Calcutta University & ii)
In 2014, Ms.Nupur Adhikary received best NSS programme officer in Calcutta University.

3.7. Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

- At present, the institute has no collaboration with any research laboratory, institute, industry for research activities.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution

-Recently, a MOU has been signed between an organization known as 'Orion Edutech' for introducing some skill development courses in the college for applying under DeenDayal Upadhyay Scheme of UGC. It helps the college to prepare the application format for the scheme.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

-If our application for introducing some vocational courses in the college is sanctioned by the UGC then we would expect to get student and staff support from 'Orion Edutech' with whom we have signed a MOU.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

-No such event organized in the college in last 4 years.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses l) Student exchange
- m) Any other

a) Curriculum development/enrichment – NIL.

b) Internship/On-the-job training— NIL.

c) Summer placement- NIL.

d) Faculty exchange and professional development—NIL.

e) Research– NIL.

f) Consultancy – NIL.

g) Extension– NIL.

h) Publication– NIL.

i) Student Placement– NIL.

j) Twinning programmes– NIL.

k) Introduction of new courses– NIL.

l) Student exchange– NIL.

m) Any other– NIL.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include

-The institute is eager to introduce career oriented courses, vocational and skill development courses with collaboration of concerned agencies. But we are lacking infrastructural facilities. Given all sorts of odds we are very happy that a MOU could be signed with 'Orion Edutech pvt. Ltd' for introducing some skill development programme in the college under Deen Dayal Upadhyay Kaushal Kendra scheme of UGC.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1. Physical Facilities

4.1.1. What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

-The college authority is fully aware of the need for adequate infrastructure facilities, like classroom, laboratories, library, separate reading rooms for teachers and students, toilets, separate common rooms for boys and girls etc. to facilitate effective teaching and learning.

Keeping in view of the alternative ends and limited resources of the institution efforts are made to make the optimum use of it.

The higher education department of the state govt. is approached for sanctioning building grants. We received a grant of about Rs.25 lakh for this purpose in 2012 and so far we have also submitted two proposals of about Rs.31 lakh and Rs.45 lakh in 2014 for creation of infrastructural facilities. It is happy to note that Rs.35 lakh has been received from the Higher Education Department for construction of boundary wall.

Secondly, Member of Parliament (MP) of the locality is also approached for sanctioning grant for construction purposes. In fact, we have received a sum of Rs.5 Lakh under MPLAD scheme of 2013-14 for construction purposes in last 4 years.

Thirdly, we have approached Directorate of youth services department of state government for construction of mini indoor games complex in 2012 and we are happy that a sum of Rs.18 Lakh has been received from the said department for this purpose.

Fourthly, the institution has received affiliation for introducing B.Sc. (General) course from the academic session 2015-16. So we have submitted a proposal to UGC for building grant for construction of science building. This is to be noted that we have received UGC recognition under 2 (f) and 12 (B) in 2012 and so far we have never received any building grants from UGC.

Finally, it is our commitment to provide necessary infrastructure for effective teaching and learning in our institution. Hence, we are using our limited funds for construction of building part by part, however small in size it may be.

4.1.2 Detail the facilities available for

- A) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.**
- B) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.**

-A) Curricular and co-curricular activities:

Classrooms: The institution has at present 10 classrooms. We need more classrooms for some new subjects to be introduced from the academic session 2015-16.

At present we do not have separate classrooms for using audio-visual system. However, we make some temporary arrangements for the purpose. We have installed a sound system in a large class room for teaching and learning.

Seminar hall- The institution does not have any separate seminar hall. However, a large classroom with facilities of sound system has been used for the purpose of seminars.

Tutorial space- There is no separate tutorial space. Classrooms are used for tutorial classes.

Laboratories:- At present, we have four separate laboratories in the Department of Geography, Food & Nutrition, Music and Physical Education.

Botanical garden- The trees are labelled for easy identification in the college campus. We have various kinds of plants and trees.

Animal house- There is no animal house in the college and in fact, presently no subject requires any animal house facility.

Besides the above, the institution has projector which the teachers can use for teaching learning process. Moreover there are staff room and separate common room for boys and girls.

B) Extra-curricular activities:-

Sports: - Both indoor and outdoor facilities of various games and sports are available in the college.

Students play both football and cricket in a large spacious playground. They have separate courts for volleyball and badminton. There are arrangements for athletics for both boys and girls. Physical Education is offered as an elective subject.

Indoor games facilities, like carom board are available for both boys and girls.

There is a NSS unit in the college for which a separate room has been allotted for maintenance of office and keeping instruments.

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (enclose the master plan of the institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

- The college authority is fully aware of the growing need of infrastructure with the increase of enrolment and introduction of new subjects/ courses.

Student's strength of the college has increased from about 800 in 2010-11 to about 1082 in 2014-15. Two new subjects, Music and Physical Education were introduced from 2010-11 and 2011-12 respectively and we are going to introduce B.Sc. (General) with Chemistry, Physics and Mathematics from the academic session 2015-16.

To build adequate infrastructure which includes office rooms, staff rooms, library room, common room, class room, indoor games facilities and toilets – the college management has earmarked the location and makes budgetary provision within its limited resources. Requisitions of funds for college building, books, furniture etc. are being regularly submitted to the higher education department of state government. Financial assistance is also being sought from local Member of Parliament (MP) from his MPLAD funds.

- i) Facilities developed during last 4 years:- In 2011-12 plan and estimate of Rs.24,95,609/- were submitted to the higher education department of state government for construction of office room, staff room, library room etc. Government sanctioned the said amount and an area of 352 Sq. meter had been constructed in 2012-13 to build facilities like accommodation of office, teaching staff, library room, girls' common room and music department's laboratory room.
- ii) In 2012-13 plan and estimate of Rs.22,49,000/- was submitted to Directorate of Youth services of west Bengal govt. for construction of mini indoor games complex in the college campus. The amount was sanctioned and the construction for the same will be completed shortly.

- iii) Three classrooms have been constructed in 2013 by spending of about Rs.15,00,000/- from college's own resources.
- iv) A prayer for granting financial assistance for construction of college building was submitted to MP in 2013. Hon'ble MP of Uluberia had sanctioned an amount of Rs.5 Lakh for this purpose. By using the amount a room has been constructed in 2nd floor of the building which is now used as a reading room of students and teachers.

(Master plan enclosed, Please refer annexure II)

4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- Infrastructure facilities at the ground floor meet the requirements of the students with physical disabilities since the approach road to the main building is such that it does not require climbing any stairs to enter the building or the classroom. But till now rooms of 1st and 2nd floor do not have any special facilities for such needs. We hope we could build such facilities when construction works will be completed.

4.1.5. Give details on the residential facility and various provisions available within them:

- Hostel facility – accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipment
- Available residential facility for the staff and occupancy
Constant supply of safe drinking water
- Security

– Residential facility is not available for students and staff at present in this institution.

4.1.6. What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

-. There is no on- campus provision of health care facilities for students and staff. However, there is a state general hospital adjacent to the college. So, any health related problem of students/ staff are taken care with co-operation of the hospital staff. Still now there are no off-campus health care facilities for the students/ staff.

4.1.7. Give details of the common facilities available on the campus

–Spaces for special units like IQAC, grievance redressal unit, women's cell, counselling and career guidance, placement unit, health centre, canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- As the institution is still under earlier stage we could not provide / arrange all required facilities. The available common facilities are noted below-

- i) Space for IQAC - yes, a small compartment has been provided.
- ii) Girls' common room- yes, the area is about 50 sq.m.
- iii) Boys' common room- yes, but not sufficient. The area is about 15 sq.m.
- iv) Canteen- yes, but not sufficient. The area is about 20 sq.m.
- v) Safe drinking water facilities- yes, with cooling arrangement.
- vi) Mini indoor games complex- yes, but more equipment required.

- vii) Cycle/vehicle stand – yes, there is a small cycle stand.
- viii) Grievance redressal cell- yes, however meetings are held in principal's chamber.
- ix) Generator- No.

4.2. Library as a learning resource

4.2.1. Does the library have an advisory committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- The library has an advisory committee consisting of the following members:

- a. Dr. Mousumi Samanta
- b. Ms. Sreemoyee Banerjee
- c. Mr. Arunava Ganguly
- d. Mr. Subrata Adhikary
- e. Mr. Sukhendu Chandra

On the basis of recommendations of library advisory committee steps have been taken to-

- i) Increase the stock of books in the library; and
- ii) Arrange separate reading rooms for students and teachers.

4.2.2. Provide details of the following:

- * **Total area of the library (in sq. Mts.)**
- * **Total seating capacity**
- * **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- * **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, it zone for accessing e-resources)**

* Total area of the library (in Sq. Mts.) - 22.464 Square Meters.

* Total seating capacity- Students have different room as reading room in which about 30 students can sit for reading.

* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

- The library functions on every working day. During working or teaching days the library hours are 10.00 am to 5.00 pm. Before and during examination the library is open on its usual time from 10.00 am to 5.00 pm. Library remains closed on declared holidays. During summer vacation the library facility is available from 11.00 am to 4.00 pm, while during Durgapuja vacation library remains closed.

* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)-

The library is mainly used for storing the books and issuing of the books. The library has nine bookshelves to store books department wise and the books are kept in such manner that the requested copy can be found easily. Till now this room has no provision for other purpose like browsing and reading in itself. There is an arrangement for the library related official works in the same room.

4.2.3. How does the library ensure purchase and use of current titles, print and e-journals and other reading materials?

Specify the amount spent on procuring new books, journals and e-resources during the last four years.

- Library books are purchased on the basis of recommendation of the faculty members. Such recommendations include text books and reference books of current publication. However, considering the limitation of funds, priorities are given to fulfill the basic needs of the students. So far, library does not have any collection of e-journals.

Library holdings	Year-1(2011-2012)		Year-2(2012-2013)		Year-3(2013-2014)		Year-4(2014-2015)	
	Number	Total Cost (in Rs./-)	Number	Total Cost(in Rs./-)	Number	Total Cost(in Rs./-)	Number	Total Cost(in Rs./-)
Text books	60	8435	230	34036.50	4	1600	150	31662
Reference Book	09	1265	35	5179.50	NIL	NIL	40	8442

4.2.4. Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * OPAC- Not available.
- * Electronic Resource Management package for e-journals- None.
- * Federated searching tools to search articles in multiple databases- Does not exist.
- * Library Website- Does not exist.
- * In-house/remote access to e-publications - Does not exist.
- * Library automation – Does not exist.
- * Total number of computers for public access – Does not exist.
- * Total numbers of printers for public access – Does not exist.
- * Internet band width/ speed - 2 mbps (GB)
- * Institutional Repository- Does not exist.
- * Content management system for e-learning - Does not exist.
- * Participation in Resource sharing networks/consortia (like Inflibnet) - Does not exist.

4.2.5. Provide details on the following items:

- * average number of walk-ins
- * average number of books issued/returned
- * ratio of library books to students enrolled
- * average number of books added during last three years
- * average number of login to opac (opac)
- * average number of login to e-resources
- * average number of e-resources downloaded/printed
- * number of information literacy trainings organized
- * details of “weeding out” of books and other materials

- * Average number of walk-ins (2014-2015) – 21.53/ Day.
- * Average number of books issued/returned (2014-2015) -26
- * Ratio of library books to students enrolled (2011-12) - 3:1, (2012-2013) – 3.23:1, (2013-2014) - 3.23:1, (2014-2015) – 3.42:1
- * Average number of books added during last three years - 153
- * Average number of login to OPAC - NIL.
- * Average number of login to e-resources- NIL.
- * Average number of e-resources downloaded/printed- NIL.
- * Number of information literacy trainings organized- NIL.

* Details of “weeding out” of books and other materials- library office staff organize the bookshelves considering the demand for books in various departments. So the most needed books are always displayed in the front rows of the shelves. Since the college is relatively young, most of the books are of current edition and elimination of books is not yet required.

4.2.6. Give details of the specialized services provided by the library

-

* Manuscripts - NIL.

* Reference- Number of reference books are available which is generally issued to the students if requested. The library staff assists students to search the same.

* Reprography- NIL.

* ILL (Inter Library Loan Service)- NIL.

* Information deployment and notification (Information Deployment and Notification)- Necessary guidance provided to students.

* Download- NIL.

* Printing- NIL.

* Reading list/ Bibliography compilation- Provided to the students.

* In-house/remote access to e-resources – NIL.

* User Orientation and awareness- Necessary guidance provided to the students.

* Assistance in searching Databases – NIL.

* INFLIBNET/IUC facilities- NIL.

4.2.7. Enumerate on the support provided by the library staff to the students and teachers of the college.

- Library staff always helps the students and teachers to find out the books they are looking for. All the staff are well acquainted with location of the books in the almirah/ racks and they are also aware of the books going out and returning to the library stocks/stores.

4.2.8. What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

-At present, we have only one challenged student with hearing disability who is studying in 1st year of B.A. class. First preference is provided to him while issuing books and care is taken that all the information is given to him in writing, while searching books library staff help him to get the required book. Till now we do not have any provision for brail books.

4.2.9. Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (what strategies are deployed by the library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

- Yes, library maintains a register from the current session 2014-2015 to get feedback from its users. The register is always available in library. In addition to that, while taking feedback from the college students they are asked to give suggestions regarding library books. Such feedbacks are analysed and they are placed in the meetings of the library advisory committee to improve library services.

4.3.IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with configuration-**
 - No of computers -8
 - Configuration- Microsoft window XP , Professional Version 2002, service pack 2, Intel ®, core ™ 2 CPU, E7500 @ 2.93 GHZ . 1.98 GB of RAM. Dvd writer.- No. Of Computer- 1
 - Intel ® i3- 3240T, CPU @ 2.90 GHZ. 4 GB RAM. 32 bit OS. DVD writer (except in 1 computer)- No. Of Computer- 6.
 - Intel ® Pentium ® 4, CPU @ 3.00 GHZ – No. Of Computer- 1
- Computer- student ratio- At present only 3 computers is available for students of Geography Department. No other computer facility is available for students.
- Stand – alone facility- None.
- LAN facility- All 8 computers are connected with LAN for office, library, administrative work.
- WiFi facility- WiFi facility is available for staff in the staff room. Staff can access wifi facility in their personal laptop, tab, etc.
- Licensed software- Geographical Information System (21st century advanced professional version) is available.
- Number of nodes / computer with internet facility- 8.

4.3.2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

-Internet facility is available for all the staff on-campus. A desktop in library is available for all the staff which is connected with LAN facility, moreover WiFi facility is provided. For the students though separate computer room is not provided till now for result purpose they are assisted by college staff to use computer and internet. For Dept. of Geography 3 computers are available for the students.

4.3.3. What are the institutional plans and strategies for deploying and upgrading the it infrastructure and associated facilities?

- The institution has plans to introduce computer facilities for students in the library. It has also a plan to introduce an add-on course on computer literacy for all students. However, the realization of the plans depends upon financial assistance from UGC and state govt.

4.3.4. Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years).

-

Year	Amount (in Rs./-)
2011-2012	30 Thousands.
2012-2013	1.20 Lakh.
2013-2014	70 Thousands.
2014-2015	60 Thousands.

4.3.5. How does the institution facilitate extensive use of ict resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- The institution facilitates use of ICT by providing facility to browse and downloads necessary materials and use computers in the campus to get necessary documents for power point presentation, etc. for classroom use. Such facility has been provided to all faculty members.

4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching

- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) By the institution place the

student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

-The Department of Geography has internet facility in the laboratory. The students use the internet according to their requirements. They usually download the maps, picture, and videos as their study purpose. It is really very much effective for the Geography students for self and independent learning.

4.3.7. Does the institution avail of the national knowledge network connectivity directly or through the affiliating university? If so, what are the services availed of?

- No.

4.4. Maintenance of Campus Facilities

4.4.1. How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

-The institution always aims at optimal utilization of its limited financial resources to fulfil its urgent infrastructure and academic needs. The following table shows allocation and utilization of funds for the item mentioned below-

Year	2010-11	2011-12	2012-13	2013-14
A) Building	5,30,589	51,397	23,55,598	28,37,574 [18,28,512+ 10,09,062]
B) Furniture	91,430	60,550	2,77,200	54,700
C) Equipment	13,417	87,008	56,250	19,775
D) Computers	-----	21,527	25,121	-----
E) Vehicles	-----	2,990	---	---
F) Any other				43,000(electrical installation)

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

-The institution keeps 4 to 6% of its budget for maintenance and up keep of its infrastructure facilities and equipment. When any problem arises, then it is brought to the notice of the Principal who informs concerned experts / technician for servicing. If the problem remains or can-not be solved then efforts are made to replace it.

4.4.3. How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

- There is no such system to take up calibration and other precision measures for the equipment /instrument. The college does not have any equipment that needs calibration.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- To check/ reduce voltage fluctuations we have written to the concerned departments of WBSEDCL. After that they have taken some measures to control it.

For constant supply of water we have an agreement with aquaguard for time-to-time check-up and servicing. Current agreement ends on 11.4.2015. It will be renewed at the earliest.

Moreover, a submersible pump of the college receives proper attention and periodical servicing is also undertaken.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student mentoring and support

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- The institution annually publishes its updated prospectus. Copies of prospectus are issued to applicants during admission. Prospectus gives detailed information on:

- A) Availability of courses/programmes /subjects/subject combinations in the institution;
- B) Number of seats available in each course /programme/subject;
- C) Reservation of seats (both in terms of percentage and number) for SC/ST/OBC-A/OBC-B/PH candidates in each course /programme;
- D) Eligibility criterion for admission for general and reserved category candidates;
- E) Course structure and marks division for each course /programme;
- F) Disciplinary rules and guidelines of the institution;
- G) Fees structure of courses/programmes/subjects;
- H) Various facilities and welfare schemes available to the students;
- I) UGC guidelines of students' entitlement;
- J) List of members of the administrative body; and
- K) List of faculty members of different departments and list of the members of office staff and technical support staff.

The institution always aims at following the guidelines and rules regarding reservation of seats for reserved category applicants, admission criteria, provision of facilities to students and other provisions.

5.1.2. Specify the type, number and amount of institutional scholarships/ freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

- The institution gives free ships to students on the basis of students' previous academic performance, economic condition and classroom attendance. Such free ships are limited to tuition fees only and they are of three types, like full free ship, half free ship and quarter free ships depending on student's performances. In this case a standing rule is followed and the rule is determined by the Governing Body.

A welfare fund has been built in the college. Economically weaker students and students belonging to BPL families are given some assistance from the fund.

Besides the institutional free ship policy there are other scholarships/stipends like i) state Govt's Swami Vivekananda merit cum means scholar ship, ii) State Govt's SC/ST/OBC scholarship, iii) state Govt's minority scholarship, iv) chief minister's relief fund scholarship, v) Labour department's scholarship, & vi) Kanyashree Prakalpa. Students also receive private scholarship, like Sitaram Jindal Scholarship.

Total number of scholarships / stipends during last 4 years is shown in the table below with figures within the bracket give the amount of scholarship, whichever is available –

Category	2011-2012	2012-2013	2013-2014	2014-2015
Scheduled Caste	120	129	120	178
Scheduled Tribe	0	1	0	0
Other backward classes	0	0	27	48
State govt. Swami Vivekanda merit – cum- scholarship	1 (9,000)	10(90,000)	10(91,800)	2(18,000)
Chief Minister relief fund	11(1,10,000)	10(1,00,000)	12(1,20,000)	6(60,000)
Sitaram Jindal Scholarship	3 (10,200)	7(23,200)	8(27,000)	7(23,400)
Minority scholarship	22	32	35	6
Labor dept.'s scholarship	4 (12,000)			

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

- About 30 per cent students receive financial assistance from various sources.

5.1.4. What are the specific support services/facilities available for

- Students from sc/st, obc and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in various competitions/national and international

- medical assistance to students: health centre, health insurance etc.
- organizing coaching classes for competitive exams
- skill development (spoken English, computer literacy, etc.,)
- support for “slow learners”
- exposures of students to other institution of higher learning/ corporate/business house etc.
- publication of student magazines

- I. Economically weaker students are provided with financial assistance from students’ welfare fund of the institution .SC/ST/OBC/Minority students are encouraged and they are given assistance for applying to the State Govt’s stipend/scholarship scheme. Students are allowed additional time for payment of their fees if their stipends are delayed.
- II. Ground floor of the college is friendly to physically disabled students. Moreover such students are encouraged and assisted to apply for scholarship from National Handicapped Commission. Their demands and problems are generally considered sympathetically.
- III. There is no overseas student in the institution.
- IV. Till date only one student of B.A. first year, Avisek Dey, has participated in national level Judo competition in 2014-2015.
- V. Presently there is no health centre in the college and there is no health insurance scheme for students. However, there is a state general hospital adjacent to the college. Students get medical facilities during college hours from this hospital.
- VI. There is no system of giving coaching to students for competitive examination.
- VII. Presently there is no skill development programme now. But a process has been initiated to introduce such programme under UGC’s scheme of Deen Dayal Upadhyay Scheme Kaushal Kendras. We have signed a ‘MOU’ with ‘Orion Edutech Pvt. Ltd.’ for introducing a course on mobile repairing and internet surfing in our college. The application has been duly submitted for this purpose.
- VIII. Teachers give additional time to help learners when such students approach them. Sometimes lack of initiative is found on the part of the students even when they are asked for.
- IX. Students are provided necessary guidance and assistance so that they could take admission mainly at PG level.
- X. Students’ annual magazines are published regularly since 2013-2014. Some teachers also contribute in students magazines.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- Students organised annual sports and social cultural functions through their elected body viz, students’ union. It is found that organisation of such programmes are satisfactory. It is believed that such activities could help entrepreneurial skill among students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

- * Additional academic support, flexibility in examinations
- * Special dietary requirements, sports uniform and materials
- * Any other

- Institutional policies regarding participation of students in different cultural sports and social programmes or competitions are always positive.

A) Students organise blood donation programme in each year on Teacher's Day (5th sept.). All necessary supports are given for the purpose.

B) The students who enrol as NCC cadet in a neighbouring college are given special leave for classroom attendance and college examinations when they attend NCC camp.

C) When students participate at 'district level inter college athletics meet and football tournament' subsidies in travelling expenses and sports uniforms are provided to them.

D) Institution takes step to encourage participation of students' extra-curricular activities. In 2012 a team from the college participated in state approved youth parliament and quiz competition at the district level. Special training programme and coaching were undertaken for this purpose.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- net, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / CENTRAL /STATE SERVICES, DEFENCE, CIVIL SERVICES, etc.

- Still now we could not arrange for any support and guidance system for preparing our students for the competitive examination such as NET, SLET, etc.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- Career counselling cell of college provide counselling in regard of academic matters only. This is particularly limited to choice of subject / course in the home institution. Sometime students get counselling regarding choice of institution for higher studies provided student approach for such guidance. The members of students' counselling are: (a) Dr. M. Nargis Nasir, Approved part-time teacher. (b) Ms. Snehasree Saha, Assistant professor (c) Prof. Satabdi Ganguly, Approved part-time teacher.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- There is no placement cell in the institute.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

- There is a grievance redressal cell, formed in 2014. Till now only 2 complaints received so far and they have been taken care with due urgency. These are:

i) Mechanical fault in the water filter for drinking water facility; and

ii) Lack of cycles/vehicles shed in the campus.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- No sexual harassment report has been received so far. However, awareness campaign to protect such crimes is made through official notification and strict vigilance. Recently we have organised a social awareness programme on 22.04.2015 in collaboration with State Governments Social Welfare Department & Udaynarayanpur Block Administration. Our teachers and Govt. Officials delivered lecture on various issues.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- An anti-ragging committee has been formed in 2013 to restrict such instances. However, since then no report regarding ragging has been received so far. A report of heckling of a student was received in 2014 and was tackled immediately.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- A students' welfare fund has been developed through annual contribution of Rs.10/- per student. Financial assistance is given from this fund to economically weaker students who do not get any scholarship/ stipend/ other financial aid.

5.1.14 Does the institution have a registered alumni association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

- There is no registered alumni association in the institute. However efforts are being made to develop such association.

5.2 Student Progression**5.2.1. Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

Subject	2010-11	2011-12	2012-13	2013-14
Bengali	25	35	40	40
English	40	40	50	30
Sanskrit	—	47	45	40
Geography	-	-	69	35
Philosophy	40	40	30	40
History	85	60	40	40

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Department	Year	No of student appeared	No of students passed
Bengali	2011	41	41
	2012	58	58
	2013	41	41
	2014	58	58
Philosophy	2011	06	06
	2012	05	04
	2013	06	06
	2014	08	08
History	2011	15	14
	2012	25	25
	2013	14	14
	2014	18	18
Geography	2012	02	02
	2013	13	13
	2014	23	23
Sanskrit	2012	16	16
	2013	21	20
	2014	16	15
English	2012	03	03
	2013	06	06
	2014	04	04
Education	2011	13	12
	2012	41	35
	2013	58	38
	2014	06	04
Political Science	2011	35	34
	2012	50	48

	2013	49	48
	2014	34	33
Food & Nutrition	2012	14	03
	2013	11	06
	2014	12	11
Music	2013	4	4
	2014	2	2
Physical Education	2011	28	22
	2012	31	22
	2013	46	35

Data for other colleges are not available.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- Career counselling cell assists the students regarding their progression to higher education when such assistance is sought for. But regarding employment no direct assistance or guidance is provided.

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

- Students, are given financial assistances from students' welfare fund or any other source, who are at the risk of drop out due to financial problem.

Again tutorial classes are taken by the teachers to assist and guide those students who are at risk of failure.

5.3. Students participation and activities

5.3.1. List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

5.3.1. Sports and games- various indoor and outdoor games and sports facilities are available to the students in the institution.

Boys and girls can play carom and chess in their common rooms as indoor games. There are facilities for volleyball and badminton for all students. Boys can play football and cricket in large and spacious playground. Some students of Dept. of Physical Education perform aerobics exercise.

A mini indoor games complex is to be completed shortly which will be in operation soon. A proposal has been sent to UGC under sports infrastructure and equipment scheme of XII plan for preparing the playground and for various sports equipment.

Annual sports and athletics meet held during Jan-Feb of each year. About 150 students participate in various events in this programme. Intra class cricket tournament is held during December.

Extra-curricular activities: Blood Donation Camp is organized annually at the initiative of students' union. It is held on 5th September i.e. on Teacher's day in each year.

Cultural programme: Students participate in various cultural programme in this institution during Nabin Baran Utsab, Annual Social Function. Nabin Baran Utsab is held generally in September of each year and Annual Social Function is usually held in December or January of each year. Cultural competitions are held in recitation, songs, debates and quiz competition. This programme is held usually in November in each year.

5.3.2. Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: university / state / zonal / national / international, etc. For the previous four years.

5.3.2. One student of B.A. first year general course stood first in 800mtr and 1500mtr race in District inter college athletic meet held in Belur Ramkrishna Mission Vidyamandir in the current academic session of 2014-15. As a result the student qualified to compete in state level inter college athletic meet. He participated but failed to achieve rank. But there is no significant achievement of students in cultural activities at university/ state/ national level.

5.3.3. How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- Since 2014 a system of getting feedback from final year honours course students have been introduced. On the basis of feedback it is felt that there is genuine need to increase text and reference books in the library. The institution has submitted its proposal for fund to state Govt. and UGC. Recently some UGC development assistance has been received and books will be purchased soon out of this grant.

5.3.4. How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- College provides necessary funds and incentive to publish wall magazine by the students. The students of department of History, Geography and Sanskrit published wall magazines in the current academic session 2014-15.

Annual magazine is published by the students' union in annual social function. In academic sessions of 2013-14 and 2014-15 annual magazines are published during month of January. Students' union also publishes wall magazines in each year during Nabin Baran Utsab of each academic session. Expenditure for publishing these magazines is collected from students at the rate of Rs.15/- per student.

5.3.5. Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

-There is a student council in the institution. It is also called student's union. It is an elected body. All bonafide students elect their representatives through voting. The procedure of election and voting is guided by duly framed guidelines and rules for election of students union. Such guideline has been framed by Governing Body of the college.

Students elect their class representative by secret ballots. There are six constituencies in the college viz, BA 1st year (honours), BA 2nd year (honours), BA 3rd year (honours), BA 1st year (general), BA 2nd year (general), BA 3rd year (general). Number of seats in each constituency is determined by the number of voters. Elected class representatives elect the executive body of students' union in the first meeting.

The executive body of the union consists i) President ii) Vice-president iii) General Secretary iv) Assistant General Secretary v) Treasurer vi) seven sectional secretaries for magazine, cultural, games and sports, students' welfare, boys and girls common room and canteen.

Activities of the students' union are mainly to promote peace, harmony, and welfare of students through various cultural, sports, co-curricular and extra-curricular programmes. Students' union organize Nabin Baran Utsab, annual social function, annual sports, blood donation camp, cultural programmes and publish annual magazine & wall magazine. They look after the arrangement and facilities of Boy's common room and Girls' common room as well as students' welfare in respect of financial aid and other needs.

Funding of students' union is generated through collection of session charge from each student at the rate of Rs.105/- per student. Out of this Rs.5/- goes to the election fund for meeting election expenditure, Rs.10/- for Saraswati Puja expenditure and Rs.90/- for meeting the expenditure of their activities. The sectional allocations are done through annual budget.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

There is a student representative in the administrative body of the college. General Secretary of student's union is a member of the Governing Body of the college. However, there is no representation of students in academic bodies like admission committee, routine committee etc.

5.3.7. How does the institution network and collaborate with the alumni and former faculty of the institution. Any other relevant information regarding student support and progression which the college would like to include.

-There is no formal mechanism for keeping connection and collaboration with alumni and former faculty members. However, any constructive suggestion of the alumni is given due attention. Again, some of the former faculty members are invited to the classes in the college. For example, Sri Rajkumar Ghosh, a former faculty member of the Bengali Department, is now taking classes as visiting lecturer.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership

6.1.1. State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision: - To fulfill dreams and aspirations of higher education of young persons, particularly of girls, of remote northern end of Howrah District, through inculcating necessary knowledge and skills for future education and employment.

Mission-

1. To create and provide adequate infrastructural facilities and learning resources like classrooms, laboratories, toilets, books, equipment, etc. needed to promote gross enrolment ratio (GER) and teaching learning process in the college.

1. To introduce subject and courses commensurate with the need of the locality and capacity of the institution and also to the student profile.
2. To provide quality teaching in healthy and friendly atmosphere.
3. To review the progress through evaluation of learning outcomes, faculty self-evaluation and feedback from the students and the guardians.

Mission statements of the institution try to address the need of the society and the students through its commitment to create adequate infrastructural facilities, provision of learning resources, introduction of need-based subjects and courses, including career-oriented courses, arrangement for quality teaching in a friendly atmosphere and by obtaining feedback from the stakeholders. In this process it will be possible to serve the society and the students through our sustained efforts.

6.1.2. What is the role of top management, principal and faculty in design and implementation of its quality policy and plans?

- The top management of the college is Governing Body. Policy decisions are taken in G.B. It takes decisions regarding infrastructure which includes construction of building for classrooms, laboratories, furniture, drinking water facilities, laboratory equipment, teaching instrument, library books, etc. It also takes decisions regarding fees structure of the students and overall financial policies of the college and students.

The role of the Principal as the secretary of the G.B. is to guide the G.B. for taking policy decisions stated above and to execute such policies. As per university statutes Principal also manages day to day business of the college. Such daily business includes academic matters like preparation of class routine, examination programme, examining records of attendance of students and faculty, non-teaching staff, official norms like students registration, collection of fees with its uses, maintenance of accounts.

There is a teachers' committee. The committee play the key role of designing admission criterion, class routine framework and college examination programme. Some members of the faculty are member of G.B. as teacher's representative and give their valuable opinions regarding policy decisions. Admission committee of the college consists of members of the faculty. The committee supervise the entire admission process beginning from collection of admission forms, preparation of merit panel and admission of students with the help and co-operation of some members of faculty. Routine committee comprising of some members of faculty prepares the class routine under the guidance of Principal. Some members of faculty act as examination-in-charge to assist and co-operate to conduct college and university examinations.

6.1.3. What is the involvement of the leadership in ensuring:

- the policy statements and action plans for fulfilment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

- The involvement of the leadership is ensured through the meetings of the Governing Body. Usually there are 4 to 5 meetings held in a year. Beyond formal meeting Principal always maintains regular interaction with its members. So the institutional decisions and steps taken to implement these decisions never diverge from its stated mission to provide access to quality education to the students of the locality, in particular and others in general, who desire to pursue higher education.

Governing Body formulates action plans regarding resource generation for mobilisation of finance through assistance from state Govt's higher education department, from Local Area Development (LAD) fund of Member Of Parliament (MP), Bidhayak Elaka Unnayan Prakalpa (BEUP), Scheme Of Local Member Of Legislative Assembly, University Grants Commission (UGC) and sometimes from other related state government departments. It also formulates action plans for introducing new courses/subjects through regular interaction with state higher education council and concerned university.

Principal of the college always keeps regular connection with stakeholders like students, guardians and distinguished persons of the locality for improvement of class attendance and performance of the students. Principal advises each department to organise parent teacher meeting to keep the guardians aware of the infrastructure of the college and the level of learning of their sons/daughters.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- G.B. monitors its policies through review of its earlier decisions in its subsequent meetings and makes necessary revisions, if so required, for effective implementation and improvement from time to time. Academic results of the students are reviewed for further improvement. But sincere efforts face obstacles due to lack of faculty strength.

6.1.5. Give details of the academic leadership provided to the faculty by the top management?

- G.B. advises for the formation of academic council in order to improve the academic matters, like increasing teaching days, actual classes taken, students' attendance and results of the college as a whole.

6.1.6. How does the college groom leadership at various levels?

- There is a teachers committee which is headed by one of the senior faculty member. Teachers usually head different sub-committees/committees. In fact one of the faculty members is the convener of NAAC steering committee. Senior members of the non-teaching staff guide others in their day to day work. There is an elected student union in the college. General Secretary of this union acts as the leader of the students and maintains a relation with the Principal in need of students.

6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- Firstly academic departments enjoy autonomy regarding distribution of syllabus/ course work and class routine among fellow faculty members. Departments could design plans and programmes for remedial coaching, publishing departmental wall magazine, educational tour, counselling of students and special attention for advanced learners.

However, as the college is a new one and its financial condition is weak there is a limited scope for financial autonomy of the departments.

Secondly, there is an NSS unit in the college which looks after the extension activities. This unit enjoys full autonomy both financially and operationally.

Thirdly, there are some committee viz. Admission committee, Routine committee, NAAC steering committee etc. These committees enjoy power to take decisions. Moreover, different administrative and academic committees enjoy enough power to take necessary decisions.

Thus the above systems are examples of decentralised governance system.

6.1.8. Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

- Culture of participative management is implied in the university statutes under which the college is functioning. Governing Body, as the top management, is composed of representatives from teachers, non-teaching staff, students and Sabhapati of local Panchayet Samity other than representatives of donors, university nominees and government nominees. In the Governing Body meeting representatives of each section can ventilate their demands and opinions on different issues. It may be considered as good example of participative management.

6.2. Strategy Development and Deployment

6.2.1. Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

In its mission it is clearly stated that the aim of the institution is to provide quality education to the students with adequate facilities of teaching and learning.

The Governing Body of the college tries to ensure that adequate facilities like infrastructure, quality faculty and learning materials are available. To develop infrastructural facilities like classrooms, furniture, books, equipment, other learning materials, etc. Governing Body takes necessary steps for mobilisation of financial resources. The body also reviews the results of the students on regular basis and suggests remedial measures, if so required.

Teachers' committee always work for the maintenance of quality in teaching-learning process. The process begins from the admission of the students on the basis of merit list prepared from the academic scores of the qualifying examination. It ensures the maintenance of stipulated number of teaching days, syllabi of the course works are completed as per necessary number of required lectures, class tests are held, proper evaluation of answer scripts are done, students classrooms attendance is improved and percentage of pass out is improved.

Principal co-ordinates between Governing Body and teachers committee, so that the views of the Governing Body regarding maintenance and improvement of quality is adequately understood by the members of the faculty and implementation of policy does not suffer.

6.2.2. Does the institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- The college authority always feels students should get need based programmes and courses so that they could prepare themselves for future studies and job market. There is a plan to introduce B.A. Honours courses in subject like Education, Foods & Nutrition since we hope it would fulfil the aspirations of the stakeholders. Affiliation for B.Sc. course has been received. So the institution has a plan to introduce B.Sc. honours course in subjects like Physics and Chemistry. Keeping this in mind, construction of building is planned.

6.2.3. Describe the internal organizational structure and decision making processes.

- This is a government aided college under the affiliation of Calcutta University. So the basic organisational set up follows university statutes, rules, etc. and government order for the overall management of the college.

A Governing Body has been formed as per CU statutes. The Governing Body consists of Principal, four (presently two) representatives of full time teachers, two representatives of non-teaching staff, two representatives of state

government, two representatives of concerned university, two representatives among donors, Sabhapati of local Panchayet Samity and one representative of the students.

President of the body is to be elected either from the above, except college teaching and non-teaching staff or from outside. G.B. has the power to form finance and academic sub-committees from amongst its members for smooth functioning of the college.

In fact a finance sub-committee has been formed with four members to look after the financial matters of the college. It scrutinises the financial transactions, recommends future use of college funds and takes decisions regarding purchase of essentials.

Principal looks after the day to day business of the college including the financial transactions. Principal is empowered to take decisions regarding academic matters in consultation with teacher's committee and financial issues in consultation with finance committee, UGC committee, etc.

There is a teachers' committee in the college. It takes care of the academic issues, like admissions, examinations, preparing routine, etc. From among the teachers an admission committee, a routine committee and a college prospectus committee have been formed.

There is also an elected students union in the college. Usually G.S. of student union represents students in the Governing Body for students. Students' demands, suggestions and grievances are ventilated through representation of student's union.

There is an IQAC in the college. It has been formed as per UGC guidelines of XIIth Plan. There are five members from the teaching staff and three reputed persons having connections with education of the locality. It reviews the academic situation of the college and suggests suitable measures to improve it.

6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
- **Research & Development**
- **Community Engagement**
- **Human Resource Management**
- **Industry Interaction**

Teaching & learning:

The institution always endeavours to get quality teachers. To get full time faculty, vacancy requisition is sent to West Bengal College Service Commission in terms of sanctioned post and existing vacancy. For the creation and sanction of new full time teaching posts in different department prayer is being sent to higher education directorate of the state government and the matters are pursued regularly.

Besides, government approved posts college authority also engages some teachers of its own. Selections of such teachers are made through open advertisement and interviews, but due to poor resource position adequate compensation could not be paid to these teachers.

It is also the endeavour of the institution to ensure that students get quality teaching. Learners' grievances regarding classes are given adequate attention. Every effort is being made to keep the students in the classroom. Some departments call parents/guardians meeting to improve the quality of teaching-learning process. Steps are taken for direct interaction of college authority with guardians/parents and to improve classroom attendance of the students. Sound system, internet facility, audio-visual technology has been introduced to create interest among students.

Research and development:

The institution has no system for in-campus research work. However, if the faculty members are interested in research outside the campus they are provided with necessary facilities as far as practicable. A research committee has been constituted to provide assistance for preparing research proposals and for finding out source of finance.

Community engagement:

The institution has a community engagement system through its NSS unit. Volunteers of the unit work in the adopted village. Such works include awareness campaign on health, literacy, etc. The institution always interacts with the local Gram Panchayet and Panchayet Samity. A representative of Panchayet Samity has been incorporated in the college Governing Body, Headmasters/Headmistresses of local schools have been included in IQAC as representatives of community. It is expected that such representation will help us to get suggestions and advice to satisfy the needs of the community.

Human resource management:

As the Governing Body of the college includes representatives of both teaching and non-teaching staff they can freely convey their demands and grievances in the meeting of the body. Principal sits with the teaching and non-teaching staff separately to exchange views and ensure mutual co-operation among them. We believe improving communication can improve work culture.

Industry Interaction:

As the college is located in a rural area and our programmes include subjects of humanities still now we do not have any relation with industry. We are trying to introduce some career oriented courses. When such courses could be introduced some relation with the business world can be built up.

6.2.5. How does the head of the institution ensure that adequate information (from feedback and personal contacts etc.) Is available for the top management and the stakeholders, to review the activities of the institution?

- Principal maintains regular connection with the concerned University, Higher Education Department and other government departments for updating about the necessary government orders, rules and information. He also continuously interacts with the students and the staff to keep him aware of the day to day development of the college. He keeps watch on academic aspects, like students classroom attendance, total number of teaching days in the college, etc. Again, he tries to take stock of the over-all official works.

Regular connection and necessary survey help to prepare him with necessary records and information for the top management and stakeholders to review activities of the college and smooth decision making process.

6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

– The effectiveness and efficiency of the institutional process can be strengthened and improved only through active participation and involvement of the staff of the institution. Management encourages brilliant and energetic work of the official staff through acknowledgement and verbal praise. Teachers are encouraged by placing them as heads of different committee.

6.2.7. Enumerate the resolutions made by the management council in the last year and the status of implementation of such resolutions.

- The total no of resolutions completed during 2014-15 is 33 (thirty three only) and all such resolutions have been implemented on the part of the college authority. Selected GB resolutions enclosed. (Please refer to annexure III).

6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

- Affiliating University has a provision to accord autonomy to an affiliated institution. As the college is a new one and its infrastructure is in the process of development, the institution does not have any plan to apply for autonomy.

6.2.9. How does the institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

- The institution keeps a complaint box and it has an active grievance redressal cell. The cell considers all complaints and grievances received from the students and recommends appropriate action to be taken for redressal of it. On the basis of such recommendations Principal takes suitable steps.

6.2.10. During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

- There is an instance of the court case in the college. The petition was filed by the Principal of the college against an order of the higher education department of the government. The fact is stated below-

A sum of Rs.5,23,489/= was sanctioned by district magistrate , Howrah under BEUP scheme in 2010 as per recommendation of the existing MLA of Udaynarayanpur in 2009. The grant of sanctioned amount was delayed by almost one year. The amount was sanctioned for renovation and reconstruction of 1st floor of college building. The executive authority of the scheme was the organising committee of the college. Since there was no first floor and there was some outstanding bills of the ground floor construction, the committee decided to use it for the payment of such bills without intimating the same to the sanctioning authority. The committee also requested the Principal (who was not a member of the committee) to submit a utilization certificate of the sanctioned amount.

As the amount were used for payments of construction works Principal submitted utilization certificate of the fund received under BEUP scheme. Later it was questioned by the sanctioning authority on the basis of a complaint. Principal gave explanation to the show cause notice issued to him. But without being satisfied by it, higher education department on direction from District Magistrate, Howrah and Development & Planning Department of the government issued an order on 18.06.2012 to recover a sum of Rs 5,30,378/- from the salary of Principal of the college.

The order was challenged in Calcutta High Court in Aug, 2012. Justice Sambuddha Chakraborty set aside the order in his final judgement on 31.1.2014 and directed the Secretary, Higher education Department and Secretary, Planning Department to issue an appropriate order after necessary hearing and considering the final judgement issued by the court. After necessary hearing Secretary of the Planning Department has issued an order in which it directs the District Magistrate, Howrah to confirm that the sanctioned amount has been utilised for the purpose of the college only. There is no information to the college authority whether the direction has been complied with.

6.2.11. Does the institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- The institution has a system to get feedback from the final year students. A proforma has been prepared for the purpose and it is distributed to the students for their response. Students respond enthusiastically. On getting such feedback institution takes steps to satisfy their needs.

6.3. Faculty Empowerment Strategies

6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- Firstly, the institute takes steps for organising training programmes, seminars, workshops, etc. to enhance professional skills of the faculty members. Secondly, teachers are also encouraged to participate in seminars, workshops, conferences etc. on respective subjects in other institutions. Thirdly, teachers participate in the three week refresher courses and four weeks orientation programme organized by academic staff colleges. Fourthly, Principal frequently meets with the teachers to discuss about the measures to improvement of academic standard of the college,

which include among others responsibility of the teachers for completing the allotted syllabi within stipulated lectures, keeping the students in the classrooms and giving more time to the students outside the classroom.

Non-teaching staff are encouraged to attend workshops organized by the University for improving their abilities and skills. Moreover Principal meets with the staff at regular intervals for division of their duties and to improve mutual cooperation among them.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- For empowerment of the faculty, the institution encourages participation in workshops, seminars, refresher courses, orientation programmes. Good works of the faculty and non-teaching staffs is always encouraged for future motivation. Parents-teacher meetings are organised for getting feedback from the stakeholders. This method also helps to motivate the teachers for improving their performance.

6.3.3. Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- There is an appraisal system in the college to evaluate the performance of the faculty members in relation to number of classes taken, percentage of syllabus covered, number of tutorial classes taken, number of examination duties performed, other extra- curricular activities performed etc. The information from the teaching staffs is collected through prescribed format. Such information is summarised and reviewed for betterment of performance.

6.3.4. What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- Summary of the performance appraisal reports is reviewed and discussed in the Governing Body meeting. The major decision taken in this respect is the number of hours of staying of part time teachers in the college. The decision has been communicated by both notification and meeting of the teaching staff with the President and Principal of the college.

6.3.5. What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- Presently, in case of urgency and delay in payment of salaries due to non-receipt of pay packet memo from the higher education directorate of the government in time advances are issued from the college fund. However, we have taken a decision to form Employees' Credit Cooperative Society Ltd in the college so that employees could get financial assistance in need. Eighty per cent of the staff availed the benefit of getting advances from the college fund.

6.3.6. What are the measures taken by the institution for attracting and retaining eminent faculty?

- Eminent faculty members are always encouraged to stay in the college. There is no system for giving extra financial benefit to the government approved faculty members. As the financial position of this young college is very weak we cannot provide much remuneration. However we always extend others benefits like giving travelling allowances, extra remuneration, etc. to retain good faculty.

6.4. Financial Management and Resource Mobilization

6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- As financial resources of the college are limited we always aim at utilising the same effectively and efficiently. Before beginning of each financial year we prepare a budget on the basis of the expected receipts, existing funds and urgency requirements of the college.

Every bulk purchase and payment is discussed in the finance committee and thereafter recommendation of the finance committee is placed in the Governing Body meeting for approval. There are bill register and cheque register. Bill register is duly verified by the accountant and bursar of the college. Cheque register is verified by the Principal and President of the Governing Body.

6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- External audit is done by the Govt. appointed auditor and in our institution. The last audit was done up-to the financial year 2013-2014.

Recently we have introduced a system of internal audit. A team has been formed comprising of senior faculty members and the accountant for performing this task. The audit for 2013-2014 was done during December, 2014. The major objections are twofold. Firstly some dues are not settled for some years and it should be taken care of; secondly TDS of a mason has not been deducted. Regarding the first objection no decision has been taken yet and TDS for mason has been duly deposited.

6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions, if any.

- Major sources of institutional receipt are fees received from the students and salary grants received from the state government. Besides the above we occasionally get building grants from state government and MPLAD scheme. We tried our best to keep our expenditure plan within financial resources. So the provision of deficit spending does not arise. XII plan development assistance from UGC has also been received for purchasing books, journal, equipment etc.

(Audited income and expenditure statement of last four years are given in the annexure-IV).

6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- The institution constantly endeavours to secure funds for developing its infrastructure which includes classrooms, library, boys' common room, canteen, cycle/vehicle stand, boundary wall and furniture, books, equipment, organization of seminars etc. The efforts on our part in last four years are as follows-

a) In 2012, we submitted a proposal of about Rs.25 lakh for building office room, staff room, girls' common room etc. to state govt.'s higher education department. On receiving the sanctioned grant we have completed the said construction.

b) In 2012, a proposal of Rs.22.5 lakh has been submitted to Directorate of Youth Services, Govt of W.B. and we got Rs. 18 Lakh for construction of the MINI INDOOR GAMES COMPLEX (MIGC) and the said construction will be completed shortly.

c) In 2013, we have submitted an estimated proposal of about Rs.31 lakh to State Govt's H.E.Deptt. for construction of classroom in the 1st floor but funds have not been received.

d) In 2014 an estimated proposal of about Rs.45 lakh has been submitted to State Govt's higher education dept. for construction for boundary wall. An amount of Rs.35 Lakh has been received. The construction of the same will begin as early as possible after completing necessary formalities.

e) We have submitted need based performance appraisal report of our college in 2014 and also in 2015 to Higher Education Directorate of Government. In this report we have prayed for Rs.10 lakh in each year for purchase of books, equipment, furniture etc. for the college. But no amount has been received so far.

f) In 2014, as per G.O. of higher education department we have submitted a proposal of Rs.9.67 lakhs for purchasing books, furniture and equipment. A sum of Rs.7 lakh has been received recently for this purpose.

g) In 2013, we had submitted a proposal of Rs.50,000/- to National Human Rights Commission (NHRC) for organizing one day training programme on human rights in our college and we received the amount.

h) In 2013, we submitted some proposals of seminars to UGC which was received.

i) In 2014, we have submitted a proposal of Rs.80 lakh to UGC for XII plan development grants. An amount of Rs.10/- lakh has been sanctioned from UGC as an ad-hoc grant for purchasing books, journal, equipment, extension activities, field tour, etc.

6.5. Internal Quality Assurance System (IQAS)

6.5.1. Internal quality assurance cell (IQAC)

Has the institution established an internal quality assurance cell (IQAC)? .6 if 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

-The institute has established an IQAC as per UGC guidelines as far as practicable.

- The institutional policy with regard to quality assurance is designed with the objective of providing quality teaching with adequate infrastructural facilities.

Although there is no lack of intention, but all the facilities could not be provided at a time due to lack of financial resources.

The aim of the institution is to create and provide-

- i) Facilities for Faculty improvement through attending refresher courses, orientation programmes, seminars, conferences, workshops, etc. and active engagement in research works.
- ii) Taking remedial coaching classes and tutorial classes for the needy and weaker students
- iii) Innovative and creative culture among advanced learners
- iv) Continuous monitoring of the learners progress through arrangement of class tests
- v) Improving evaluation process, more books for students in the library
- vi) Separate rooms for each honours department
- vii) Adequate numbers of classroom for growing students
- viii) Getting students feedback from the final year student
- ix) Boys common room with adequate recreation facilities
- x) Well-furnished and sanitized toilet facilities for staff and students
- xi) Protection and security arrangement of the staff and students within the campus, and
- xii) Arrangements for safe drinking water for staff and student.

The policy with regard to quality assurance is being institutionalized through meeting with the staff and the students. Regular notifications are being made for improvement in student's attendance in classes, class test and annual college examinations. Awareness among stakeholders for quality improvement is also communicated through college prospectus.

B. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

-At least two decisions (taking regular class test and providing carom board in girls common room) of IQAC have been approved by the Governing Body for implementation and both of them are actually implemented.

C. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

- a) IQAC has some external members. These external members are headmaster/headmistress of local school namely Saradacharan Institution and Bireswar Balika Vidyalaya. So far no such significant contribution has been made by them.
- b) As per XII plan guidelines of the composition of IQAC no student or alumni representative(s) has been kept as member in IQAC. However convener of IQAC interacts with students and alumni for preparing policy of IQAC. Their major contribution includes suggestions for providing adequate recreational facilities in the common room, sanitation in the toilets and sports and games equipment for the students.

D. How does the IQAC communicate and engage staff from different constituents of the institution?

- In the IQAC there are representatives from both teaching and non-teaching staff. The representatives of each section communicate with the fellow members to get the individual views of about quality assurance in the institution. Chairman,

convener and other members maintain regular connection with the stakeholders, like students, guardians and alumni to get their views in this regard. The IQAC consider all such views to take suitable decisions for quality improvement in academic and infrastructure fields.

6.5.2. Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

- Governing Body of the college does the necessary coordination and integration for quality assurance of academic and administrative activities.

IQAC in its meeting take decisions on the basis of views and opinions of different members. Such decisions/recommendations are placed before the Governing Body and the implementation of Governing Body decisions is done by the Principal as the head of the institution.

6.5.3. Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact.

- There is no system of training for staff to implement quality assurance procedure. However, quality assurance policies of the institution are implemented through regular and day to day activities of the teaching and non-teaching staff.

6.5.4. Does the institution undertake academic audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

- The institution undertakes academic audit and they are reviewed through the affiliating university and higher education department of the government.

The office of the inspector of College of Calcutta University visited our college in 2012 and 2014. On the basis of their report in 2012 the institution received recognition from UGC under 2 (f) and 12 (B). Some of their recommendations had been implemented. On the basis of their recommendation of 2014 visit the institution gets affiliation from University for introducing B.Sc. (general) Course from the academic session 2015-16.

West Bengal state council of higher education visited the institution in 2013 and 2014. They sent their report to the affiliating university. Although it was not so favourable in 2013, it was favourable in 2014 for introducing science course in this institution.

Academic performance reports of the institution for academic year 2012-13 and 2013-14 were sent to higher education department of the state government for verification. So far, no report has been received from this end.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- The data received from internal quality assurance mechanism are used to feed the requirements of external agencies / authorities, like affiliating university and higher education department of the state government.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- As the institution is committed to provide quality teaching to promote higher education top priority is given to the teaching learning process. It is reviewed on regular basis. IQAC monitor the progress of coverage of allotted syllabus before taking periodical class test, mid-term test and annual test examination.

Each Faculty members are asked to maintain personal diaries to keep records of classes taken, percentage of syllabus covered, number of tutorial classes taken, number of classes taken for remedial coaching and any other matters required to be mentioned. IQAC review the progress of teaching on the basis of such records of personal diaries which are required to be submitted time-to-time by the faculty members.

To evaluate the progress of learners class tests are taken periodically. Questions of such tests are generally of objective types and/or MCQ types. Moreover mid-term test and annual tests are taken to review the progress of learning. On the basis of such tests teachers take measures to point out the mistakes made by the students for rectification in future.

All such measures help student to learn their subjects and prepare for the final examination taken by the university.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding governance, leadership and management which the college would like to include.

- The institution communicates its quality assurance policies mainly through college prospectus, periodical notifications to the students and the staff for internal stakeholders. External stakeholders may visit college website where some of such policies are found.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1. Environment consciousness

7.1.1. Does the institute conduct a green audit of its campus and facilities?

- The institute has started green audit from the current year and there is a system of regular surveillance of trees and plants of the campus. A person has been deployed from the college's own resource for watering and nursing of the plants of the campus. The number of trees and plants are listed below-

Name of the tree	Number(s)
Mango	24
Eucalyptus	29
Fir	19
Wood apple	29
Neem	5
Baniayan	2
Peepul	2
Guava	18
Sisoo	34
Akashmani	34
Arjoon	8
Kadambo	3
Tamarind	4
Amla	78
Boira	52
Horitoki	79
Asok	40
Tamarix	15
Pineapple	30
Beetle	2
Total	506

Such a large number of plants and trees make the campus green and they also create an environment friendly atmosphere within the college.

7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?

- * **Energy Conservation**
- * **Use Of Renewable Energy**
- * **Water Harvesting**
- * **Check Dam Construction**
- * **Efforts For Carbon Neutrality**
- * **Plantation**
- * **Hazardous Waste Management**
- * **E-Waste Management**

-. Energy conservation- No such systems exists at present. However, there is constant vigilance to see that there is no unnecessary consumption of energy.

* Use of renewable energy- NIL.

* Water harvesting – A pond has been dug within the campus. Rain water is being harvested there. It is used for pisci-culture and watering of plants and trees in the campus.

* Check dam construction – NIL.

* Efforts for carbon neutrality- Possibility of emitting carbons within the campus does not exist.

* Plantation- Plantation of new trees and nurturing of old trees, etc. are given the priority in this institution. Although there exist some problem and obstacles of plantation in rainy season (mainly due to low land and water logging) some new saplings are planted each year. 'Banomohotsab' was observed in 2014. Indeed, some good results could be easily found in the campus after some sustained efforts since last five years.

* Hazardous waste management- A small tank has been prepared to dump hazardous waste there. Used up papers and plastics materials are usually sold to keep the campus clean and healthy.

* E-waste management – So far the problem of e-waste is almost nil in the college. So, nothing concrete has been done in this field.

7.2. Innovations-

7.2.1. Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

– The institution is an affiliated and government- aided college. So, university and government rules, guidelines, orders, etc. are to be maintained in the functioning. So we are to conceive and introduce new methods, techniques and processes within a given framework. Within the limited scope of innovation we are trying to do things which could help smooth functioning in respect mainly of college administration and teaching –learning systems. Some major innovative decisions and actions in respect of this institution are noted below: -

A) Since the establishment of the college in 2006 the college does not have any Governing Body to run the college as per university statutes. Governing Body was formed in June, 2011 as per the statues to replace the organising committee for functioning of the college as top management.

B) There was no students' representative in the management and there was also no elected students' body in the institution before 2011. It has been made possible only after June, 2011 when students' Union was elected on the basis of well-formulated rules and guidelines. The system enables to introduce participatory management for smooth functioning of the institution.

C) Introduction of preparing and submitting work-cum-performance report by the faculty members enables to self-evaluate their performance regarding teaching and other extra-curricular activities. It also helps college administration to review the progress of teaching –learning process and also to take decisions for further improvement in this area.

D) Introduction of students' feedback and detailed analysis thereon has contributed a lot to take care of the learners' need and demands.

E) Finally, creative culture and writing skill development process have been encouraged through the publication of departmental wall magazines.

7.3. Best practices

7.3.1. Elaborate on any two best practices in the given format which have contributed to the achievement of the institutional objectives and/or contributed to the quality improvement of the core activities of the college.

PRESENTATION OF BEST PRACTICE- I

1. Title of the practice

Title: ‘**Make your campus green**’

2. Goal-

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

-The college is located in an open field on a land of 5.49 acres. The building area covers only a very small part of the land. The entire campus gave a deserted look with no sign of trees, shades and shadows when classes began in the college’s own building in 2009. In the days of summer students, staff could not escape from scorching heat even under roofs. So it was planned to take initiatives for plantation of trees in a large scale. Thus the main motive behind making a green campus is to give relief to the body and mind of the insiders and also to make it environment friendly.

3. The context

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the practice in about 150 words.

- The campus of institution is wide and open. Although there is a gate at the entrance and hospital boundary wall on one side but on one side there is no boundary wall. Inhabitants of the adjoining areas use the college playground and open field as grazing land of their cattle. Repeated appeals and request could not prevent them from using it as public property. So, construction of boundary wall around the campus is urgent.

Again, as the college is located in west bank of river, Damodar, and as the river is flooded every year, sometimes the college campus remains underwater for 10-12 days. It makes plantation of saplings in rainy season rather risky. So, we are to undertake plantation programme after the rainy season. Consequently, plantation becomes hard and costly too.

4. The practice

Describe the practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

In order to fulfil the objective of making the campus green a scheme of digging out a pond was undertaken five years ago. Local Panchayet Samity was requested to take up the scheme under Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (MGNREGA). The aim was to create high land banks on the pond so that trees can be planted there and they can be protected from water logging. The institution is thankful to the Panchayet Samity for complying with the request.

Making a green campus programme did begin in the institution with the plantation of various tree including fruit trees, like mango, guava etc. on the high lands of different sides of pond. A person was engaged on daily wage basis to look after these plants. In the meantime NSS unit of the college was established in 2010-11 and since then one of the important on-campus programme is to undertake plantation programme. NSS volunteers and other students assist in watering and nursing new and old plants and trees regularly. Hence student involvement has been contributing to make the campus green.

In each year the institution undertakes plantation programme. Sometimes plants and saplings are supplied by local Panchayet samity and sometimes steps are taken to purchase them. In 2014 a special programme of plantation was undertaken at the instruction of local MP (Member of Parliament) to make campus environment friendly.

Every effort is being made to protect these plants from cattle entering within the campus. The specially deployed person keeps a strict vigil daily from 6a.m. to 6 p.m. Harvested rain water of the pond is used for watering the plants. A pump and necessary pipelines have been purchased for this purpose. Sometime water from submersible pump is used during summer days.

Plantation have been done on both sides of the approach road from the college gate to main building , on the boundaries of the entire college campus, on the banks of the pond and on some selected areas of the campus. Such plants include fruit trees, medicinal plants, eucalyptus, shishu, etc.

5. Evidence of success-Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

Remarkable success has been achieved in making a green campus within a very few years. Sustained efforts enable us to overcome various constraints in plantation programme within the campus. The deserted look of the campus of 5 years ago is now a days of past. Students can sit and take rest under the shadows created by the trees planted on the banks of the pond. Plants and trees on both sides of the approach road to the main building also give a beautiful look and it earns praise from visitors. The trees on some sides of the campus boundary have grown up and thereby help to create a demarcation of the college boundary. Our earnest efforts, indeed, yield some positive results. There are green trees and plants all around the college campus. In this drive to make the campus green students and staff participate whole-heartedly. It is a good sign that to make our best practice a success all of us can motivate ourselves for our institution.

6. Problems encountered and resources required

Please identify the problems encountered and resources (financial, human and other) required to implement the practice in about 150 words.

In implementing the policy of making our campus green certain problems are encountered. Firstly, as the college campus is open entry of outsiders cannot be prevented during and after college hours as well as in holidays. Residents of the locality enter with their cows, goats etc.

Secondly, in the rainy season entire campus remains water logged. The situation becomes more serious during occasional flood of Damodar River. During these periods it is very difficult for the new saplings of the campus to survive.

Thirdly, the financial resource base of the college is very acute. So, in the context of the undertaking this practice it puts a stress on college finance. Although we are getting saplings from local Panchayet Samity but plantation programme, watering of plants, fencing and vigilance need fund. Since we are committed to the best practice we are arranging funds in spite of limited resources. Thus some financial assistance for this purpose would help us.

Contact Details

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PRESENTATION OF BEST PRACTICE- II

1. Title of the practice

Title: “**Prevent Drop Out to Build Nation**”

2. Goal-

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words.

- The trend of the higher education in the present day West Bengal reveals high rate of drop out. Students leave the institution after taking admission before completion of the course. While the national target is to raise the Gross Enrolment Ratio (GER) to 30 per cent from the present level of about 19 per cent the high drop out rates is really a serious obstacle to achieve the target. In the interest of the growth of higher education and to increase the supply of educated and skilled persons for the growing economy it is our aim to prevent the drop outs through adoption of effective measures.

3. The context

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the practice in about 150 words.

- The issue of preventing drop outs has been taken up recently from the current academic session of 2014-2015. The investigation behind the reasons for drop outs raises some genuine issues, like the scope for employability in pursuing graduate course in humanities, early marriage for girls and preference for other UG colleges over this college. Some students left the college for pursuing diploma course in education (D.Ed.), while some others preferred courses in nursing training. When girls go to their paternal houses they are not allowed further studies. Moreover, we cannot deny that there exist a lot of things to be done to ensure quality teaching learning in a friendly environment in this institution.

4. The practice

Describe the practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

-We confront mainly three types of drop outs. Firstly, some students do not make university registration after taking admission in the 1st year of the course. Secondly, after completing the 1st year and/or 2nd year of the course they are either not taking admission in 2nd year or 3rd year or even after taking admission they are not appearing in the final examinations of 2nd year or 3rd year. Thirdly, there are some students who opt out in the middle of the course due to failure in examination.

In order to check and prevent drop outs, as a first step, we are trying to contact such students either over telephone or through personal contacts by sending messengers to their homes. Such connections help us to understand their problems, the reasons for their drop outs.

In the second step, when it is found that drop out students preferred other courses and other institutions to this course and this institution we find no option to do anything on our part in the given circumstances. But if it is found that the students did not register themselves or filled up their application forms for university final examination due to lack of initiative on their part or communication gap or any financial problems or for any other reasons we take measures so that the students can be registered or he /she can fill up the examination application form. University authorities are consulted and necessary requests /appeals are also made to fulfil our objectives. The institution is also committed to provide some financial assistance if there is any financial problems as a genuine reason of drop out.

As the college is located in a rural area the transport facilities from the surrounding villages are not so good. Often students are to come by bi-cycles from a distance of about 8 to 10 kms. Where there are buses and other vehicles in some routes these are also not so regular. Appeals are made to concerned authorities for making transport and communication facilities available to the students. However such problems do exist in general. Financial resources

of the college are not so strong to enable us to purchase a vehicle of its own for the purpose. Hence, when students talk of transport problem we feel our helplessness.

6. Evidence of success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

-The efforts to prevent drop outs have just begun. So our success in this regard is still limited. We have set our targets to reduce the drop-out rates to about 15 per cent from its present level of about 32 per cent within three years. In the current session we have made contact with 35 drop out students, out of which we have been able to draw back at least two students within our system. Fortunately, university authorities have given opportunity and provide additional date to fill up application forms for B.A Part II Examination, 2015 for those who did not apply within the scheduled dates. Two students have utilized this opportunity. We shall try our best to get some students registered in the university who failed to do so within scheduled dates.

Although our success is limited we have been able to create awareness among students and the staff to prevent the present trend of drop outs.

7. Problems encountered and resources required

Please identify the problems encountered and resources (financial, human and other) required to implement the practice in about 150 words.

- In fact, some of the reasons for drop outs have much to do with our institution itself. In order to improve teaching-learning we need to recruit more qualified teachers. But we are constrained by our limited resources on the one hand and over all recruitment policy of the govt.- aided colleges on the other hand. Due to lack of sufficient infrastructural facilities, like class rooms, laboratories, etc. we are facing difficulties to introduce career oriented courses to supplement the regular courses. Moreover, resources are also required for purchasing a vehicle of the college so that transport problems of the students from the remote places could be solved.

Contact Details

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(Compliance certificate is provided in annexure V).

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Bengali**
2. Year of Establishment: **2006**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc):
Under-Graduate (Honours/General)
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Both programmes are annual**
6. Participation of the department in the courses offered by other departments: **No**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **No**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Asst. Professor	3	1
Part-Time-Teacher	3	3
Guest Lecturer	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Sreemoyee Banerjee	M.A. NET/SET	Asst. Professor	Folk Literature	4 Years 6 Months	N.A.
MrinalKantiSamanta	M.Phil.	Part-Time-Teacher	Fiction	7 Years 6 Months	N.A.
NupurAdhikary	M.A.	Part-Time-Teacher	Katha Sahitya	5 Years 11 Months	N.A.
TumpaDey	M.A.	Part-Time-Teacher	Pre-Modern Literature	2 Years 11 Months	N.A.
Pranab Khan	M.A.	Guest Teacher	Fiction	4 Years 11 Months	N.A.

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **20%**

13. Student-Teacher Ratio (Programme wise):

Table-3

Programme (Course)	Student-Teacher Ratio
B.A. (Honours)	40:1
B.A. (General)	114:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**NIL**

15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.:

M.Phil.-1

PG-4

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received:**NIL**

17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**NIL**

18. Research Centre /facility recognized by the University: **N.A.**

19. Publication:

* a) Publication per faculty:

Sreemoyee Banerjee

4. Book chapter in 'PrasngaShishuKishorSahitya' article name 'Ichhamati :AdhunikRupkatha' edited by Rupam Pramanik and Ajimul Haque. Ashabari Publication, Oct,2013, Pg: 128-136. ISBN- 81-89468-85-5.
5. Book chapter in 'Prasnga: Ashapurana Devi', article name 'Partham Pratishrutir Shoili bichar' ed by Arun kr. Safui and Utpalendu Mandal. Deep publication, June,2012, Pg: 61-68, ISBN-86-89678-90-6.
6. 'Samparker Nirmam Silpi :Galpakar Narendranath Mitra' published in 'SahityoTakko', Vol 1, Jan, 2013.

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in:- **NIL**

a) National Committees b) International Committees c) Editorial Boards.....

22. Student projects: **NIL**

a) Percentage of students who have done in-house projects

including inter departmental/programme: **100% student undertake ENVS project.**

23. Awards /Recognitions received by faculty and students:**NIL**

24. List of eminent academicians and scientists/ visitors to the department: **Refer to Table no-4**

25. Seminars/ Conferences/Workshop organized & source of funding:**UGC Sponsored State-Level Seminar on 20/02/2015**

Table no-4

Name of the Speakers	Topics	Year	Funding Agency
1. Prof. Satyabati Giri, Department of Bengali, Jadavpur University 2. Prof. Debnath Bandyopadhyay Department of Bengali Rabindra Bharati University 3. Prof. Sanat Naskar Department of Bengali Calcutta University 4. Prof. Krishna Basu Eminent Poet	State Level Seminar on “MadhyaYuger Bangla Sahitye Bhaktibad”	2015	UGC

26. Student profile programme/course wise: **Session 2014-15 (Table-5)**

Name of the Course/Programme (refer question no. 4)		Applications Received	Selected	Enrolled	
				*M	*F
B.A. 1 st Year	Honours	127	85	25	60
	General	300	271	102	169

M=Male F= Female

Pass Percentage:

Part-III		Appeared		Passed		%
		M	F	M	F	
2014	Honours	15	43	15	43	100
	General	15	61	15	61	100
2013	Honours	8	33	8	33	100
	General	25	65	25	63	98.7
2012	Honours	17	41	17	41	100
	General	22	64	22	64	100
2011	Honours	21	20	21	20	100
	General	30	27	30	27	100

27. Diversity of students

Table-6

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
B.A. (Honours)	100	0	0
B.A. (General)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.

29. Students Progression: **No data collected.**

- **There is no mechanism to track the students**
- **There is no Campus recruitment facility.**

30. Details of Infrastructural facilities

a) Library:- **Central Library, No of Books-811**

Text-467, Reference-344

b) Internet facilities for Staff & Students: **Common access for all users.**

c) Class rooms with ICT facility: **Common with other departments**

d) Laboratories: **Not Required**

31. Number of Students receiving financial assistance from college, university, government or other agencies:-

Table-7

Year	Type of scholarship	Number of student receiving
2011-2012	SC/ST Scholarship	06
2012-2013	SC/ST Scholarship	09
2013-2014	SC/ST Scholarship	12

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

☞ **Apart from regular classes, special classes, tutorial classes are being taken to improve the basic learning of the students.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

☞ **Students participate in NSS activities organized by the college units. One faculty member being In-Charge of NSS actively participate in different extension activities.**

35. SWOC analysis of the department and future plans:

Strength: Students are energetic, enthusiastic and teachers are co-operative. Overall a friendly atmosphere and teacher-student relationship is the strength of the department.

Weakness: Although students are enthusiastic about their syllabus but they lack in comprehensive writing abilities.

Comparing to the huge number of students the department lacks sufficient faculty members.

Opportunities: The students of the locality show great amount of interest on this subject that helps faculty persons to develop innovative ideas. The number of students in this department could be trained to become human resource in areas like teaching, publishing, media and communication.

Challenges: Being situated in remote locality access of enriched library and work as interns in several areas is quite limited.

Future Plans:-

- To organize National Level UGC Sponsored Seminar.
- To arrange special lecture by renowned faculties and eminent writers.

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **English**
2. Year of Establishment: **2006**
3. Names of Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Master., Integrated Ph.D., etc);
B.A. Honours Course
B.A. General Course
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Both programmes are based on annual system**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	0	0
Part-Time-Teacher (Permanent & Approved)	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ashish Ghoshal	M.A.	Part-Time-Teacher	Indian Literature	8 Years	NIL
Kuntal Bhattacharya	M.A.	Part-Time-Teacher	American Literature	5 Years	NIL
Rajkumar Adak	M.A.	Part-Time-Teacher	American Literature	3 Years	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **NIL**

13. Student-Teacher Ratio (Programme wise):

Table-3

Programme (Course)	Student-Teacher Ratio
B.A. (Honours)	2:1
B.A. (General)	10:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

PG-3

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**

17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre /facility recognized by the University :**NIL**

19. Publication: **NIL**.

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in: **NIL**

b) National Committees b) International Committees c) Editorial Boards.....

22. Student projects

b) Percentage of students who have done in-house projects including inter departmental/programme:**100% Students undertake ENVS projects.**

c) Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:**NIL**.

23. Awards /Recognitions received by faculty and students:**NIL**

24. List of eminent academicians and scientists/ visitors to the department: **NIL**

25. Seminars/ Conferences/Workshop organized & source of funding:**NIL**

a) National

b) International

26. Student profile programme/course wise: **Table-4**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
B.A. Honours Part-I	30	30	2	3
B.A. General Part-I	10	6	4	2

M=Male F= Female

Name of the Course/Programme	Appeared		Passed		Pass Percentage
	Male	Female	Male	Female	
B.A. Part-III (Honours) Academic year-2014	02	02	02	02	100%
B.A. Part-III (Honours) Academic year-2013	03	03	03	03	100%
B.A. Part-III (Honours) Academic year-2012	01	02	01	02	100%

27. Diversity of students

Table-5

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
B.A. (Honours)	100	0	0
B.A. (General)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.

29. Students Progression

Table-6

Students Progression	Against% enrolled
UG to PG	40%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	N.A.
Entrepreneurship/ Self-employment	The Department tries to get information about it.

30. Details of Infrastructural facilities

- e) Library: **Central Library**
- f) Internet facilities for Staff & Students: **Common access for all users**
- g) Class rooms with ICT facility: **Common with other Departments**
- h) Laboratories: **Not Required**

31. Number of Students receiving financial assistance from college, university, government or other agencies **One 1st year student achieved Kanyasree Prakalpa, Govt. of W.B and S.Jindal's scholarship in academic session 2014-15.**

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts : **Tutorial classes are taken to enrich the students.**

33. Teaching methods adopted to improve student learning: **Along with regular classes tutorial classes and special classes are taken. Moreover Audio-Visual teaching methods are being adopted.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

1. **Students participate in NSS activities organized by college units**
2. **Wall Magazines are published by students.**

35. SWOC analysis of the department and future plans:

☞ **Strengths:** Accessible and helpful teachers strive to promote the all round development of the students.

- **Well behaved students**
- **Good Relationship between teachers and students**

☞ **Weakness:** Most of the students avoid the subject due to fear in the subject.

☞ **Opportunities:** The subject has wide range of employment.

☞ **Challenges:** The challenge is to impress the students about well acceptance of the subjects in all areas of employment and its aesthetic sweetness all over the world.

☞ **Future Plans:**

- **To conduct seminar**
- **Invite special faculties to deliver lectures**
- **To undertake interdisciplinary projects**

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **History**
2. Year of Establishment: **2006**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., PhD, Integrated Master., Integrated Ph.D., etc); **Under Graduate (3 Years Honours and General Course)**
4. Names of Interdisciplinary courses and the departments/units involved: **N.A.**
5. Annual/semester/choice based credit system (Programme wise): **Both programmes are Annual**
6. Participation of the department in the courses offered by other departments: **N.A.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **N.A.**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	2	0
Part-Time-Teachers	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Dr. Subhasri Bera	M.A., M.Phil, Ph.D.	Part-Time-Teacher	History of Europe	7 Years	NIL
Prahelika Hazra	M.A.	Part-Time-Teacher	Sufism	6 Years	NIL
Jayanta Chowdhury	M.A.	Part-Time-Teacher	Sufism	4 Years	NIL
Avijit Chakraborty	M.A.	Part-Time-Teacher	Sufism	3 Years	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **NIL**
13. Student-Teacher Ratio (Programme wise):

UG (Hons.): 18:1

UG (Gen.): 150:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **N.A.**
15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

Teaching faculty with. Ph.D.-1.

Teaching faculty with P.G.-3

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**
17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
18. Research Centre /facility recognized by the University: **NIL**
19. Publication:
- * a) Publication per faculty:
 - ☞ **Banglio Labour Swaaraj Party utthaner prekkhapote Banglar Samayik Patra. Itihas Anusandhan -26** (collection of selected Essays presented at the 27th Annual Conference at Paschimbanga Itihas Sansad held at Department of Archaeology. University of Calcutta. ISBN: 978-81-910874-2-0
 - ☞ **Abhibhakto Banglay Sramik Krishak Rajnitir ocommunist Addhay: Antorjatic Pathsala. Vol III & IV; April-June & July-September, 2014 Page-84. ISSN- 2230-9594**
 - ☞ **Bengal Pact: Banglay Hindu Muslim Joutha Sangramer EkAsafal Uddyag. ISBN-978-81-922522-6-1 MOSAIC. 2015 2nd edition**
 - * Number of papers published in peer reviewed journals (national/international) by faculty and students : **NIL**.
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.): **NIL**.
20. Areas of consultancy and income generated: **NIL**
21. Faculty as members in
- c) National Committees b) International Committees c) Editorial Boards.....
Subhrasri Bera. L.M. No.-966, Paschimbanga Itihas Sansad.
Jayanta Chowdhury L.M.-Paschimbanga Itihas Sansad.
22. Student projects
- d) Percentage of students who have done in-house projects including inter departmental/programme: **100% Students undertake ENVS projects**
 - e) Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:**N.A.**
23. Awards /Recognitions received by faculty and students: **NIL**
24. List of eminent academicians and scientists/ visitors to the department:

Table-3

Sl. No.	Name	Institution
1	Prof. Susnata Das	RabindraBharati University
2	Prof. Amit De	University of Calcutta
3	Prof. SoumitraSinha	Kalyani University
4	Prof.Malabika Roy	BurdwanUniversirty
5	Prof. SuchetanaChattypadhaya	Jadavpur University

25. Seminars/ Conferences/Workshop organized & source of funding:

Table-4

Level	Topic	Department	Sponsor	Date
State Level	The Role of Muslims in India's Struggle of Freedom: Bengal (1757-1947)	History	UGC	21 Nov. 2014

26. Student profile programme/course wise:

Table-5

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
B.A. Part-I (Hons.) 2014-15	57	30	17	13
B.A. Part-I (Gen.) 2014-15	290	268	107	161

M=Male F= Female

Pass Percentage

Pass Percentage	2010-2011				2011-2012				2012-2013				2013-2014			
	Appeared		Passed		Appeared		Passed		Appeared		Passed		Appeared		Passed	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
B.A. (Hons.) Part-III	7	8	6	8	12	13	12	13	8	6	8	6	4	14	4	14
B.A. (Gen.) Part-III	25	17	2	17	32	44	26	44	24	51	17	46	20	46	20	36

Year	Pass percentage
2010-2011	95%
2011-2012	94%
2012-2013	87%
2013-2014	88%

27. Diversity of students

Table-6

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
UG	100%	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.

29. Students Progression

Table7

Students Progression	Against% enrolled
UG to PG (Academic Session 2012-13)	70%
UG to PG (Academic Session 2013-14)	60%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	0%
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/ Self-employment	N.A.

30. Details of Infrastructural facilities

- Library: **Central Library**
- Internet facilities for Staff & Students: **Common access for all users**
- Class rooms with ICT facility: **Common with other department**
- Laboratories: **Not-required**

31. Number of Students receiving financial assistance from college, university, government or other agencies

Table-8

Sl. No.	Name of the Scholarship and Authorized Department	No of Students Received Scholarship
1st Year Academic Session-2014-15		
1	Post Metric Scholarship, Government of West Bengal	3
2	Kanyasree Prakalpa, Government of West Bengal	10
2nd Year Academic Session-2014-15		
1	Post Metric Scholarship, Government of West Bengal	2
2	KanyasreePrakalpa, Government of West Bengal	1
3rd Year Academic Session-2014-15		
1	Post Metric Scholarship, Government of West Bengal	3

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts

Level	Topic	Department	Sponsor	Date
State Seminar	The Role of Muslims in India's Struggle of Freedom: Bengal (1757-1947)	History	UGC	21/11/2014

33. Teaching methods adopted to improve student learning: **Extra class, Special class, Class Test Examination. MCQ and Quiz contest, Wall Magazine, Excursion**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Participation in NSS**

35. SWOC analysis of the department and future plans

☞ **Strengths:** Serious & enthusiastic young teaching staff, good result in Honours course. Departmental Library, good mutual relation between teachers& students.

☞ **Weakness:** More faculties are required for teaching efficiently. Students are weak in English language which is essential for their higher education. Too much students in general class. Insufficient modern class room, most of the students are not computer trained and no computer room with net connection for the students.

☞ **Opportunities:** The subjects have lot of opportunity in job market-teaching profession, tourism, Govt. Service.

☞ **Challenges:** Remote location of the college really a challenge to conduct valuable lectures by the eminent historian. Poor fund is also a challenge for the department to make the subject more interesting by adopting modern techniques.

Future Plans:

To conduct seminars and invited lectures by eminent University and college teachers.

To collaborate with the department of Geography for holistic understanding of the subject by the students and to undertake interdisciplinary projects.

3. Evaluative Report of the Departments

- 1) Name of the Department: **Geography**
- 2) Year of Establishment: 2006 as a General subject
2009 a Honours subject
- 3) Names of Programmes / Courses offered (UG, PG, M.Phil., PhD, Integrated Master, Integrated PhD, etc); Under-Graduate: Three Years Honours and General Course
- 4) Names of Interdisciplinary courses and the departments/units involved: N.A.
- 5) Annual/semester/choice based credit system (Programme wise): Both programmes are Annual
- 6) Participation of the department in the courses offered by other departments: N.A.
- 7) Courses in collaboration with other universities, industries, foreign institutions, etc :N.A.
- 8) Details of course/ programmes discontinued (if any) with reasons: NIL.
- 9) Number of teaching posts

Table 1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	1	1
Part-Time-Teachers	3	3

- 10) Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table 2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of PhD Students guided for the last 4 years
Debleena Singh	M.A.	Asst. Professor	Geomorphology	4 Years 6months	NIL
Arunava Ganguly	M.A.	Part-Time-Teacher	Cartography	7 Years 6 months	NIL
Jinnatunnesha Khatun	M.A.	Part-Time-Teacher	Population Geography	7 Years 6 months	NIL
Satabdi Ganguly	M.A.	Part-Time-Teacher	Coastal Geomorphology	3 Years	NIL

- 11) List of Senior visiting faculty: NIL
- 12) Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: NIL
- 13) Student-Teacher Ratio (Programme wise):
UG Honours-17:1
UG General- 14:1

14) Number of academic support staff (technical) and administrative staff; sanctioned and filled:
Sanctioned: 1
Filled:1

15) Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.:- Teaching Faculty with PG (Four)

16) Number of faculty with ongoing from a) National b) International funding agencies and grants received:

- a) National Funding Agencies and Grants Received: NIL
b) International Funding Agencies and Grants Received: NIL

17) Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL.

18) Research Centre /facility recognized by the University: N.A.

19) Publication: NIL.

20) Areas of consultancy and income generated: N.A.

21) Faculty as members in:- National Committees b) International Committees c) Editorial Boards.....

National Committee: Debleena Singh

1. The Geographical Society of India L/M 190
2. Institute of Landscape Ecology and Ekistics

22) Student projects:

- a. Percentage of the Students who have done in-house project including inter departmental/ programme: 100% students under take ENVIS projects and B.A. part-II students submit a project report on socio-economic survey of Udaynarayanpur mouza and block area. 100% student complete this project.
b. Percentage of students placed for projects in organizations outside the Institution , i.e. in Research Laboratories / Industries/Other Agencies : NIL

23) Awards /Recognitions received by faculty and students:

Student:-

Sl. No.	Year	Name	Award
1.	2014	Papia Mondal	2nd Rank in Calcutta University

24) List of eminent academicians and scientists/ visitors to the department: Refer to table no.-3

25) Seminars/ Conferences/Workshop organized & source of funding: workshop organized.

Table -3

Name of the Speakers	Topics	Year	Funding Agency
1. Prof. L.N. Satpati Department of Geography Calcutta University	“Remote Sensing & Geographical Information System”	2015	College
2. Prof. Nabendu Shekar Kar Department of Geography Chandannagar Govt. College			
3. Mr. Sandip Ghosh Research Scholar Department of Geography Calcutta University			

4. Mr. Sujay Sadhu Research Scholar Department of Geography Calcutta University			
5. Prof. Arindam Sarkar Department of Geography Purash Kanpur Haridas Nandi Mahavidyalaya, Purash, Howrah.			

26) Student profile programme/course wise: Table-4

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
Honours 2014-15	103	29	15	14
Honours- 2013-14	132	23	13	10
Honours- 2012-13	93	24	16	08
General- 2014-15	24	24	10	14
General - 2013-14	20	20	14	06
General - 2012-13	19	19	07	12

M=Male F= Female

Pass Percentage

Name of the Course/Programme	Appeared		Pass		Pass Percentage
	Male	Female	Male	Female	
B.A. Part-III (Honours) Academic year-2014	13	10	13	10	100%
B.A. Part-III (Honours) Academic year-2013	07	06	07	06	100%
B.A. Part-III (Honours) Academic year-2012	02	0	02	0	100%

27) Diversity of students

Table-5

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
Under-Graduate	100%	NIL	NIL

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defence service exam. However the department tries to get information regarding pass out students or alumni of the department.

29) Students Progression

Table-6

Students Progression	Against% enrolled
UG to PG (Academic Session-2011-12)	50%
UG to PG (Academic Session-2012-13)	69%
UG to PG (Academic Session-2013-14)	35%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	N.A.

<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/ Self-employment	N.A.

30) Details of Infrastructural facilities

- Library: Central Library (No. of Books of the department-242)
- Internet facilities for Staff & Students: Common access for all users
- Class rooms with ICT facility: Common with other departments
- Laboratories:- 1 (Along with Computer Lab)

31) Number of Students receiving financial assistance from college, university, government or other agencies

Table-7

Sl. No.	Name of the Scholarship and Authorized Department	No of Students Received Scholarship
1st Year Academic Session-2014-15		
1	Post Metric Scholarship, Government of West Bengal	11
2	Kanyasree Prakalpa, Government of West Bengal	07
3	Merit-cum-Means Scholarship, Government of West Bengal.	04
4	Udayn Care	01
5	Chief Minister's Financial Assistance, Government of West Bengal.	09
2nd Year Academic Session-2014-15		
1	Post Metric Scholarship, Government of West Bengal	02
2	Kanyasree Prakalpa, Government of West Bengal	01
3	Merit-cum-Means Scholarship, Bikash Bhawan, Government of West Bengal.	05
4	Chief Minister's Financial Assistance, Government of West Bengal.	04
3rd Year Academic Session- 2014-15		
1	Post Metric Scholarship, Government of West Bengal	03
2	Kanyasree Prakalpa, Government of West Bengal	02
3	Merit-cum-Means Scholarship, Bikash Bhawan, Government of West Bengal.	02
4	Chief Minister's Financial Assistance, Government of West Bengal.	03
5	Annat Merit	01
6	Sitaram Jindal	01

32) Details of student enrichment programmes (special lectures/Workshop/ seminar) with external experts: Syllabus related Workshop was organized by the department.

33) Teaching methods adopted to improve student learning:

☞ Apart from regular classes, special tutorial classes are taken for the students. Special attention is given to each students for perfection and proper understanding of their practical works. Audio-Visual Aids are also adopted for better learning of the students.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities: Wall Magazines are published by the students.

35) SWOC analysis of the department and future plans:

☞ Strengths: Students are sincere, obedient and interested. Teacher are also co-operating helpful and cordial. In a word student friendly environment is the strength of the department.

☞ Weakness: As Geography is a laboratory based subject more faculties is required for teaching efficiently. Students are weak in English language which is a constraint for their higher education.

☞ Opportunities: As Geography is a subject in demand bright students of the area are interested in the subject which is really an advantage for the department.

☞ Challenges: Remote location of the college really a challenge to conduct valuable lecturers by the eminent geographers. Poor fund is also a challenge for the department.

Future Plans of the Department:

- To Conduct a UGC sponsored (State/National Level) Seminar inviting eminent experts in Geography.
- To arrange valuable lectures by the renowned geographers from different colleges or university.
- To arrange a separate computer lab for the students.

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Sanskrit.**
2. Year of Establishment: **2009**
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Master., Integrated Ph.D., etc);
Under Graduate : Three year Honours and General Course
4. Names of Interdisciplinary courses and the departments/units involved: **N.A.**
5. Annual/semester/choice based credit system (Programme wise): **Both Courses are Annual**
6. Participation of the department in the courses offered by other departments: **N.A.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc: **N.A.**
8. Details of course/ programmes discontinued (if any) with reasons: **N.A.**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	1	0
Part-Time-Teacher Permanent & Approved	3	3
Guest Teacher	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Nilima Chakraborty	M.A.	Part-Time-Teacher	Kavya	5 Years 11Months	NIL
Subrata Adhikary	M.A. M. Phil.	Part -Time-Teacher	Kavya	5 Years	NIL
Debjani Singha	M.A.	Part-Time-Teacher	Kavya	4 years 3 Months	NIL
Tathagata Ghosh	M.A.	Guest Lecturer	Kavya	4 Years	NIL

11. List of Senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: 20% lectures delivered.
13. Student-Teacher Ratio (Programme wise): **UG Honours→ 26:1**
UG General→ 154:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:**N.A.**
15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

Teaching faculty with PG- 4
Teaching faculty with M. Phil.- 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**
17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
18. Research Centre /facility recognized by the University:**N.A.**
19. Publication: **NIL**
20. Areas of consultancy and income generated:**N.A.**
21. Faculty as members in: **N.A.**
a) National Committees b) International Committees c) Editorial Boards.....
22. Student projects:
a. Percentage of students who have done in-house projects including inter departmental/programme: **100% Students undertake ENVS projects.**
b. Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:
- 23 Awards /Recognitions received by faculty and students: **N.A.**
- 24 List of eminent academicians and scientists/ visitors to the department: **NIL**
- 25 Seminars/ Conferences/Workshop organized & source of funding: **NIL**
26. Student profile programme/course wise: **Table-3**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
Honours 2014-15	93	41	6	35
General 2014-15	200	190	66	124

M=Male F= Female

Pass Percentage

Pass Percentage	2011-2012				2012-2013				2013-2014				Pass Percentage
	Appeared		Passed		Appeared		Passed		Appeared		Passed		
	M	F	M	F	M	F	M	F	M	F	M	F	
B.A. (Hons.) Part-III	5	11	5	10	8	13	7	13	11	15	10	14	Academic year 2011-12: 96% Academic year 2012-13: 94% Academic year 2013-14: 92%

27. Diversity of students

Table-4

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
UG	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?

☞ **There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.**

29. Students Progression

Table-5

Students Progression	Against% enrolled
UG to PG Academic Session 2013-14	60%
PG to M.Phil.	NIL
PG to Ph.D	NIL
Ph.D to Post-Doctoral	NIL
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	NIL
Entrepreneurship/ Self-employment	NIL

30. Details of Infrastructural facilities

- a. Library: **1**
- b. Internet facilities for Staff & Students: **Yes**
- c. Class rooms with ICT facility: **NIL**
- d. Laboratories: **N.A.**

31. Number of Students receiving financial assistance from college, university, government or other agencies

Table-6

Sl. No.	Name of the Scholarship and Authorized Department	No of Students Received Scholarship
1st Year Academic Session-2014-15		
1	Post Matric Scholarship, Government of West Bengal	02
2	KanyasreePrakalpa, Government of West Bengal	11
3	Merit-cum-Means Scholarship, BikashBhawan, Government of West Bengal.	2
4	Chief Minister's Financial Assistance, Government of West Bengal.	1
2nd Year Academic Session-2014-15		
1	Post Matric Scholarship, Government of West Bengal	02
2	KannasreePakalpa, Government of West Bengal	06
Sl. No.	Name of the Scholarship and Authorized Department	No of Students Received Scholarship
3rd Year Academic Session- 2014-15		
3	Merit-cum-Means Scholarship, BikashBhawan, Government of West Bengal.	1
4	Chief Minister's Financial Assistance, Government of West Bengal.	1
1	Post Matric Scholarship, Government of West Bengal	2
2	Post Matric Scholarship, Government	02

	of West Bengal	
3	Merit-cum-Means Scholarship, Bikash Bhawan, Government of West Bengal.	1

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning;

☛ **Teaching methods adopted to improve students' learning, extra class, special class, class test examination, MCQ and Quiz contest, wall magazine, and excursion.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **NIL**

35. SWOC analysis of the department and future plans

☛ **Strengths:** Students are sincere, obedient and interested. Teachers are also co-operating helpful and cordial. In a word student friendly environment is the strength of the department.

☛ **Weakness:** More faculties are required for teaching efficiently. Students are weak in English language which is essential for their higher education. Number of students enrolled in General course is relatively higher than manageable ratio of faculty and classroom facility. Insufficient modern class room and most of the students don't have basic computer knowledge.

☛ **Opportunities:** The subjects have lot of opportunity in job market, teaching-profession, tourism, govt. service.

☛ **Challenges:** Inadequate teaching faculty in the department is really a challenge to provide high profile study.

Future Plans:-

- **Improve the teaching possibilities with modern techniques.**
- **Enhance the departmental library.**
- **Establishment of career guidance cell.**
- **Identify disturbed student and give appropriate counseling.**

Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Philosophy**
2. Year of Establishment: **UG General 2006**
UG Honours 2008
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Master., Integrated Ph.D., etc);
UG
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Both programmes are Annual**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	01	01
Part-Time Teacher (Permanent & Approved)	02	02
Guest Lecturer	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of PhD Students guided for the last 4 years
Dr Mousumi Samanta	M.A. Ph.D.	Assistant Professor	Logic, Western Philosophy	8 Years	NIL
Snigdha Majumder	M.A.	Part-Time-Teacher	Philosophy of Religion Psychology	8 years	NIL
Minakshi Pramanik	M.A., SET	Part-Time-Teacher	Logic, Taraksamgraha	3 Years	NIL
Soma Chakraborty	M.A.	Part-Time-Teacher	Logic, Applied Ethics	4 Years	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty:

Lectures delivered by Temporary Faculty	Practical Classes Handled
B.A. Honours: 16% B.A. General: 29%	It has no Practical Classes

13. Student-Teacher Ratio (Programme wise):

B.A.-Hons.- 2:1

B.A. Gen.-94:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.:

Ph.D.-1

P.G.-3

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**

17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication:

* a) Publication per faculty: **Dr. Mousumi Samanta**

* **Article Published in Journal:**

4. **Knowledge in Management Perspective: Journal of Indian Council of Philosophy Research, New Delhi, Vol. 23, No. 2,2007 (Co-author)**

5. **Problem of other Minds, Tamluk College Journal. 2015**

6. **Knowledge management in Technical Education, Indian Journal of Technical Education, Vol-28, No.1, 2005, pp 85-92.**

- **Minakshi Pramanik: Presented a paper on “Domestic Violence” in a State Level Seminar held on 12th September, 2014 at Udaynarayanpur Madhabilata Mahavidyalaya.**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in: **NIL**

e. National Committees b) International Committees c) Editorial Boards.....

22. Student projects

f) Percentage of students who have done in-house projects

including inter departmental/programme: **100% students undertake ENVS projects**

g) Percentage of students placed for projects in organizations'

outside the institution i.e. in Research laboratories/ Industry

other agencies: **NIL**

23. Awards /Recognitions received by faculty and students:

Table-3

Name	Awarded for	Awarded by	Year
Dr. Mousumi Samanta	Best paper- Baroda Chapter National Award	Jointly awarded by Indian Society of Technical Education, New Delhi	2005

24. List of eminent academicians and scientists/ visitors to the department: **Please refer to Table no-4**

25. Seminars/ Conferences/Workshop organized & source of funding:

Table-4

Name of the Speaker	Nature of Lecture	Year	Funding Agency
1. Prof. Tapan Kumar Chakraborty Rtd. Professor Department of Philosophy Jadavpur University Kolkata.	State-Level-Seminar On Topic- ‘The Present Crisis and its solution: A Philosophical Approach’	2014	UGC
2. Prof. Subir Ranjan Bhattacharya Department of Philosophy. Calcutta University , Kolkata			
3. Prof.Sabita Samanta Department of Philosophy, West Bengal State University. Barasat.			
4. Prof. Rajkumar Modak Dept. of Philosophy SidhoKanhoBirsha (S.K.B.) University, Purulia.			
5. Prof. Sarup Kumar Ganguly Teacher-In-Charge Aghorekamini Prakash Chandra (A.K.P.C.) Mahavidyalaya Bengai.			

26. Student profile programme/course wise:

Table-5

Name of the Course/Programme (refer question no. 4)	Applications Received (2014-15)	Selected	Enrolled	
			*M	*F
B.A. Honours Part-I	10	06	5	1
B.A. General Part-I	160	152	46	106

Pass Percentage (III rd year)	2010-2011				2011-2012				2012-2013				2013-2014			
	Appeared		Passed		Appeared		Passed		Appeared		Passed		Appeared		Passed	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
B.A. Hons. (Part III)	2	4	2	4	00	05	0	04	01	05	01	05	00	08	00	08
B.A. General (Part III)	18	16	18	16	19	30	13	22	10	29	06	26	04	24	1	15

Year	Pass percentage
2010-2011	100%
2011-2012	72%
2012-2013	84%
2013-2014	66%

M=Male F= Female

27. Diversity of students

Table-6

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
Under-Graduate	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?

☞ **There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.**

29. Students Progression

Table-7

Students Progression	Against% enrolled
UG to PG (2011-12)	40%
(2012-13)	30%
(2013-14)	40%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	
• Campus selection	N.A.
• Other than campus recruitment	
Entrepreneurship/ Self-employment	N.A.

30. Details of Infrastructural facilities

36) Library: **Central Library**

37) Internet facilities for Staff & Students: **Common access for all users**

38) Class rooms with ICT facility: **Common with other department**

39) Laboratories: **Not-required**

31. Number of Students receiving financial assistance from college, university, government or other agencies

Table-8

Academic Session- 2014-15	
Post Matric Scholarship, Government of West Bengal	01

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **The department organizes seminars on the topic related to the syllabus as part of enrichment programmes for students.**
33. Teaching methods adopted to improve student learning: **Apart from regular classes & special classes tutorials are being taken to improve the basic learning of the students, Audio-Visual Teaching Aids are also adopted to improve students' learning.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- * **Students participate in NSS activities organized by the college unit**
 - * **Wall Magazine are published by the students**

35. SWOC analysis of the department and future plans

Strength:

- **Accessible and helpful teachers strive to promote the all-round development of the students.**
- **Well behaved students.**
- **Good relationship between teachers and students.**

Weakness:

- **Average students show little interest in taking Philosophy as Honours subject due to want of future job opportunity.**

Opportunities:

- **Individual attention is being given to each and every student so that teaching learning is more effective.**

Challenges:

- **To impress upon young minds the influence of philosophy as a subject in one's life as a whole.**
- **Finding a good numbers of academically bright students genuinely interested to take philosophy as Honours subject.**
- **Endeavour to inculcate the waning interest of students in the subject in this market driven materialistic world.**

Future Plans:

1. **To conduct seminars and invited lectures by eminent University and college teachers.**
2. **To collaborate with the department of Sanskrit for holistic understanding of the subject by the students and to undertake interdisciplinary projects.**

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Food & Nutrition**
2. Year of Establishment: **2007**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc): **UG in Food & Nutrition (General)**
4. Names of Interdisciplinary courses and the departments/units involved: **N.A.**
5. Annual/semester/choice based credit system (Programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **N.A.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **None**
8. Details of course/ programmes discontinued (if any) with reasons: **None**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	1	1
Guest Faculty	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Sneshasree Saha	M.Sc. (Applied Nutrition)	Asst. Professor	Nutrition Education	about 1 Year	None
Debajyoti Bhattacharya	M.Sc. (Physiology)	Guest Faculty	Nutrition & Dietetics	5 Years	None

11. List of Senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **33%**
13. Student-Teacher Ratio (Programme wise): **Table-3**

Programme (Course)	Student-Teacher Ratio
B.A. (General)	30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **none.**
15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **None**

17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **N.A.**

19. Publication:

* a) Publications per faculty: 1.

* **Snehasree Saha**

Articles in peer-reviewed journal:-

1. **Snehasree Saha**, SR Vemulla, VVR Mendu, SubbaRao M Gavaravarapu. **Knowledge and Practical of using Food label information among adolescents Attending Schools in Kolkata, India.***Journal of Nutrition Education &Behaviour.* 45 (6) 773-779.

2.SwethaBoddula, SR Vemulla, **Snehasree Saha**,B, Nagalla, SubbaRao M, Gavaravarapu.**Food Risk Perceptions of Women in Rural and Urban Households- A study in India.** European journal of nutrition and food safety.4(4):380-391.

Articles presented in conference and published in conference souvenir

1. **Snehasree Saha et al.** Development of a Questionnaire to asses knowledge and practices related to the use of food label information and determinants among Urban adolescents. *National Seminar of Nutrition Society of India.* Ludhiana, Punjab, India, 2014.
2. **Snehasree Saha et al.** knowledge and practices of using food label information among school-going adolescents in Kolkata, India- A situation analysis. Presentation for Young Scientist Award Category, annual seminar of Nutrition Society of India. Hyderabad, India, 2011.
3. **Snehasree Saha et al.** Identifying key areas for promoting the use of food labels-A situation analysis study on knowledge and practices among school going adolescents in Kolkata, India. “*International Conference on Food and Nutrition Technology for Public Health care (ICFNP-2012-)*”, New Delhi, India.

2 Debajyoti Bhattacharya:

Conference Paper/Poster

1. **Debajyoti Bhattacharya &Mousumi Sikder:-**Revisiting plant antioxidant- Role of Green tea on oxidative damage (induced by sodium oxalate) in albino rats. *Indian Science congress*, Mumbai, India. 2015.
2. **Debajyoti Bhattacharya &Mousumi Sikder:-**Effect of high casein diet on men reproductive system induced by electromagnetic radiation. *Indian science Congress.*Mumbai, India, 2015.

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.):

* Publication listed in Google Scholar and Pubmed:-

1. **Snehasree Saha**, SR Vemulla, VVR Mendu, SubbaRao M Gavaravarapu. **Knowledge and Practical of using Food label information among adolescents Attending Schools in Kolkata, India.***Journal of Nutrition Education &Behaviour.* 45 (6) 773-779.

2. Impact Factor:- 1.474.

20. Areas of consultancy and income generated: : **NIL**

21. Faculty as members in

f. National Committees b) International Committees c) Editorial Boards.....

Table-4

Name of the Faculty	Member of Organization
1. Snehasree Saha	Nutrition Society of India
2. Debajyoti Bhattacharya	Physiological Society of India & Indian Science Congress Academy

22. Student projects

h) Percentage of students who have done in-house projects

including inter departmental/programme: **100% students under take ENVS projects**

i) Percentage of students placed for projects in organizations'

outside the institution i.e. in Research laboratories/ Industry

other agencies: : **None**

23. Awards /Recognitions received by faculty and students:

Award received by faculty:-

a. Award of **"Best Paper Presentation"** in National Seminar of Nutrition Society of India, held at Ludhiana, 2014 for the paper entitled.

b. **Recognition:-** The paper entitled **"knowledge & practices of using food label information among adolescents attending schools in Kolkata, India, Snehasree Saha et al.** was selected as one of Ten best author to be featured for paper in spring 2014 JNEB webinar series by JNEB Journal club, University of Tennessee, department of Nutrition, United States.

24. List of eminent academicians and scientists/ visitors to the department: **None**

25. Seminars/ Conferences/Workshop organized & source of funding:**None**

26. Student profile programme/course wise:

Table-5

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
Under Graduate Food & Nutrition (General)	19	17	1	16

Pass Percentage(%)		
Year	Male	Female
2013-2014	67	82
2012-2013	100	82
2011-2012	0	60

M=Male F= Female

27. Diversity of students

Table-6

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
Under Graduate Food & Nutrition (General)	100%	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

☞ **The course in the college is restricted to under-graduate in nature which does not qualify them to apply NET, SLET, GATE. For other exam., till now we do not have institutional mechanism to track further achievement through personal communication.**

29. Students Progression

Table-7

Students Progression	Against% enrolled
UG to PG	NIL.
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	N.A.
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	

30. Details of Infrastructural facilities

40) Library: **Central Library**

41) Internet facilities for Staff & Students: **Common facility available**

42) Class rooms with ICT facility: **Common facility available**

43) Laboratories: **Laboratory is available with equipment, chemical, reagent and cooking sets for nutrition & dietetic practical.**

31. Number of Students receiving financial assistance from college, university, government or other agencies

Post-Metric Scholarship (Govt. of West Bengal)- 2

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **None**

33. Teaching methods adopted to improve student learning

☞ **To inculcate broader aspects of nutrition for healthier life even in day to day life; Teaching method like educational music, poster, etc has been used which has successfully tested in poster making internal exam. Use of colour chalk, ICT, PowerPoint has been a major motivation for students. The link of nutrition, food, hygienic etc for rural areas health encourage them to learn more.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- **Blood Donation Camp**
- **Social Forestry**

35. SWOC analysis of the department and future plans;

- **Weakness:** Currently the course is part of B.A. Arts which units admission of student from only Arts background which is some time an inhibitor of understanding of Chemistry, Biochemistry, Physiology as part of course.

- **Opportunities:** The students and faculties are motivated to adopt the recent update of subject along with its basic. The college is set to open its science department in near future. This will bring a change in dimension of students and faculty as well.

Nutrition deals with basic issues like maternal health, food safety, infant health which is connected to any person of on rural habitat. Focuses on these like could be used successfully to bring more inspiring student to the department.

- **Challenges:** Considering the geographical and socio-economic status of the college and its students, the most important challenge is to bring collaboration, project which would generate interest and understandings of the subject application beyond syllabus. The current challenge is also to arrange workshop/symposium/conference which would suit the need of the department.
- **Future Plans:** To introduce B.Sc. Honours & B.Sc. General in Food& Nutrition Department

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Education**
2. Year of Establishment: 2006
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc); **U.G., B.A. General Course**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	0	0
Visiting Lecturer	03	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Animesh Ray	M.A., M.Phil., B.Ed., M.Ed., Net-2007	Guest Lecturer	Madhya Juger Bangla Sahitya "Education of Children special needs" (M.Ed.)	7 Years	NIL
Runa Santra	M.A.	Guest Lecturer	Special Education	4 Months	NIL
Manjula Bhar	M.A.	Guest Lecturer	Environmental Education	3 Months	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **It has no Practical Classes, B.A. Gen.-100%**
13. Student-Teacher Ratio (Programme wise): **167:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:
Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

M.Phil-1. PG-2

15. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**

16. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**

17. Research Centre /facility recognized by the University: **NIL**

18. Publication:

* a) Publication per faculty:

* Number of papers published in peer reviewed journals (national/international) by faculty and students:

Book: Madhya Yuger Bangla Sahitye Yugagata Pravab, Animesh Ray- 2008. Pragyabikash, Kolkata.

Essays: SriKrishna Kirtan Kavye Charyapader Pravab, From Teachers Journal,- 2006. Manasa Mangal Kavyer Chand Sadagar. Prabade Samajik Samasya- 2003. Sandipan.

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) : **NIL**.

19. Areas of consultancy and income generated: **NIL**

20. Faculty as members in- **NIL**.

g. National Committees b) International Committees c) Editorial Boards.....

21. Student projects-

j) Percentage of students who have done in-house projects

including inter departmental/programme: **100% students undertake ENVIS projects.**

k) Percentage of students placed for projects in organizations'

outside the institution i.e. in Research laboratories/ Industry

other agencies: **NIL**

22. Awards /Recognitions received by faculty and students: **NIL**

23. List of eminent academicians and scientists/ visitors to the department: **NIL**

24. Seminars/ Conferences/Workshop organized & source of funding: **NIL**

25. Student profile programme/course wise: **Table-3**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			M	F
2014-2015	445	440	74	114

Year	Pass percentage
2010-2011	92
2011-2012	87
2012-2013	66
2013-2014	83

M=Male F= Female

26. Diversity of students

Table-4

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
UG	100%	0	0

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.

28. Students Progression

Table-5

Students Progression	Against% enrolled
UG to PG	10%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	
• Campus selection	N.A.
• Other than campus recruitment	
Entrepreneurship/ Self-employment	N.A.

29. Details of Infrastructural facilities

44) Library: **Central Library**

45) Internet facilities for Staff & Students: **Common access for all users**

46) Class rooms with ICT facility: **Common with other departments**

47) Laboratories: **Not required**

30. Number of Students receiving financial assistance from college, university, government or other agencies: **NIL**

31. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **NIL**

32. Teaching methods adopted to improve student learning: **Extra Class, Special Class, Class Test Examination, MCQ and Quiz Contest. 100% students undertake ENVS projects**

33. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Participation in NSS.**

34. SWOC analysis of the department and future plans

☞ **Strengths:** Students are sincere, obedient and interested. Teachers are also co-operating helpful and cordial. In a word student friendly environment is the strength of the department.

☞ **Weakness:** More faculties are required for teaching efficiently. Number of students' enrollment is relatively higher than manageable ratio of faculty and classroom facility.

☞ **Opportunities:** The subjects have lot of opportunities in job market,teaching profession, govt. services.

☞ **Challenges:** Inadequate teaching faculty in the department is really a challenge to provide high profile study.

Future Plans: To conduct seminars and to provide lectures by eminent scholars.To allot project works for the enrichment of the students.

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Music**
2. Year of Establishment: **2010**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table -1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	1	0
Part-Time-Teacher	1	1
Guest Lecturer	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table- 2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Dr. Nargis Nasir	M.A. Ph.D.	Part-Time-Teacher (Permanent and Approved)	Khayal	5 Years	NIL
Arkrapriya Banerjee	M.A.	Guest Lecturer	Rabindra Sangeet	3 Years	NIL
Kousik Saha	M.A.	Guest Lecturer	Tabla	2 Years	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **45%**
13. Student-Teacher Ratio (Programme wise): **4:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **1**
15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.:

Ph.D.-1

PG-2

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**
17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
18. Research Centre /facility recognized by the University: **NIL**
19. Publication: **5**

- * a) Publication per faculty:
 - * Number of papers published in peer reviewed journals (national/international) by faculty and students: **5**
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.): **NIL**.
20. Areas of consultancy and income generated: **NIL**
21. Faculty as members in: **NIL**
- h. National Committees b) International Committees c) Editorial Boards.....
22. Student projects: **NIL**
- l) Percentage of students who have done in-house projects including inter departmental/programme: **100% students undertake ENVS projects**
- m) Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:
23. Awards /Recognitions received by faculty and students:
- Musical performance of Ms. Arkopriya Banerjee, Guest lecturer of this department was duly appreciated in reputed magazine like Desh.
24. List of eminent academicians and scientists/ visitors to the department: **NIL**
25. Seminars/ Conferences/Workshop organized & source of funding: **NIL**
- c) National
- d) International
26. Student profile programme/course wise:

Table-3

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
2014-2015	4	4	-	4

Year	Appeared		Pass percentage
	M	F	
2012-2013	-	4	100
2013-2014	-	2	100

M=Male F= Female

27. Diversity of students

Table-4

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
UG	100%	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

☞ **There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.**

29. Students Progression

Table-5

Students Progression	Against% enrolled
UG to PG	25%

30. Details of Infrastructural facilities

48) Library: **central library**

49) Internet facilities for Staff & Students: **common access for all users**

50) Class rooms with ICT facility: **common with other departments**

51) Laboratories: **Yes.**

31. Number of Students receiving financial assistance from college, university, government or other agencies: **NIL**

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning:

☛ **Teaching Aids. Audio-Visual Process, Unit Test, Extra Class etc.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students participate in NSS activities and cultural programmes organized by the college unit.**

SWOC

analysis of the department and future plans:

☛ **Strengths:** Students are sincere, obedient and interested. Teachers are also co-operating helpful and cordial. In a word student friendly environment is the strength of the department.

☛ **Weakness:** Students are not trained properly before joining the department.

☛ **Opportunities:** The subjects have lot of opportunities in job market, teaching profession etc.,

☛ **Challenges:** **Lack in proper Musical Environment in the college.**

Future Plans: To conduct seminars and workshops.

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Physical Education**
2. Year of Establishment: **2011**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc); **U.G., B.A. General Course**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc: **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **: NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	0	0
Guest Lecturer	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Amalendu Ghosh	M.P.Ed.	Guest Lecturer	----	4 Years 6Months	NIL
Kaberi Ghosh	M.P.Ed.	Guest Lecturer	----	6Months	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty:

Lectures delivered 100%,	Practical classes 100%
---------------------------------	-------------------------------

13. Student-Teacher Ratio (Programme wise): **51:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**
15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

PG.-2

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received: **NIL**
17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
18. Research Centre /facility recognized by the University: **NIL**
19. Publication: **NIL**

- * a) Publication per faculty: **NIL**
- * Number of papers published in peer reviewed journals (national/international) by faculty and students: **NIL**

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.): **NIL**
- * Monographs: **NIL**
- * Chapter on Books: **NIL**
- * Books Edited: **NIL**
- * Books with ISBN/ISSN numbers with details of publishers: **NIL**
- * Citation Index: **NIL**
- * SNIP: **NIL**
- * SJR: **NIL**
- * Impact factor: **NIL**
- * h-index: **NIL**
- 20. Areas of consultancy and income generated: **NIL**
- 21. Faculty as members in: **NIL**
 - i. National Committees b) International Committees c) Editorial Boards.....
- 22. Student projects: **NIL**
 - n) Percentage of students who have done in-house projects including inter departmental/programme: **100% Students undertake ENVS projects**
 - o) Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:
- 23. Awards /Recognitions received by faculty and students: **NIL**
- 24. List of eminent academicians and scientists/ visitors to the department: **NIL**
- 25. Seminars/ Conferences/Workshop organized & source of funding: **NIL**
- 26. Student profile programme/course wise: **Table-3**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. Part-I 2011-12	40	28	21	7	100
B.A. Part-I 2012-2013	42	31	25	6	100
B.A. Part-I 2013-14	65	46	40	6	100
B.A. Part-I 2014-15	68	49	38	11	100

M=Male F= Female

27. Diversity of students **Table-4**

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
UG	100%	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

☞ There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.

29. Students Progression

Table-5

Students Progression	Against% enrolled
UG to PG	20%
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	
• Campus selection	N.A.
• Other than campus recruitment	
Entrepreneurship/ Self-employment	N.A.

30. Details of Infrastructural facilities

52) Library: **Central Library**

53) Internet facilities for Staff & Students: **Common Access for all users**

54) Class rooms with ICT facility: **Common with other department**

55) Laboratories: **Not required**

31. Number of Students receiving financial assistance from college, university, government or other agencies: **NIL**

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts: **NIL**

33. Teaching methods adopted to improve student learning: **Apart from required classes, special classes and tutorials are being taken.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Participate in NSS activities (11).**

35. SWOC analysis of the department and future plans:

☞ **Strengths:**

- Accessible and helpful teachers strive to promote the all-round development of the students.
- Well behaved students.

☞ **Weakness:** More faculties are required for teaching efficiently. Students are weak in English language which is essential for their higher education. Number of students enrolled in General course is relatively higher than manageable ratio of faculty and classroom facility.

☞ **Opportunities:** The subjects have lot of opportunity in job market, teaching-profession, Govt. Services.

☞ **Challenges:** Inadequate teaching faculty in the department is really a challenge to provide high profile study.

☞ **Future Plans:** To provide facilities for Indoor & Outdoor games. To motivate and train most of the students to participate in different inter college/ State Level etc., competitions.

3. Evaluative Report of the Departments

The self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the Department: **Political Science**
2. Year of Establishment: **2006**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., P.h.D., Integrated Master., Integrated Ph.D., etc); **UG, B.A., General Course**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit system (Programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc : **NIL**
8. Details of course/ programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts

Table-1

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Asst. Professor	1	0
Part-Time-Teachers (Permanent & Approved)	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. Ph.D. / M.Phil. etc.,)

Table-2

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Nazrul Islam Mallik	M.A.	Part-Time-Teacher (Approved)	India and Her Neighbors	8 Years	NIL
SajidAkunji	M.A.	Part-Time-Teacher (Approved)	Public Administration	7 Years	NIL

11. List of Senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty:

Lectures Delivered	Practical Classes Handled
NIL	It has no practical classes

13. Student-Teacher Ratio (Programme wise): **Table-3**

Programme (Course)	Student-Teacher Ratio
B.A. (General)	290:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with D.Sc./ D.Litt. Ph.D. / M.Phil. PG.

PG-2

16. Number of faculty with ongoing from a) National b) International funding agencies and grants received:**NIL**

17. Department projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:**NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publication: **NIL**

20. Areas of consultancy and income generated:: **NIL**

21. Faculty as members in: **NIL**

j. National Committees b) International Committees c) Editorial Boards.....

22. Student projects

p) Percentage of students who have done in-house projects including inter departmental/programme: **100% Students undertake ENVS projects**

q) Percentage of students placed for projects in organizations' outside the institution i.e. in Research laboratories/ Industry other agencies:**NIL**

23. Awards /Recognitions received by faculty and students:: **NIL**

24. List of eminent academicians and scientists/ visitors to the department: **NIL**

25. Seminars/ Conferences/Workshop organized & source of funding:

Table-4

Name of the Speaker	Nature of Lecture	Year	Funding Agency
1. Prof. Kaberi Chakraborty Dept. of Political Science Calcutta University Kolkata	One Day Training Programme on "Human Rights"	2013	NHRC
2. Prof. Sarbani Goswami Dept. of Political Science Jadavpur University Kolkata			
3. Prof. Gourisankar Banerjee Dept. of Political Science Purash Kanpur Haridas Nandi Mahavidyalaya Howrah			
4. Prof. Sonali Mukherjee Dept. of Bengali Tarakeswar Degree College Hooghly			

26. Student profile programme/course wise: **Table-5**

Name of the Course/Programme (refer question no. 4)	Applications Received	Selected	Enrolled	
			*M	*F
B.A. Part-I	238	238	115	123

Pass Percentage:

Name of the Course	Appeared		Passed		%
	M	F	M	F	
B.A. General Part-III Academic Session (2010-11)	27	18	16	17	95
B.A. General Part-III Academic Session (2011-12)	24	26	23	24	94
B.A. General Part-III Academic Session (2012-13)	13	36	13	35	86
B.A. General Part-III Academic Session (2013-14)	06	28	06	23	88

M=Male F= Female

27. Diversity of students

Table-6

Name of the Course	% of students from the same state	% of students from other states	% of the students from abroad
B.A. General	100	0	0

28. How many students have cleared national and state competitive examinations such as NET,SLET, GATE, Civil services, Defense services, etc.?:

☞ **There is no mechanism to know the number of such students. As it is a UG college teaching Arts there is no scope to appear at exams like NET/SET/GATE and none appear at Civil Service and Defense service exam. However the department tries to get information regarding pass out students or alumni of the department.**

29. Students Progression

Table-7

Students Progression	Against% enrolled
UG to PG	N.A.
PG to M.Phil.	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	
• Campus selection	N.A.
• Other than campus recruitment	
Entrepreneurship/ Self-employment	N.A.

30. Details of Infrastructural facilities

- Library: **Central Library**
- Internet facilities for Staff & Students: **Common access for all users**
- Class rooms with ICT facility: **Common with other department.**
- Laboratories: **Not required**

31. Number of Students receiving financial assistance from college, university, government or other agencies; **NIL**

32. Details on student enrichment programmes (special lectures/Workshop/ seminar) with external experts:
☞ **The department organizes seminar of the topic related to the syllabus as part of enrichment programmes for students.**
33. Teaching methods adopted to improve student learning:
☞ **Apart from regular classes, special classes, tutorials are being taken to improve the basic learning of the students.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
☞ **Students participate in NSS activities organized by the college units**
35. SWOC analysis of the department and future plan
☞ **Strengths:**
- Well behaved students
 - Good relationship between teacher and students
- **Weakness:** More faculties are required for teaching efficiently. Students are weak in English language which is essential for their higher education. Number of students enrolled in General course is relatively higher than manageable ratio of faculty and classroom facility. Insufficient modern class room and most of the students don't have basic computer knowledge.
- ☞ **Opportunities:** The subjects have lot of opportunity in job market, teaching-profession, tourism, govt. service.
- ☞ **Challenges:** Inadequate teaching faculty in the department is really a challenge to provide high profile study.
- **Future Plans:** To conduct seminars and to provide lectures by eminent scholars .To allot project works for the enrichment of the students.

ANNEXURE-I
COPY OF UGC RECOGNITION CERTIFICATE

Annexure - 1



ज्ञान-विज्ञान विमुक्तये
SPEED POST

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 8-373/2012 (CPP-I/C)

September, 2012

The Registrar,
University of Calcutta
87/1, College Street
Kolkata - 700 073
West Bengal.

20 SEP 2012

Sub: Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter No. UMM/Affiliation-12/18/1 dated 09-07-2012 received from the Principal, **Udaynarayanpur Madhabilata Mahavidyalaya, P.O. - Udaynarayanpur (Jangalpara), Howrah - 711 226, West Bengal** on the above subject and to say that it is noted that the College is **Government aided and permanently** affiliated to **University of Calcutta, Kolkata**. I am further to say that the name of the following College has been included in the list of colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head **Constituent Colleges teaching upto Bachelor's Degree**:-

Name of the College	Year of Establishment	Remarks
Udaynarayanpur Madhabilata Mahavidyalaya, P.O. - Udaynarayanpur (Jangalpara), Howrah - 711 226, West Bengal.	2006	The college is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Raksha Pahwa)
Under Secretary

Copy to:-

- The Principal, Udaynarayanpur Madhabilata Mahavidyalaya, P.O. - Udaynarayanpur (Jangalpara), Howrah - 711 226, West Bengal.
- The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi - 110 001.
- Addl. Chief Secretary (Higher Education) Govt. of West Bengal 6th Floor, Room No. 604 Biksh Bhawan, Salt Lake, Sector - 2, Kolkata - 700 091.
- The Joint Secretary, UGC, Eastern Regional Office (ERO), LB-8 Sector - III, Kolkata - 700 091, (West Bengal).
- Publication Officer (UGC-Website), New Delhi.
- Section Officer (FD-III Section), UGC, New Delhi.
- Guard file.

(Sunita Gulati)
Section Officer

ANNEXURE-II
MASTER PLAN OF THE COLLEGE

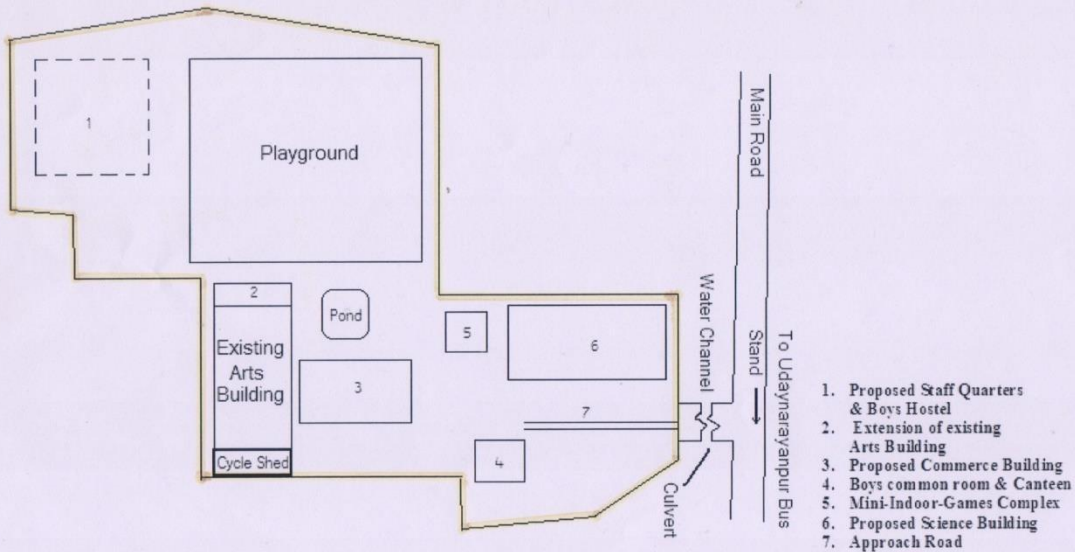
Annexure-II

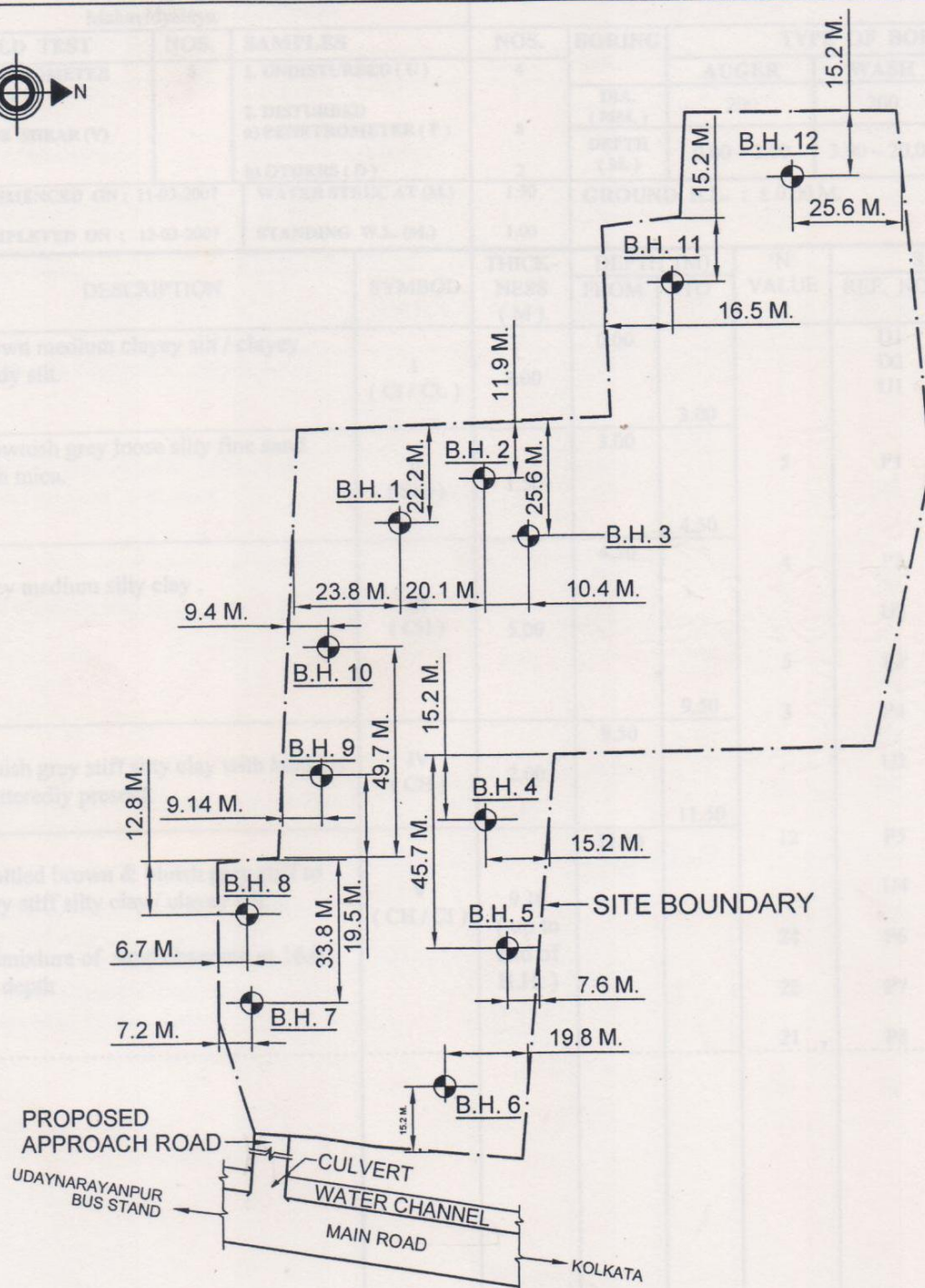
Master Plan

Udaynarayanpur Madhabilata Mahavidyalaya


Master Plan of existing and proposed college building is based
on Soil Testing Report prepared by “Consviltech Engineers
2/39, Netaji Nagar, Kolkata-700 092

Master Plan of Udaynarayanpur Madhabilata Mahavidyalaya





NOTE:

1. THIS DRAWING IS NOT TO SCALE
2. DIMENSIONS ARE APPROXIMATE
3. BORE-HOLE LOCATIONS ARE SHOWN THUS 

LOCATIONS OF BORE HOLES

ANNEXURE - III

Some Selected G.B. resolutions of 2014 & 2015

1) Resolution no.3 dt. 22.01.2014: The notification of UGC vide no. F.20-4/2009 (IUC) dated 27.12.2013 regarding mandatory assessment of the college by some accreditation agencies is discussed in detail. Considering the urgency of the matter Governing Body feels necessary procedures be initiated in this regard at the earliest.

Comments: Follow up action has been taken in this regard.

2) Resolution no.4 dt. 10.05.2014: Recommendation letter of West Bengal College Service Commission vide its memo no.48/CU/Recom/CSC/14 dated 24.03.2014 for appointment of Ms. Snehasree Saha to the post of Assistant Professor in Food & Nutrition is discussed and in this context the letter of Ms. S. Saha regarding her request to defer the issue of appointment letter is also read out. Considering all the details it is resolved that Principal be directed to issue appointment letter to Ms. Snehasree Saha after the completion of entire process of 16th Parliamentary Election.

Comments: Ms. Snehasree Saha was duly appointed and she joined her duty as assistant professor on 09.06.2014.

3) Resolution no.5 dt. 10.05.2014: The audit reports and accounts for the financial year 2012-13 is placed before the Governing Body. After due discussion on it G.B. approves the same and it is resolved that the audit reports for 2012-13 be submitted to Director of Public Instruction, Government of West Bengal.

Comments: The decision was duly implemented.

4) Resolution no.2 dt. 16.07.2014: The 'inspection' report of the University of Calcutta in relation to introduction of some science subjects in General course of Under Graduate stream is placed before the Governing Body. Observations and recommendations of the report are read out and thoroughly discussed. It is decided that the new subjects cannot be introduced from the current academic session. However, to get the affiliation from the University necessary formalities be expedited.

So, it is resolved that separate panels of full time teacher for Physics, Chemistry and Mathematics may be prepared at the earliest and applications for the same be invited through suitable notification/ advertisement.

Comments: Separate panels of full time teacher for the above subjects had been prepared.

5) Resolution no.4 dt. 16.07.2014: The matter related to the formation of 'Internal Quality Assurance Cell' (IQAC) is discussed and it is resolved that the Cell be comprised of the following members

- i) Chairperson - Dr. Arabinda Ghosh, Principal
- ii) Coordinator – Prof. Debleena Singh, Asst. Prof.
- iii) Member – Dr. Mousumi Samanta, Asst. Prof.
- iv) Do – Prof. Snehasree Saha, Asst. Prof.

- v) Do – Sri Nazrul Islam Mallick, PTT
- vi) Do – Ms. Nilima Chakraborty, PTT
- vii) Do – Sri Dilip Kumar Basu, GB Member
- viii) Do – Headmaster, UNPur Sarada Charan Institution
- ix) Do – Headmistress, Bireswar Balika Vidyalaya
- x) Do - Sri Animesh Mukherjee, Student
- xi) Do - Sri Subhasish Singharoy, Ex- Student

Comments: IQAC has been duly formed and it is active now.

6) Resolution no.6(b) dt. 16.07.2014: The prayer of Ms. Snehasree Saha for leave from 04.07.2014 to 31.07.2014 is discussed and it is observed that one month's leave would help her to conduct some surveys related to research work and consequently it would enrich her preparation for the syllabus to be taught to the college students. Considering the above and taking into account of the fact that classes will not be hampered during the said period it is resolved that 56 days of Half Pay Leave (HPL) commuted to 28 days of full pay leave without any medical certificate be granted to Ms. S. Saha.

Comments: Commuted leave was granted to Ms. Snehasree Saha.

7) Resolution no.6(g) dt. 16.07.2014: The letter of Janab Sultan Ahmed, Hon'ble MP of Uluberia constituency regarding tree plantation programme in the college campus is discussed and it is decided to fix up a date for the same with an intimation & invitation to Hon'ble MP.

Comments: Ban Mohatsav was observed on 14.08.2014.

8) Resolution no.2 dt. 24.09.2014: After getting necessary permission from DPI, Government of West Bengal vide its memo no. 934-UGC/5A-337-UGC/09 dated 24.07.2014 to fill up sanctioned non-teaching posts of the college appointment letters had been duly issued and subsequently candidates joined their respective posts. So it is resolved that the joining of the following staff to the posts and dates mentioned against their names approved:

- a) Sri Ashim Patra to the post of 'clerk' w.e.f.01.09.2014
- b) Sri Pradip Palodhi to the post of 'Laboratory Attendant(Geography)' w.e.f.01.09.2014
- c) Ms. Mithu Pramanick to the post of 'Library Peon' w.e.f. 01.09.2014
- d) Sri Mohan Hazra to the post of 'Guard' w.e.f. 01.09.2014 &
- e) Ms. Anjali Hazra to the post of part-time Sweeper/Jamadar w.e.f. 01.09.2014

Given the above, it is further resolved that Principal be requested to move the DPI, Higher Education Department for the approval of their appointment.

Comments: Prayer has been sent to DPI in October, 2014 but formal approval has not yet been received.

9) Resolution no.5(a) dt. 09.02.2015: Principal informs the house regarding the receipt of some amount as UGC XII Plan Development Grant. Regarding the use of the grant and policy about the purchase of books, equipments, etc. it is decided to follow the recommendation of the finance sub committee. It is to be noted here that finance sub committee recommends for inviting tenders/ quotations from the concerned dealers/sellers, etc. as far as practicable for purchasing books, furniture, etc.

Comments: Process of issuing notification of tender and receiving quotations has been completed.

ANNEXURE-IV

AUDIT REPORTS OF LAST 4 YEARS (2010-11, 2011-12, 2012-13, 2013-14)

Audit Report-2010-2011

P.O. : JANGALPARA : UDAYNARAYANPUR : DIST. : HOWRAH - 711 226 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 ST MARCH, 2011					
EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
To, OPERATIONAL EXPENSES :			By, GRANTS & DONATIONS RECEIVED :		
Salaries & Wages - Temporary Staff			a) Salary Grants :		
- Sri Mohan Hazra -	49,000.00		Received From D.P.I. - Bikash Bhavan	4,116,423.00	
- Smt. Anjali Hazra -	26,000.00		b) Other Grants :		
Honorarium to Part-timers & Guest Lecturer -	118,190.00		Beedi Scholarship Grant	6,000.00	
Special Additional Remuneration - Part timers	500,071.00		Minority Scholarship Grant	15,300.00	
Salaries (Gross) - Part timers (April 2010 - March 2011)	1,120,000.00		c) Donation from Individuals	65,904.00	4,203,627.00
Salaries (Gross) - Full timers (April 2010 - March 2011)					
- Teaching Staff	2,027,090.00		By, COLLECTION FROM STUDENTS :		
- Non Teaching Staff	814,280.00		As Fees :		
Provident Fund - Employees' Contribution (Arrears)	23,153.00		Admission Fees	51,275.00	
Bonus to Non Teaching Staff	5,000.00		Tuition Fees	488,100.00	
House Rent - Principal - Ex -	7,000.00		Session Fees	52,500.00	
House Rent - Auditors -	300.00		Development Fees	164,600.00	
Travelling & Conveyance	68,229.00		Sports Fees	24,060.00	
Printing & Stationery	92,129.00		Magazine Fees	12,315.00	
Entertainment	4,701.00		Electricity Fees	41,050.00	
Tea & Tiffin Expenses	15,201.00		Library Fees	43,600.00	
Electricity Charges	24,799.00		Students' Health Home	4,120.00	
Hiring Charges - Generator (For Exams)	60,000.00		Students' Aid Fund	8,220.00	
Hiring Charges - Electricity Connection, Wires.	131,800.00				
Carried Over :	₹ 5,086,943.00	-	Carried Over :	₹ 889,840.00	4,203,627.00

Contd...../2

UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA P.O. : JANGALPARA : UDAYNARAYANPUR : DIST. : HOWRAH - 711 226 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 ST MARCH, 2011					
EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward	₹ 5,086,943.00	-	Brought Forward	₹ 889,840.00	4,203,627.00
To, OPERATIONAL EXPENSES (CONTD.):			By, COLLECTION FROM STUDENTS (CONTD.):		
Telephone & Telegram Charges	5,445.00		Laboratory Fees - Geography & Nutrition	9,725.00	
General Charges	27,023.00		Fines	70,260.00	
Computer - Repairs & Requirements	5,910.00		Faculty Improvement Fees - Geography	43,200.00	
Donation to All Bengal Principal's Association	1,000.00		As Other Fees :		
Gardening Expenses	17,750.00		College Examination Fees	41,150.00	
Revenue Stamps	298.00		C.U. Examination Fees	248,503.00	
CU Syllabus Book	40.00		Re - Examination Fees (Review)	9,100.00	
Refund to Students			C.U. Registration Fees	40,100.00	
- Fines	100.00		C.U. Centre Fees	24,450.00	
- Re-examination Fees (Review)	100.00		C.U. Laboratory Centre Fees	2,370.00	
Audit Clerk's Fees	2,000.00		Transfer Fees	50.00	1,378,748.00
Sports Expenses	4,300.00				
Bank Charges	2,362.00				
Expenses Written off	0.19	5,153,271.19			
Carried Over :	₹	5,153,271.19	Carried Over :	₹	5,582,375.00

Contd...../3

EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward		5,153,271.19	Brought Forward		5,582,375.00
To, DISBURSEMENT OF GRANTS :			By, OTHER INCOME :		
Beedi Scholarship Grant	5,952.00		Interest from Bank	508.00	
Minority Scholarship Grant	7,962.00	13,914.00	Sale Proceeds of :		
			C.U. Examination Forms	16,340.00	
To, DISBURSED TO :			C.U. Registration Forms	4,010.00	
Students' Union	19,285.00		Prospectus & Forms	33,680.00	
Students' Health Home	4,120.00	23,405.00	Concession Forms	1,940.00	
			Scraps	675.00	
To, DEPOSITS TO C.U. TOWARDS :			Centre Fees Received from CU	29,010.00	86,163.00
Examination Fees	244,500.00				
Centre Fees	24,450.00		By, DEDUCTIONS FROM SALARY :		
Registration Fees	37,100.00		For Revenue Stamps :		
Sports Fees	14,840.00		- Part-time Teaching Staff	18.00	
Practical Centre Fees	2,040.00		- Full-time Teaching Staff	18.00	
Re-Examination Fees	7,945.00		- Full-time Non Teaching Staff	45.00	81.00
Late Fines	50.00				
Purchases of Registration Form	3,900.00				
Purchases of Examination Form	26,500.00	361,325.00			
Carried Over :		5,551,915.19	Carried Over :		5,668,619.00

Contd...../4

EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward		5,551,915.19	Brought Forward		5,668,619.00
To, AUDIT FEES :			By, ADJUSTMENT :		
F. Y. : 2010 - 2011		7,000.00	Advance paid in earlier year, not accounted for, now deducted.		4,000.00
To, DEPRECIATION :			By, DEFICIT :		
- Per Annexure 'A'		838,499.00	Being Excess of Expenditure Over Income		724,795.19
TOTAL :		6,397,414.19	TOTAL :		6,397,414.19

Calcutta
Dated the 09th DECEMBER, 2011

PRINCIPAL / SECRETARY :

(SRI. A. GHOSH)



Per Our Report attached,
For M. PRAMANICK & CO.
Chartered Accountants

(M. PRAMANICK, F. C. A.)
Proprietor

Audit Report-2011-2012

UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA
P.O. : JANGALPARA : UDAYNARAYANPUR : DIST. : HOWRAH - 711 226
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2012

EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
To, OPERATIONAL EXPENSES :			By, GRANTS & DONATIONS RECEIVED :		
Salaries & Wages - Temporary Staff			a) Salary Grants :		
- Sri Mohan Hazra *	84,000.00		Received From D.P.I. - Bikash Bhavan		
- Smt. Anjali Hazra *	24,000.00		- Teaching & Non-Teaching Staff		
Honorarium - Guest Lecturers	203,288.00		(March 2011 - March 2012)	3,050,837.00	
Salaries (Gross) - Part timers (Upto December 2011)	3,229,900.00		- Part-timers (Upto December 2011)	3,229,900.00	
Salaries (Gross) - Full timers (April 2011 - March 2012)			b) Other Grants :		
- Teaching & Non - Teaching Staff	2,850,174.00		Beedi Scholarship Grant	12,000.00	
Travelling & Conveyance	18,261.00		Minority Scholarship Grant		
Printing & Stationery	73,414.00		- Received from Minority Council	36,000.00	6,328,737.00
Entertainment	2,405.00				
Tea & Tiffin Expenses	4,123.00				
Electricity Charges	48,980.00		By, COLLECTION FROM STUDENTS :		
Hiring Charges - Wires	30,000.00		As Fees :		
Telephone Charges	3,660.00		Admission Fees	59,300.00	
General Charges	5,863.00		Tuition Fees	800,355.00	
Repairs & Maintenance			Session Fees	68,580.00	
- Electricals	41,800.00		Development Fees	194,200.00	
- Plumbing	2,100.00		Sports Fees	28,320.00	
Gardening Expenses	26,550.00		Magazine Fees	14,565.00	
Sports Expenses	7,258.00		Electric Fees	48,400.00	
			Library Fees	52,600.00	
Carried Over :	₹ 6,655,776.00	--	Carried Over :	₹ 1,266,320.00	6,328,737.00



Contd...../2

[2]
UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA
P.O. : JANGALPARA : UDAYNARAYANPUR : DIST. : HOWRAH - 711 226
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2012

EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward	₹ 6,655,776.00		Brought Forward	₹ 1,266,320.00	6,328,737.00
To, OPERATIONAL EXPENSES (CONTD.) :			By, COLLECTION FROM STUDENTS (CONTD.) :		
Students' Union	64,938.00		As Fees (Contd.) :		
Examination Centre Expenses	43,298.00		Laboratory Fees : Geography & Nutrition	70,275.00	
Bank Charges	2,552.00		Fines	127,255.00	
Postage	435.00		Faculty Improvement Fees - Geography	132,000.00	
Faculty Improvement Fees - Geography			Students' Health Home	4,850.00	
- Educational Tour - Lava, Lolegaon	9,400.00		Students' Aid Fund	9,700.00	
- Repairs - Instruments	400.00		Prospectus & Form	38,120.00	
Foods & Nutrition	2,278.00		As Other Fees :		
Admission Expenses	2,240.00		College Examination Fees	48,550.00	
Computer Net Charges	1,808.00		C.U. Examination Fees	460,179.00	
Cultural Expenses	790.00		C.U. Examination Forms	30,196.00	
Printer & Xerox Machine Requirement - Toner	1,664.00		C.U. Centre Fees	45,270.00	
Advertisements	3,407.00		Centre Fees - Practical (Hons. & General)	14,250.00	
Newspapers & Magazine	1,880.00	6,790,866.00	C.U. Registration Fees	47,100.00	
			C.U. Registration Forms	4,720.00	
			Re-examination Fees (Review)	17,730.00	
			C.U. Examination Centre Fees	33,310.00	2,349,825.00
Carried Over :	₹	6,790,866.00	Carried Over :	₹	8,678,562.00



Contd...../3

EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward		6,790,866.00	Brought Forward		8,678,562.00
To, DEPOSITS TO C.U. TOWARDS :			By, OTHER INCOME / RECOVERIES :		
Examination Fees	356,040.00		Interest from Banks	14,308.00	
Centre Fees	35,670.00		Interest at Maturity of Fixed Deposit	198,749.00	
Centre Fees - Practical (Hons)	6,180.00		Sale of Scrap	800.00	
Registration Fees	45,800.00		Lease of College Pond	3,200.00	
Sports Fees	18,320.00		Recovery of Bank Charges	25.00	
Re-Examination Fees	15,985.00		Cash Recovery against Advance to Part-timers, not accounted for in earlier years	4,928.00	
Late Fines	50.00		Advance for earlier years to Part-timers - Recovered	90,945.00	312,955.00
Examination Form	23,560.00				
Affiliation Fees	5,000.00	506,605.00			
To, DISBURSEMENT OF GRANTS :			By, DEDUCTIONS FROM SALARY :		
Minority Scholarship - 2009-10 & 2010-11	38,850.00		Leave Without pay - Part-timers		1,433.00
Beedi Scholarship	12,000.00	50,850.00			
To, FEES TO AUDITORS:					
As Audit Fees : F.Y.: 2011-2012	8,000.00				
In other Capacity (For Certification)	1,000.00	9,000.00			
Carried Over :		7,357,321.00	Carried Over :		8,992,950.00



Contd...../4

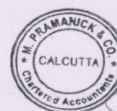
EXPENDITURE	AMOUNT ₹	AMOUNT ₹	INCOME	AMOUNT ₹	AMOUNT ₹
Brought Forward		7,357,321.00	Brought Forward		8,992,950.00
To, DEPRECIATION :			By, ADJUSTMENTS :		
- Per Annexure 'A'		781,806.00	Liabilities no longer required :		
To, SURPLUS :			i) Provident Fund (March 2011)	8,864.00	
Being Excess of Income Over Expenditure		863,757.00	ii) Profession Tax -Teaching & Non-Teaching Staff (March 2011)	1,070.00	9,934.00
TOTAL :		9,002,884.00	TOTAL :		9,002,884.00

Calcutta

Dated the 16th JANUARY, 2013

Abinash
(PRINCIPAL & SECRETARY)

Samir
(PRESIDENT)



Per Our Report attached,
For M. PRAMANICK & CO.
Chartered Accountants
M. Pramanick
(M. PRAMANICK, F.C.A.)
Proprietor

Audit Report-2012-2013

UDAYNARAYANPUR MADHABILATA MAHAVIDYALAYA

P.O.: Jangalpara, Udaynarayanpur,

Dist.: Howrah- 711226

Dist.: Howrah- 711226

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023		INCOME	
EXPENDITURE	AMOUNT		AMOUNT
TO, OPERATIONAL EXPENSES:		By, GRANTS & DONATION:	
Salaries & Wages- Temporary Staff	51000.00	a) <u>Salary Grants:</u>	
- Sri Mohan Hazra	24000.00	Relieved from DPI- Bikash Bhavan	
- Smt Anjali Hazra	25700.00	- Teaching & Non-teaching Staff	2991299.00
- Pradip Palodhi	256697.00	(2012-2013)	3371292.00
Honorarium - Guest Lecturer	3372725.00	-Part Timers (2012-13)	
Salaries(Gross)- Part timers		b) <u>Other Grants:</u>	0.00
Salaries(Gross)- Full timers	2962839.00	Beedi Scholarship Grant	
- Teaching & Non-Teaching Staff	12500.00	Minority Scholarship Grant	50650.00
Bonus	12249.00	- Received from Minority Council	
Travelling & Conveyance	67240.00		6413241.00
Printing & Stationary	5861.00		
Tea & Tiffin Expenses	40491.00	By, COLLECTION FROM STUDENTS:	
Electricity charges		<u>As Fees:</u>	63825.00
Telephone Charges	13033.00	Admission Fees	653950.00
Prospectus Form Print	48000.00	Tuition Fees	117100.00
General Charges	936.00	Session Fees	212200.00
Repairs & Maintenance		Development Fees	30600.00
- Electrical	3717.00	Sports Fees	15885.00
- Plumbing	10640.00	Magazine Fees	52950.00
- Building	3190.00	Electric Fees	58550.00
Gardening Expenses	27225.00	Library Fees	76475.00
Sports Expenses	15630.00	Laboratory Fees: Geography & Nutrition	100905.00
Students' Union	142734.00	Fines	96800.00
Examination Centre Expenses	35608.00	Faculty Improvement Fees- Geography	5295.00
Bank Charges	3516.00	Students' Health Home	10590.00
Postage	604.00	Student's Aid Fund	50525.00
Faculty Improvement Fees- Geography	5600.00	Prospectus & Form	100.00
- Educational Tour- Lava ,Lolegaon	1780.00	Transfer Fees	2500.00
- Repair- Instruments		Youth Parliament	
			1548250.00



Administration Expenses	6770.00		<u>Other Fees:</u>		
Computer Net Charges	429.00		College Examination Fees	53000.00	
Cultural Expenses	965.00		C.U. Examination Fees	302625.00	
Advertisement	6096.00		C.U. Examination Forms	19856.00	
Newspaper & Magazine	3170.00		C.U. Centre Fees	29790.00	
Computer Repair	8685.00		Centre Fees-Practical(Hons & General)	15010.00	
Practical Exam (Food & nutrition)	1015.00		C.U. Registration Fees	51000.00	
Practical Exam (Geography)	311.00		C.U. Registration Forms	5100.00	
Land Revenue	1062.00		Re-examination Fees (Reviews)	25960.00	
Office Expense	1620.00		C.U. Examination Centre Fees	29080.00	
Cleaning Expenses	390.00		Examiner's Fees	7264.00	538685.00
Examination Fee Remuneration	6164.00		By, <u>OTHER INCOME/ RECOVERIES:</u>		
Miscellaneous Expenses	3330.00		Interest From Banks	12776.00	
Refund	965.00		Misc. Receipts	50142.00	
Inauguration Expenses	5309.00		Sale of Scrap	60.00	
		7189796.00	Lease of College Pond	1500.00	
To, <u>DEPOSITS TO C.U. TOWARDS:</u>			Tender Paper	10400.00	74878.00
Examination Fees	392820.00				
Centre fees	42300.00				
Centre fees- Practical (Hons)	9300.00				
Registration Fees	49100.00				
Sports Fees	19640.00				
Re-Examination Fees	23380.00				
Late Fines					
Examination Form	27300.00				
Affiliation Fees					
Registration Form	5000.00				
Youth Parliament	2500.00	571340.00			
To, <u>DISBURSEMENT OF GRANTS:</u>					
Minority Scholarship-		50400.00			
To, Fees to Auditors		3500.00			
To, Accounting Charges		6000.00			
To Depreciation		741452.40			
To, <u>SURPLUS:</u>					
Being Excess of Income Over Expenditure		12565.60			
TOTAL		8575054.00	TOTAL		8575054.00

Kolkata
Dated 30th January 2014

Principal & Secretary
Principal

President
President
Governing Body

FOR DEBASISH & ASSOCIATES
CHARTERED ACCOUNTANTS
D. Bhattacharjee
D. BHATTACHARJEE, FCA.
Mem No 053184.FRN -324833E



Udaynarayanpur Madhabilata Mahavidyalaya
P.O. - Udaynarayanpur (Jangalpara), Howrah - 711226

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2014

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
To, OPERATIONAL EXPENSES:			By, GRANTS & DONATION:		
Salaries & Wages- Temporary Staff			a) <u>Salary Grants:</u>		
- Sri Mohan Hazra	48000.00		Recieved from DPI- Bikash Bhavan		
- Smt Anjali Hazra	24000.00		- Teaching & Non-teaching Staff	3227947.00	
- Pradip Palodhi	36000.00		(2013 2013-2014)		
Honorarium - Guest Lecturer	262365.00		-Part Timers	2736800.00	
Salaries(Gross)- Part Timer	2749652.00		b) <u>Other Grants:</u>		
Salaries(Gross)			Minority Scholarship Grant		
- Teaching & Non-Teaching Staff	3227947.00		- Received from Minority Council	74700.00	
Travelling & Conveyance	21253.00		National Human Right Commission Grant	50000.00	6089447.00
Printing & Stationary	119242.00				
Tution Fees- 50% deposit to Government Account	595291.00				
Tea & Tiffin Expenses	11202.00		By, COLLECTION FROM STUDENTS:		
Electricity charges	41900.00		<u>As Fees:</u>		
Hiring Charges- Wires			Admission Fees	66125.00	
Telephone Charges	11121.00		Tution Fees	699605.00	
Prospectus Form Print	10000.00		Session Fees	129560.00	
General Charges	3032.00		Development Fees	219600.00	
Repairs & Maintenance	4550.00		Physical Education Fees	51050.00	
Gardening Expenses	27375.00		Magazine Fees	16470.00	
Sports Expenses	200.00		Electric Fees	54900.00	
Students' Union	126430.00		Library Fees	68650.00	
Examination Centre Expenses	28415.00		Laboratory Fees: Geography	56825.00	
Bank Charges	6115.00		Geography Infrastructure Development Fees	138000.00	
Postage	37647.00				



c/d

Admission Expenses	600.00		Food & Nutrition Laboratory Fees	23450.00	
Music Practical Centre Fees	200.00		Students' Welfare Fund	10980.00	
Office Expenses	5562.00		Student' Aid Fund	10980.00	
Loss on Sale Of Bicycle	1221.00		Prospectus & Form	76455.00	
Geography Practical Centre Expenses	1049.00		Food & Nutrition Practical Centre Fees	2000.00	
Food & Nutrition Practical Centre Expenses	997.00		Physical Education Centre Fees	1550.00	
Repair And Maintenance			Fine	166460.00	
- Electric	8095.00		Music Laboratory Fees	3800.00	
- Plumbing	4155.00		Miscellaneous	158750.00	
Cultural Expenses			Tender Paper	7500.00	
Affiliation Fees	15000.00		Scrap Paper	160.00	
Advertisement	11913.00		Earnest Money For Tender	3200.00	
Newspaper & Magazine	5250.00		Lease Of College Pond	500.00	
Computer Repairment	6475.00		Misc. income	2829.00	
All Bengal Principal Council	1500.00		Geography Practical Centre Fee	16060.00	
Late Fines	100.00		Music Practical Centre Fees	600.00	1986059.00
Repairing of Furniture	2000.00		<u>As Other Fees:</u>		
Examination Fee Remmuneration	17777.00		College Examination Fees	54900.00	
Repairing of xerox machine	1170.00		C.U. Examination Fees	386111.00	
Miscellaneous Expenses	1550.00		C.U. Examination Forms	25340.00	
Certification Fees	3000.00		C.U. Centre Fees	38730.00	
Inaugeration Expenses	2070.00		C.U. Sports Fee	31440.00	
Accounting Charge	7500.00	7488921.00	C.U. Registration Fees	52400.00	
			C.U. Registration Forms	5240.00	
To, DEPOSITS TO C.U. TOWARDS:			Re-examination Fees (Reviews)	20590.00	
Examination Fees	378000.00		C.U. Examination Centre Fees	44040.00	
Centre fees	37860.00		C.U. (Remmuneration)	8307.00	
Centre fees- Practical (Hons)	15040.00		C.U. Geography Practical Centre Fees	11987.00	679085.00
Registration Fees	49660.00		By, OTHER INCOME/ RECOVERIES:		
Sports Fees	19880.00		Interest From Banks	71615.00	
Re-Examination Fees	18450.00		Interest at Maturity of Fixed Deposit	16438.00	88053.00



c/d

Examination Form	26000.00	By Prior Year Adjustment		
		Excess Income Tax Liability provided in 2012-13		40170.00
Registration Form	2500.00	now written back.		
Uniform Expenses	42040.00			
Food & Nutrition Instrument Expenses	3350.00	592780.00		
To, DISBURSEMENT OF GRANTS:				
Minority Scholarship-	74700.00			
National Human Right Commission Grant	50100.00	124800.00		
To, FEES TO AUDITORS:		3500.00	By, Deferred Grants(as per AS 12 of ICAI)	341965 341965.00
To, DEPRECIATION:		939542.45		
To, SURPLUS:				
Being Excess of Income Over Expenditure		75235.55		

TOTAL	9224779.00	TOTAL	9224779.00
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[Signature]
President
Governing Body
 Udaynarayanpur Medhabilata Mahavidyalaya

[Signature]
Principal
 Udaynarayanpur Medhabilata Mahavidyalaya
 Howrah - 711226

For DEBASISH & ASSOCIATES
[Signature]
 Proprietor
 Member No.-053184 / FRN-3248336
 23/12/14



ANNEXURE V
CERTIFICATE OF COMPLIANCE

ANNEXURE - V

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Udaynarayanpur Madhabilata Mahavidyalaya (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.
4. In case the affiliation/ recognition is withdrawn by the authority concerned the same will be informed to NAAC immediately.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 23.4.2015
Place: Udaynarayanpur

Arabin
Principal/Head of the Institution
(Name and Signature with Office Seal)
(Dr. ARABINDA GHOSH)
Principal
Udaynarayanpur Madhabilata Mahavidyalaya
Rowrah - 711226