ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC : 2013-14

MAHATMA GANDHI COLLGE

LALPUR. PURULIA

723101

Part – A

1. Details of the Institution

1.1 Name of the Institution

MAHATMA GANDHI COLLEGE

1.2 Address Line 1

LALPUR, P.O.: DALDALI

Address Line 2

P.S.: HURA

City/Town

PURULIA

State

WEST BENGAL

Pin Code

723101

Institution e-mail address

mgclalpur@yahoo.co.in

Contact Nos.

03252- 240251

Name of the Head of the Institution:

SRI KINKAR KUMAR GHOSH

Tel. No. with STD Code:

03252 -240251

Mobile:

9434521213

Name of the IQAC Co-ordinator:

RAHUL CHAKRABARTI

Mobile:

9434304721

IQAC e-mail address:

mgclalpur@yahoo.co.in

1.3   **NAAC Track ID**   : WBCOGN13553

 1.4   NAAC EXECUTIVE COUNCIL NUMBER AND DATE:

1.5 Website address:

mahatmagandhicollege.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.15	2008	2008 - 13
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   17.12.2008

1.8 AQAR for the year *(for example 2010-11)*   2013-2014

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

AQAR	SUBMITTED ON
2009-2010	24.03.2011

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men ☐   Women ☐

                  Urban ☐   Rural [√]   Tribal ☐

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

                  Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law ☐   PEI (Phys Edu) ☐

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

Others   (Specify) [   ]

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

SIDHO-KANHO-BIRSHA UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

YES

DST-FIST

No

UGC-Innovative PG programmes

NO

Any other *(Specify)*

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

| 04 |

2.2 No. of Administrative/Technical staff

| 03 |

2.3 No. of students

| 0 |

2.4 No. of Management representatives

| 01 |

2.5 No. of Alumni

| |

2. 6 No. of any other stakeholder and

   community representatives

| 02 |

2.7 No. of Employers/ Industrialists

| 0 |

2.8 No. of other External Experts

| 0 |

2.9 Total No. of members

| 10 |

2.10 No. of IQAC meetings held

| 03 |

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 0 | Others | 0 |

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

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

   (ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

1. We have successfully conducted the Remedial coaching.

2. We have conducted the Career Counseling course.

3. We have incorporated a 10 point Multi-Gym.

4. Construction of Boundary Wall and Expediting the New Hostel Building.

5. Upgrading the Seminar Hall.

6. We have placed a proposal for departmental tours.

7. Continuation of our college journal, 'The Prism' (ISSN-2229-7537)

8. Internet facility in the Library.

2.15 Plan of Action by IQAC/Outcome

The plan of action made by the IQAC throughout the year the towards quality
enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Remedial coaching.	We have successfully conducted the Remedial coaching. we have catered this facility to the SC, ST, OBC students.
2. Career Counseling course.	We have conducted the Career Counseling course. And a good number of students availing themselves of this facility, have got absorbed in different jobs (like S.S.C., Forces etc.) (upto 2012-13)
3.10 point Multi-Gym.	We have incorporated a 10 point Multi-Gym. we encourage our students to utilise the facility before and after the college-hours.
4. Proposal for constructing the boundary wall & expediting construction of the New Hostel Building	The College authority took initiative in constructing the boundary wall.
5. Upgrading the seminar Hall	Sound system and Smart Board were installed in the Seminar Hall.
6. Proposal for departmental tours.	Our proposal for Departmental tours has been accepted by the College-authority and Departmental Tours would be implemented soon.
7. Continuation of our college journal, *The Prism* (ISSN-2229-7537)	The Fifth volume of the college Academic Journal, *The Prism* (ISSN-2229-7537) was published. Like always it was again successful in drawing attention of teachers and scholars from different colleges and universities.

8. Internet facility in the Library.	The College Library was provided with internet facility .

ANNEXURE I: ACADEMIC CALENDER

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | Any other body | |

Provide the details of the action taken

- It was in response to our recommendation that the Boundary wall of our college has been completed by the G.B.

- Modernization of the seminar hall was also done on the suggestion of IQAC.

- Governing Body of the college decided to encourage various departmental tour in accordance with our resolutions.

- To develop the sports-infrastructure of the college, our suggestion for establishing 10 point multi gym was materialized by the college-authority in due time.

- The college authority , implemented our suggestion for providing internet facility to the library.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	05	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	0
Others				
Total	06	0	0	0

Interdisciplinary	
Innovative	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options   NA
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	05

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students √
    (On all aspects)

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

ANNEXURE II: FEEDBACK

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

NO

As the College follows the Syllabus and Curriculum of Sidho-Kanho-Birsha University there is no scope of internal curricular designing, revision or upgradation.

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

UG PROGRAMMES	Nil
PG PROGRAMMES	N.A.
OTHER PROGRAMMES	Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

	TOTAL	Asst. Professors	Associate Professors	Professors	GLI	CWTT	PTT
	15	12	03	NA	19	01	14

.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15	12	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	32	01
Presented papers	02	05	0
Resource Persons	0	0	0

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

> 1. Technology enabled teaching and learning .Use of LCD projectors and audio-visual facility for teaching.
>
> 2. Lecturers, e-classes, giving the students downloaded study materials.
>
> 3. Departmental tests are taken.

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

211

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

Nil

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

1.Six faculty members are associated with UG Board of Studies of Sidho-Kanho-Birsha University.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is

mandatory to appear in the University Examinations.

2.11 Course/Programme wise   distribution of pass percentage :

B.A (H)- 86.36% ; B.A.(G) - 28.84% ; B.Com. (H)- 85.71% ; B.Com.(G) - N.A. B.Sc. (G) - 100%

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

IQAC in its meeting with faculty members advises them to convene Annual Plan Meeting at the beginning of each session, assign syllabus to the departmental teachers. IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college.

.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	7
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	3	0	2
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC encourages the faculty members for reasearch work.

2. The college authorities provide all possible support for carrying out research work.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	8	0	0
Non-Peer Review Journals	0	1	0
e-Journals	0	0	0
Conference proceedings	2	0	1

3.5 Details on Impact factor of publications: NA

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
OTHERS				
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No. [0]   Chapters in Edited Books [2]

ii) Without ISBN No. [0]

3.8 No. of University Departments receiving funds from

UGC-SAP [NA]   CAS [NA]   DST-FIST [NA]

DPE [NA]   DBT Scheme/funds [NA]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]

Any Other (specify)

3.10 Revenue generated through consultancy [NONE]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	N.A.	N.A.	N.A.	N.A.	N.A.

3.12 No. of faculty served as experts, chairpersons or resource persons   0

3.13 No. of collaborations   International   0   National   0   Any other   0

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs :

From Funding agency   0   From Management of University/College   0

Total   0

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	

3.18 No. of faculty from the Institution   0
who are Ph. D. Guides
and students registered under them   0

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 4 | State level | 2 |

National level | 1 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 25 | State level | 132 |

National level | 21 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 1 | State level | 0 |

National level | 1 | International level | 0 |

3.25 No. of Extension activities organized

University forum | | College forum | 5 |

NCC | | NSS | 3 | Any other | |

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

NSS Units of the college organised a workshops on the dangers of thalassemia and AIDS .

The NSS Units also organized a Blood Donation camp by which the institution delivered its social responsibility towards the community at large.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	40468.6 SQ.MT.	NIL	UGC /MP Lad,PUP, Student Fees	
Class rooms	24	0		24
Laboratories	5	0		5
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 10 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	26.5 L	5.7 L	UGC	32.2 L
Others				

1) A new hostel-building is in the process

2) A composite Building is being constructed to accommodate the staff-room, the IQAC room, a Girls' common room

4.2 Computerization of administration and library

> 1. Computerization of administration is under process. All financial data are maintained digitally
> 2. Automation of the Library has been initiated.

4.3 Library services:**

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	13195	1629000 +	773	118000 +	13957	1747000 +
Reference Books	2897	374000 +	200	19000 +	3079	393000 +
e-Books	Nil	NA	Nil	NA	Nil	NA
Journals	21	8200 +	00	NA	21	8200 +
e-Journals	Nil	NA	Nil	NA	Nil	NA
Digital Database	Nil	NA	Nil	NA	Nil	NA
CD & Video	47	Free	31	Free	78	Free
Others (specify)	-	-	-	-	-	-

In the year 2013-14 29 books were lost.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	40	1	Cnnctd to 2Mbps speed	0	0	5	25	10
Added	2	0		0	0	2	0	0
Total	42	1		0	0	7	25	10

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

> The college has internet facility and in accordance with the Govt. Regulations uses all pertinent softwares.
>
> The college library too uses related software. It has internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 0.25 LAKH |

ii) Campus Infrastructure and facilities | 19.17 LAKHS |

iii) Equipments | 5.71 LAKHS |

iv) Others | 23.38 LAKHS |

Total : | 48.51 LAKHS |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has Disciplinary committee, Anti-Ragging Committee and the Committee against Sexual harassment of Women. These Committees take care of day to day student support as and when needed. The IQAC regularly interacts with these committees. However, there has not been a single complaint received so far.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the Teachers' Council are held. Teachers take care of day to day student support as and when needed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2515	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
1706	67.84

Women

No	%
809	32.16

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1253	518	138	391	13	2313	1365	563	150	425	12	2515

Demand ratio 3:1(approx)   Dropout % 15 (approx)

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

> The Career Counselling unit trained students for Competitive Examinations upto the Academic ear 2012-13. After that the teachers have taken the initiative to run the scheme without remuneration.

No. of students beneficiaries | 40 |

5.5 No. of students qualified in these examinations

NET | NA | SET/SLET | NA | GATE | NA | CAT | NA |

IAS/IPS etc | NA | State PSC | undoc. | UPSC | undoc. | Others | undoc. |

5.6 Details of student counselling and career guidance

> A Career Counselling Cell had been established in our institute to look into the diverse socio-economic problems that confront our students. One of the objective of this cell was to help the students who came from economically backward families with placement opportunities and also provide institutional support. We also provided them guidance as to how they could make use of these opportunities from the institute. But after 2012-13 this scheme continued to function without the financial help from the UGC and with the help of willing teachers.

No. of students benefitted | 40 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

> NSS observed the Women's Day in the college.

5.9 Students Activities

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

State/ University level | 54 | National level | 2 | International level | 0 |

No. of students participated in cultural events

State/ University level | 19 | National level | 1 | International level | 0 |

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

Sports : State/ University level | 6 | National level | 0 | International level | 0 |

Cultural: State/ University level | 2 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	81 (PBF)	Rs. 20925/-
Financial support from government	1097	Rs. 42,43,000/-
Financial support from other sources	Not recorded	N.A.
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12 No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed

NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - To Spread higher education.

Mission – To bring the students belonging to SC, ST, OBC and girl-students under the purview of higher education.

6.2 Does the Institution has a management Information System

Nil

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

6.3.1   Curriculum Development

As the College follows the Syllabus and Curriculum of SKB University there is little scope of internal curricular designing.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning.

1.The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus.

2. Technology enabled Teaching Learning process practised in college. LCD projectors and overhead projectors are used for teaching regularly.

3.Teachers' efforts have to be, to a large extent informal. Students are encouraged to approach teachers individually to have their written topics corrected and modified.

6.3.3 Examination and Evaluation

1. Class tests for departments.

2. The answer scripts of such tests are shown to the students.

6.3.4 Research and Development

1. A good number of our teachers are at present pursuing Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :

i) The physical infrastructure has been improved.

ii) One new computer has been added to the library.

iii) Latest books are purchased every year

iv) Partial automation of the library service has been initiated.

v) Every year classes on 'User-orientation' are arranged by the librarian.

vi) Internet service has been made available to the library users.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource.

6.3.7   Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by a expert committee which includes an University expert and a subject expert following advertisement in daily newspaper.

6.3.8   Industry Interaction / Collaboration

Nil

6.3.9   Admission of Students

1.Admission of students is done completely on the basis of merit.

2. Pre Admission counselling of students are done to identify their area of interest and to guide them to choose their subject.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society, Provident Fund, Festival Advance.
Students	Free & Half-free Studentship, Government Scholarships, Non-Government Scholarship, Prize.

6.5 Total corpus fund generated

Apprx Rs. 25,000

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	YES	Academic Council & Governing Body.
Administrative	YES	Anil Anchaliya & Co.	YES	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No ☐

SKB University holds and declares results of Under Graduate courses, hence the college has no control over the date of publication of results.

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

Under the auspices of a university, there is hardly any such scope.

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

NO such initiative.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

Nothing formal.

6.13 Development programmes for support staff

Nil

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

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Plantation in the college-campus.

Criterion – VII

7. Innovations and Best Practices

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

> 1. Publication of our Academic college-Journal, The PRISM (ISSN-2229-7537)
>
> 2 Partial automation of library has ensured a better functioning of Library by allowing the students to search books by themselves.
>
> 3. Providing of Laptop to each department and internet facility has helped in teaching learning.
>
> 4. Our teaching involves the use of ICT.

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

> Generally we decide to implement plans on a need-to -do basis. and that entails us being careful of requirements that could crop up at any time of the year.
>
> In the Academic Year 2013-14 the decisions taken up in the meeting of the IQAC regarding Teaching and Learning were put to practice as usual.
>
> Besides, the Seminar Hall was upgraded; 10 point multi-Gym was incorporated; THE PRISM was published, the Library was equipped with internet facility.

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

> 1. Imbibe and Inscribe
>
> 2. Remedial Coaching.

ANNEXURE III

7.4 Contribution to environmental awareness / protection

> 1.To generate environmental awareness among the students, the institute fully utilises the classes on Environmental Studies included in our syllabae.
> 2. NSS Units try to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
> 3.The NSS volunteers regularly lead campaigns to prevent use of polythene products in the college campus.
> 4. Saplings have been planted in the campus.

7.5 Whether environmental audit was conducted?   Yes ☐   No √

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

> NSS, NCC, 'The Prism' (ISSN-2229-7537), Results of few Hons. Deptts. are some of the aspects that we think do make us proud.
>
> On the other hand Results of pass course, Inadequate number of staff are our weaknesses. We do not yet have a well-formed Alumni Association.

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

> IQAC decided to
>
> 1) Publish the next edition of 'The Prism' (ISSN-2229-7537)
> 2) Organize Departmental Tours
> 3) Organize UGC-sponsored seminars
> 4) Organize a workshop on gender-issue under the auspices of Extension activities
> 5) Construct the boundary wall.
> 6) Plant 150 saplings in the campus.
> 7) Organise blood donation camp.

NAME: RAHUL CHAKRABARTI   NAME: PROF. KINKAR KUMAR GHOSH

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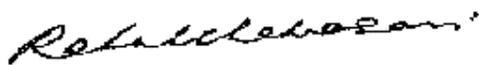
Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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ANNEXURE -III

1. Title of the Practice

IMBIBE & INSCRIBE

2. Goal

Situated in a part of the state which is deficient in metropolitan or even urban amenities to a great extent, retarded in terms of communication and scopes of upgradation, we have to strive in order not to lose our focus on our goal which is to keep pace with or run abreast with the prevalent waves of academic advancements. That is why we have given much emphasis on publication─Be it through arranging seminars with its concomitant part of publishing the proceedings or in the form of publishing, annually, our peer reviewed journal The Prism (ISSN- 2229-7537).

3. The Context

The remoteness of our place often poses much hindrances in obtaining the consent of our desired resource persons to attend our seminars. apart from this the UGC-sponsored seminars pose no other challenge. But the publication of our journal is often thwarted by funds-crisis. To cope with this challenge we have to resort to requesting our college-authority for providing us with the required amount of money or selling copies of our journal. But we have so far adhered to what we have ever wanted to provide us with ─ a perpetuating and effective forum to express ourselves. It will not be irrelevant to add that we have always made our students an integral part of our seminars. the college also patronizes the publication of 'Diganta', a magazine exclusively for our students.

4. The Practice

Prior to 2011 we organsed seminars with the help of the college fundings, predominantly. But from 2011 onwards we have organised a flurry of state level seminars and national seminars with funding from UGC. Though our institional endeavours have not ceased to exist totally. Consequently eversince 2011 this academic onus on our part manifested itself in the form of publication of books (proceedings). i)Paschyata O Rabindranath, ii)Vivekananda on Education, iii)Problems of Providing Quality Education in Rural Colleges, iv)Evolution of Bengali Theatre in Accordance with Western Theatre: Colonial and Post-Colonial Perspectives v)Gandhi and Peace, vi)Sarat Chandra Notun Onneswaner Aloy, vii)Contribution of Education in Employment and Earnings are some of our published seminar proceedings many of which has been appreciated by resource persons, scholars and teacher-delegates from different colleges and universities.   Our journal The Prism was first published in 2005 as a multi- disciplinary, bilingual journal. In 2011 we procured for it the ISSN. From 2012 our journal has been published as a Peer-Reviewed journal. The most heartening fact about our journal is that it has turned out to be an ideal forum for us to express our studies and thinking. we invite articles by using our website and ask teachers and research-scholars from different colleges and universities to send the soft copies of their articles in a specified format to our journal email Id which is prismmgc@gmail.com. After being shortlisted by our Editorial Board those articles are redirected to our peer-reviewers who select articles for publication.   Our journal has been a repository of articles on various literary and social issues so far and as a

multi-disciplinary journal it caters to readers of varying tastes. Notwithstanding our journal running rather appreciably, we have a plan for diversifying our publication to incorporate homogeneity to some extent in the nature of articles published. We, in future, would like to publish one journal for each of Humanities, Science and Commerce streams. But in this respect funds will definitely emerge as the stumbling block. To sort out this crisis we are working on the plan of generating a substantial fund through subscriptions for annual or life-long membership to sustain the publication. We also sell copies of our journal and earn some amount of money to ensure a part of the total costing of the next issue. So far the college authority has never failed to complement our collection with the rest of the required amount.

5. Evidence of Success

   The number of paper-presenters in our UGC sponsored National and State-Level seminars is a clear indication to the fact that we have been able to draw interest of a good number of scholars, not only from inside our district, but from other districts and states, both from colleges and universities. Consequently the proceedings we have published so far contain good number of articles. some of the publications have been appreciated by distinguished scholars. A hearty 'Thank You' is due to the NAAC Peer Team of 2008. For till that visit we had not yet organized a single UGC Sponsored seminar, though we had organized a good number of internal seminars.   On the other hand our journal, 'The Prism' (ISSN-2229-7537) is an esteemed forum in the entire district for all of them who think of venting their ideas to readers who they think would appreciate their work. Every year the inbox of the mail Id of 'The Prism' find articles from a good number of teachers and scholars from different colleges and universities throughout the state of West Bengal. Even with a firm conviction in the saying that 'one's best can always be bettered', we take this response from paper-writers as an encouraging evidence of our success. And there is no denying the fact that the encouragement that the journal received in its nascent state from the NAAC Peer Team in 2008 has really been the motivating factor for us trying to sustain this academic venture.

6. Problems Encountered and Resources Required

 Our distance from the major cities always makes any of the ventures we undertake more costly than it would have been otherwise. Conveyance and lodging absorb a bulk of our allotments. This distance often is the reason why many of our desired resource-persons do not find it convenient to respond to our invitation.   This money-matter often thwarts the publication of our annual journal, a venture which we have so far managed to protect. A regular funding from UGC toward the sustenance of this journal and a most desirable diversification of it in different streams would really be appreciated.   Again, for a rural college like ours shortage of man-power is a persistent factor which like a negative catalyst affects an accumulation of problems with the inevitable increase in our activities. the joining of some teachers of late will presumable mitigate this problem. We have also applied for more teaching posts.

7. Notes (Optional) Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

A very superficial viewing of our campus will instantly reveal to an onlooker the absence of political murals. This we have been able to implement stringently. A very cordial relationship between teachers and students along with a thirst to know beyond what are prescribed for us, we arrange annual Departmental tours with much enthusiasm. Our academic ventures in the form of 'The Prism' (ISSN-2229-7537), different Seminar

Proceedings, or students' creative venture in the form of the   magazine, 'Diganta' are complemented with wall magazines of various departments. In this

connection we can mention the name of SAMAY,the wall magazine of Bengali dipartment or Mural Mind,the wall magazine of English dipartment. Since ours is a rural college, a large students are from the weaker section of the society, therefore we have a poor boys fund to provide financial assistance to the students. we also encourage various cultural and other competitions to develop the overall atmosphere of our campus. From this academic year we have adopted the online mode for admission and executed the entire procedure successfully.

1. Title of the Practice:

Remedial Coaching .

2. Goal :

To facilitate students from various backward classes with extra classes and study materials.

3. The Context:

 Being 1st Generation learners many of our students suffer from a lack of rudimentary knowledge of any given subjects. It makes the teaching process unduly difficult. Remedial coaching steps in to complement what they already know with what they should know.

4. The Practice:

 This facility is primarily for the SC, ST, OBC students. At the onset of the Academic Year we invite applications from the seemingly deserving candidates. We devide all applicants into several segments to suit the convenience of our teaching faculties. We have for them a different library set up altogether .

5. Evidence of Success:

 As most of the students belong to the formative stage academically, we are not in a position yet to set for ourselves a target on the basis of the success of our students in Higher Education. Never the less this facility has brought down the drop out rate quite encouragingly. In case of our Honours students it can be said that Remedial Coaching has proved to be effective. it has also been observed that some students of our target communities have excelled in the University Examination. Besides it is also evident that a good number of students who have got admitted to M.A. Courses, have been benefited from this course.

 6. Problems Encountered and Resources Required

Upto the academic year 2012-13 this scheme was funded by the UGC and that did not let us suffer from the paucity of funds. But the IQAC convinced the teachers to carry on the task of catering the services to the needy students even after financial aids from the UGC was stopped. This selfless gesture from the teachers made Remedial coaching one of our two best practices.

7. Notes (Optional) Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).

8. Contact Details

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