



NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

P.O.- Suisa, District - Purulia,

West Bengal - 723212

Website : www.nsamsuisa.org.in



SELF STUDY REPORT (Cycle 1) December, 2015

Submitted to:

National Assessment and Accreditation Council

Nagarbhavi, Bangalore-560 072, India.

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ABBREVIATIONS (We Used)

AIDS	= Acquired Immuno-deficiency Syndrome
ASC	= Academic Staff College
BSNL	= Bharat Sanchar Nigam Limited
CAS	= Career Advancement Scheme
CPU	= Central Processing Unit
GB	= Governing Body
HIV	= Human Immuno-deficiency Virus
HDD	= Hard Disk Drive
IQAC	= Internal Quality Assurance Cell
ISSN	= International Standard Serial Number
KM	= Kilo Miter
LAN	= Local Area Network
LCD	= Liquid Crystal Display
MIN	= Minority
MoU	= Memorandum of Understanding
NA	= Not Applicable
NCC	= National Cadet Corps
NGO	= Non-Government Organization
NSS	= National Service Scheme
NTS	= Non-Teaching Staff
OB	= Office Bearer
OBC	= Other Backward Castes
OPAC	= Online Public Access Catalogue
PG	= Post Graduate
RAM	= Random Access Memory
SC	= Scheduled Caste
SKBU	= Sidho-Kanho-Birsha University
ST	= Scheduled Tribe
TA/DA	= Travelling Allowance/Dearness Allowance
TET	= Teachers' Eligibility Test
TS	= Teaching Staff
UR	= Un-Reserved
UG	= Under Graduate
W.B. Govt.	= West Bengal Government
WBSSC	= West Bengal School Service Commission

NAAC ACCREDITATION – First Cycle

This Self-Study Report (SSR) is a result of an intensive work assigned to the I.Q.A.C .Team by the authority of NetajiSubhas Ashram Mahavidyalaya, P.O.-Suisa, District- Purulia, West Bengal, Pin- 723212.

It is the outcome of a collective effort of I.Q.A.C .team that includes Faculties and Non-teaching staffs of the college headed by the T.I.C.

COMMITTEE FOR S.S.R. PREPARATION

Advisors:

1. Susmita Chaudhury, President, GB
2. Dr. Soumitra Sen, Sr. Member, IQAC
3. Prof. Provat Mandal, University Nominee to GB

Chair Person:

Prof. Kinkar Das, Teacher-in- Charge (T.I.C.).

Members:

1. Goutam Kumar Mandal, Coordinator, IQAC, Assistant Professor in Bengali.
2. Dr. Enamul Haque, Assistant Professor in Geography.
3. Navneet Acharya , Assistant Professor in Hindi.
4. Umasankar Roy, Assistant Professor in English.
5. Satap Halder, Assistant Professor in Philosophy.
6. Tapan Kumar Sahu, Cashier.
7. Rajendralal Mahato, library clerk,
8. Budhulal Kuiry, O.B.
9. Budhram Sing Mura, O.B.

EXECUTIVE SUMMARY OF SSR

INTRODUCTION

Netaji Subhas Ashram Mahavidyalaya was established in the month of August, 1985 mainly on the strength of private donation. The college is located in a remote village, by name *Suisa*. It is 18 km away from its block headquarters Bagmundi, 80 km away from the district headquarter Purulia and the nearest municipal town Jhalda is 28 km away from here. Tata-Ranchi (via Chandil-Muri) Railway line, under the south-eastern railway is passing just outside the college gate and the railway station is a stone-throw distance from the college. The river *Subarnarekha* gently flows 3 km away from the college and the river acts as the natural boundary of the state of West Bengal & Jharkhand. *Suisa* and its surroundings areas are enriched by ancient Jain civilization. The people, who were behind the establishment of this institution was a dream to spread higher education among the rural villagers, majority of them are indigenous tribes of the eastern plateau of *Chhotanagpur*.

The institution, since its establishment is working to this direction with the positive help of the Higher Education department, Govt. of West Bengal, the University of Burdwan and later Sido-Kanhao-Birsha University, Purulia.

COLLEGE PROFILE

Netaji Subhas Ashram Mahavidyalaya, post- Suisa, district- Purulia, West Bengal, is a co-educational degree college affiliated to Sidho-Kanho-Birsha University, Purulia (formerly to the University of Burdwan). The college was established on 25.8.1985, later the Education Department, Govt. of West Bengal approved this establishment by their letter no 1290 Edn(CS) /4c-B/85 dated 19th Sept. 1985. The college received the UGC's 2(f) and 12B recognition on 19.4.2003. The college campus is situated on a 8.32 acres of land that include college main building, library, guest house, canteen, two cycle stands and a hostel for boys, a football ground and there are also 378 number of trees of different varieties.

The college offers UG courses in 7 subjects under Arts stream only with honours in Bengali, English, History and Geography. Every year the roll strength of the college is increasing. In present academic year (2015-16) the total roll strength is 770; out of 339 are girls students. Maximum of these students are coming from backwards, tribal and underprivileged families of our nation.

This is the first accreditation effort of this college under NAAC.

CRITERION –I: CURRICULAR ASPECT

The curriculum of the college is prescribed by the Sidho-Kanho-Birsha University, Purulia. At the beginning of every academic session the T. I. C. conducts a meeting of the teachers to lay down some basic principles for pursuing academic year. Our college at present offers 4 honours subjects and 7 general subjects in arts streams only. The college always follows the academic calendars provided by the University in implementing the various curriculums. The faculty members are encouraged by the college authority to participate in different orientation/refreshers courses, workshops, seminars, and conferences regarding quality development for their self up gradation. To carry on the curriculum effectively, the teachers are provided syllabus, academic calendars from the University and library support from the college. The Institution runs UGC sponsored one year certificate course on *Chhou Dance & Mask Making*. A computer centre is provided by the college with the help of WEBEL.

CRITERION II: TEACHING, LEARNING AND EVALUATION

Netaji Subhas Ashram Mahavidyalaya follows an organized and transparent admission process. The College ensures publicity in the admission process by notification hosted on college website namely www.nsamsuisa.org.in to provide ready and relevant information, fees structure and date line to stakeholders regarding admission. A hard copy of the admission notification is placed on the college notice board. A hard copy of prospectus is also available at the college office. From the academic session 2015-16, online Admission procedure is introduced by the college. A very peaceful and total transparent admission is conducted through this process. Attempts are being made to make learning more of student centric. A few classrooms in each department are equipped with modern technology of teaching to prepare and facilitate teaching learning process efficient. Besides, each department has its own departmental library for better and easy access to learning. The institution has a main library with a reasonable collection of books that cater to the needs of the students as well as teachers. Geography department conducts field study to fulfil the requirement of courses. Writing of project report on field study is a self-learning process for students. The teachers of various departments take remedial classes for the weak students also with the SC,ST& OBC students. The teachers often take special classes for all students. The institution collects data and information on the academic performance of the students. The institution also provides a feedback mechanism for students. Depending upon the feedback appropriate measures are taken to improve the teaching and learning process. IQAC provides well organized guidelines for the development and application of various academic activities of the college. The students' council contributes to the process of evaluating and improving the regular teaching learning process in the institution.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The college authority gives free hand to every faculty members to do their research work. Out of 5 (five) Assistant Professors and 1 (one) Associate Professor, 1 (one) teacher has Ph.D degree and 1 (one) teacher has M.Phil degree. Three teachers are pursuing Ph.D. One teacher is perusing Minor Research Project funded by UGC. The faculty members are encouraged to participate in orientation and refresher courses, conferences and seminars. The institution is continuously involved in organizing Workshops, Seminars and Conferences in order to attract researchers of eminence to visit the campus and interact with the teachers and the students in order to deep root research interests among them. Many faculty members have

so far published research oriented articles in various ISBN books and ISSN journals. The college has 1 (one) active NSS unit for organizing different extension and outreach programmes around the year. The NSS unit of our college organizes activities such as seminars and workshops on different issues related to environmental awareness and health, discussions, rallies and sensitizing programmes round the year.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Our institution has 14 classrooms. These classrooms are well-lighted and well-ventilated; most of them have green boards. Our College has one large seminar hall with 210 seat capacity. Besides these, the college also has tutorial spaces for S.C./ S.T. students. The department of Geography has one well equipped laboratory with sophisticated equipment for conducting practical classes of students. The college has resourceful library with 8 (eight) thousand plus text and reference books. The library has a spacious reading room with a seat capacity of 50 students. The library is open to all during working days between 10:00 A.M. to 5:00 P.M (Monday to Friday) and 10:00 A.M. to 2:30 P.M. (Saturday). All the departments have their own departmental libraries. College has LCD projector and well equipped sound system to conduct seminar and special lectures. There is a common room for girls. The college has a boys' hostel within the college campus with 30 seat capacity. Drinking water, bathing and washing areas, and mess facilities are available in the hostel. The college has teachers' common room with one computer and internet facility. First Aid Kits are always available at office. The college encourages teachers to take up minor research project, which helps to improve infrastructure and quality learning. Likewise the Wall Magazine and College Magazine provide the students with ample scope to express themselves better. The college has a small playground, permanent canteen and guest house as well as pure drinking and running water facility. A number of inverters at important places effectively deal with voltage fluctuation and sudden power cuts through supply line. High power silent generator supplies the whole building during power supply failure. The college still lacks girls' hostel, separate spaces for indoor games, big playground, etc. Further, there is the need for computer with internet facility in each department, more books for departmental use and development of departmental rooms.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The college has a website that provides all relevant information. In addition to this, at the time of admission the college provides the students with an updated prospectus containing all relevant information for admission such as academic courses offered, intake capacity, available subject combinations, admission criteria and fee structure, medium of instruction and attendance related information etc. The college provides official works for providing scholarship and financial aid to meritorious and financially weaker sections and S.C./S.T./O.B.C. and Minority students from the Government. The college also provides UGC sponsored remedial coaching classes for S.C./S.T./O.B.C. and Minority students. The college publishes its annual student's magazine entitled '*Subarnarekha*' where students, faculty and staff contribute their articles. The college students are encouraged to organize and participate in cultural programmes, competitions and other co-curricular and extracurricular activities. The college provides a certificate course in *Chhou dance & Mask making* under its Lalit Kala Department. The college has an anti-ragging committee and Grievance Redressal Cell for dealing with any problem.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college has its own vision, mission and objectives. A transparent and democratic decision making process is maintained in the college. The college is governed by the guidelines of the Sidho-Kanho-Birsha University and U.G.C. norms. The Teacher in-Charge (T.I.C.) is the administrative Head of the Institution and secretary of the G.B. and also the Drawing and Disbursing Officer(DDO) of the college. He maintains the records of financial dealings and carries on transaction in the bank in all matters of financial implication of the college. The college is internally governed by the Governing Body (G.B.). All major decisions of the Teacher in-Charge (T.I.C.) or other internal committees are subject to approval of the G.B. The College has formed I.Q.A.C. which assists the Teacher in-Charge (T.I.C.) in decision making. The Heads of the various Departments are responsible for the day-to-day administration of the Departments. The student representatives also play an important role in the various institutional activities. This is a Government aided college. All major decisions pertaining to staff recruitment, student support, welfare schemes etc. are taken in accordance with the State Government's policy. Infrastructure is provided and maintained by the G.B. Assistance from UGC is also sought and funds used as per the UGC norms and specifications. Internal decision making is participatory in nature. Several welfare schemes are available for the teaching and non-teaching staff such as medical leave, co-operative loan.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

The college authority has taken several administrative, innovative and academic steps so that the college may function smoothly. These steps include awareness and sensitization programmes conducted by N.S.S., and I.Q.A.C. units of the college. Environmental and social consciousness schemes are also promoted among the students and staff.

SWOC ANALYSIS OF THE INSTITUTION

STRENGTH:

1. Learner-centric academic foundation.
2. Obedient students with moral values.
3. Increasing number of girls' students.
4. Disturbance free campus especially in political aspects.
5. Adequate land for future expansion.
6. Hostel facility for boys' students.
7. Dedicated teachers.
8. Eco – friendly and peaceful working atmosphere.

WEAKNESS

1. Poor knowledge base and language skill of the shy learners.
2. Low motivation level of the students who are from very poor families.
3. Lack of reading habit of the poor learners.
4. Very bad communication system of the college, which is in a very remote village of the district.
5. About 50% sanctioned teaching posts are lying vacant from a long time.
6. Shortages of Non-teaching staff.
7. Communicably odd surroundings.
8. No full time post for Librarian/Asst. Librarian, the library is running by a mere library clerk.
9. Scarcity of financial/moral support from the District political end.
10. The road distance from the district town Purulia is about 80 KM, nearest Municipal town is 28 KM away and Block headquarter is 18 KM away.
11. Unavailability of girls Hostel.
12. Incomplete boundary wall.

OPPORTUNITIES:

1. A large college campus.
2. Adequate infrastructure for an Arts subject based college with only four Honours subjects.
3. Cordial relationship among the students and teachers & office staffs.
4. Increasing uses of Computers & information technologies in class rooms and offices.
5. Sanction of financial assistance from UGC in various schemes.

CHALLENGES:

1. To spread higher education in Poor & Tribal area where so much students are first generation learners.
2. To promote reading habits among the students.
3. To encourage the students for better result.
4. To place the students, mainly tribal students in various fields of employment.
5. To construct a girls hostel in near future.
6. To built the college an educational destination or hub in this backward area.
7. To enhance our endeavor for solving the communication problem of the college.

COLLEGE PROFILE

PROFILE OF

AFFILIATED COLLEGE



1. Name and Address of the College:

Name: Netaji Subhas Ashram Mahavidyalaya

Address: Vill+P.O.- Suisa,
District- Purulia,
West Bengal
Pin code- 723212.

Website: www.nsamsuisa.org.in

2. For Communication:

Office:

Designation	Name	Telephone/mobile	Fax	email
Teacher-in-charge (T.I.C)	Prof. Kinkar Das	09932342784	N.A.	nsamtic@gmail.com
Vice principal	N.A.	N.A.	N.A.	N.A.
Steering committee coordinator	Prof. Navneet Acharya	09593455822	N.A.	simpl_d_bst2006@yahoo.com

3. Status of the Institution:

Affiliated College	<input checked="" type="checkbox"/>
Constituent College	<input type="checkbox"/>
Any Other (Specify)	<input type="checkbox"/>

4. Type of Institution:

a. By Gender

For Men	<input type="checkbox"/>
For Women	<input type="checkbox"/>
Co-Education	<input checked="" type="checkbox"/>

b. By Shift

Regular	✓
Day	
Evening	

5. It is a reorganized minority institution ?

Yes	
No	✓

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. Source of funding:

Government	
Grant-in-aid	✓
Self-financing	
Any Other	

7.

a. Date of establishment of the college:	25-08-1985 (photocopy attached, Annexure- A)
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b. University to which the college is affiliated	Sidho-Kanho-Birsha University, Purulia, West Bengal. (photocopy attached, Annexure- B)
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c. Details of U.G.C. recognition:

Under Section	Date, Month &Year (dd-mm-yyyy)	Remarks (if any)
i. 2(f)	09.04.2003	Photocopy of certificate enclosed, Annexure - C
ii. 12(B)	Do	

(Enclose the Certificate of recognition u/s2(f) and12(B)of the UGC Act):

d. Details of recognition/approval by statutory/regulatory

bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : **NA**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i				
ii				
iii				

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the 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 for Excellence(CPE)?

Yes No

If yes, date of recognition:.....**NA**.....(dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes No

If yes, Name of the agency...**Higher Education Dept. Govt. of W.B.**...and

Date of recognition:...**19.09.1985**...(dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location*	Rural, tribal & hilly
Campus area in sq. mts.	33,669 (8.32 acres)
Built up area insq.mts.	2084

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

11. Facility available on the campus (Tick the available facility and provide number 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:**

- Play Ground ✓
- Swimming Pool
- Gymnasium

▪ **Hostel**

Boys' Hostel ✓

- i) Number of Hostel : 01
- ii) Number of inmates : 30
- iii) Facilities : Except permanent cook, average regular facilities.

▪ **Girls Hostel :**

- i) No of hostels : Nil
- ii) Number of inmates : N.A.
- iii) Facilities : N.A. (mention available facilities)

▪ **Working women's hostel - NIL**

- i) Number of hostels : NA
- ii) Number of inmates : NA
- iii) Facilities : NA

▪ **Residential facilities for teaching and non-teaching staff : NIL**

▪ **Cafeteria — ✓**

▪ **Health centre- Nil.**

- Facilities like banking, post office, book shops – Nil
- Transport facilities to cater to the needs of students and staff- Nil
- Animal House- Nil
- Biological waste disposal- Nil
- Generator or other facility for management/regulation of electricity and voltage : ✓
- Solid waste management facility ✓
- Waste water management : Nil
- Water harvesting: Nil.

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	Medium of instruction	Sanctioned/ approved students strength	No.of students admitted
1	Under graduate	B.A.(H)	3 yrs	10+2	Bengali/ English	149	126
		B.A.(G)	3yrs	10+2	Bengali	386	221
2.	Post graduate						
3	Integrate programmes PG						
4	M.Phil						
5	Ph.D						
6	Certificate courses	C.O.P.on Chhou dance and Mask Making	1year	10+2	Bengali	50	30
7	UG Diploma						
8	PG Diploma						
9	Any other						

13. Does the college offer self-financed Programmes?

yes No

If yes, how many?

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

Yes		No	✓	Number	
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15.

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

Faculty	Departments (eg.Physics,Botany,History etc.)	UG	PG	Research
Science	Nil	Nil	Nil	Nil
Arts	English, Bengali, History, Geography, Pol.Science, Philosophy, Hindi.	7	Nil	Nil
Commerce	Nil	Nil	Nil	Nil
Any other (specify)	Chhou Dance and Mask Making (C.O.P.)	1		

16. No of Programmes (like B.A., B.Sc., M.A. , M.Com...) offered under.

Annual System	1
Semester System	Nil
Trimester System	Nil

17. No of programmes with

Choice Based Credit System	N.A.
Inter/Multidisciplinary Approach	N.A.
Any other (specify and provide details)	N.A.

18. Does the college offer UG and/ or PG programmes in Teachers’ Education?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

If yes,

a) Year of Introduction of the programme(s).....(dd/mm/yyyy) and number of batches that completed the programme

b) NCTE recognition details (if applicable)
 Notification No.:.....
 Date:(dd/mm/yyyy)
 Validity:.....

c) Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG and/ or PG programmes in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s).....(dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details(if applicable)
 Notification No.:.....Date:(dd/mm/yyyy)
 Validity:.....
 Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes

20. No of Teaching and Non-teaching positions in the institution.

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/ University/ State Government (Full time) Recruited	-	-	-	-	6	-	5	-	-	-
Yet to recruit	-	-	-	-	6		7		-	-
Sanctioned by the UGC/ University/ State Government (Part-time/Contractual) Recruited	-	-	-	-	5	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/Society or other authorized bodies Recruited	-	-	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total	Total
	M	F	M	F	M	F		
Permanent Teachers								
D.Sc./D.Litt.	-	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	1	-	1	1
M. Phil.	-	-	-	-	1	-	1	1
P.G.	-	-	1	-	3	-	4	4
Part-time Teachers (approved by the govt. of West Bengal)								
P.G.	-	-	-	-	5	-	5	5
Temporary Teachers								
P.G.	-	-	-	-	5	-	5	5

22. Number of visiting faculty/ Guest faculty engaged with the college.

Number of visiting faculty	0
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23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
S.C.	18	11	33	2	37	1	41	7
S.T.	44	16	74	20	93	35	89	43
O.B.C.	27	16	67	23	104	41	93	82
General	250	116	310	131	338	184	209	140
Others	6	6	7	4	16	11	36	23
Total	345	165	491	180	588	272	468	295
Grand Total	510		671		860		763	

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

Type of students	U.G.	P.G.	M.Phil.	Ph. D.	Total
Students from the same state where the college is located	770	-	-	-	-
Students from other states of India	-	-	-	-	-
N.R.I. students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	770	-	-	-	-

25. Dropout rate in U.G. and P.G.(average of the last two batches).

U.G	16.8	P.G.	
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Details of dropout rate for U.G. courses.

Year	Enrolled	Appeared in examination	Dropout	Percentage of dropout
2013-14	400	332	68	17
2014-15	355	296	59	16.6
Average	377.5	314	63.63	16.8

26. Unit cost of education.

Including the salary component	8,628.00
Excluding the salary component	1,812.00

(Unit cost = total amount recurring expenditure(actual) divided by total number of students enrolled).

27. Does the college offer any programme/s in distant education mode.

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programmes / course offered.

Programme U.G. Level	Students		Teachers (Only full time & part-time)	Ratio	
	Honours	General		Honours	General
Bengali	99	618	3	1:33	1:206
English	39	2	1	1:39	1:2
Hindi	-	7	1	-	1:7
Geography	35	21	3	1:11	1:7
History	69	627	1	1:69	1:627
Political Science	-	653	1	-	1:653
Philosophy	-	85	1	-	1:85

29. Is the college applying for

Accreditation: Cycle1 Cycle2 Cycle3 Cycle4

Re-Assessment:

(Cycle1 refer to first accreditation and Cycle2, Cycle3 and Cycle4 refer to re-accreditation)

30. Date of accreditation* (applicable for Cycle2, Cycle3, Cycle4 and re-assessment only)

Date of accreditation	N.A.
------------------------------	------

Cycle1:.....(dd/mm/yyyy) Accreditation Outcome/Result.....
 Cycle2:(dd/mm/yyyy) Accreditation Outcome/Result.....
 Cycle3:..... (dd/mm/yyyy) Accreditation Outcome/Result.....

**Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

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

Working Days	265
---------------------	------------

32. Number of teaching days during the last academic years:

Teaching Days	170
----------------------	------------

33. Date of establishment of Internal Quality Assurance Cell (I.Q.A.C.):

I.Q.A.C. establishment date	12.11.2014
------------------------------------	------------

34. Details regarding submission of Annual Quality Assurance Report (AQAR):

Not Applicable.

AQAR (i)(dd/mm/yyyy)

AQAR (ii)(dd/mm/yyyy)

AQAR (iii).....(dd/mm/yyyy)

AQAR (iv)(dd/mm/yyyy)

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

N.A.

CRITERIA WISE INPUTS

(I – VII)



CRITERION I

CURRICULAR ASPECTS



1.1. CURRICULLAM PLANNING AND IMPLIMENTATION

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.

The college is affiliated to Sidho-Kanho-Birsha University, Purulia, West Bengal. The college is also included under 2(f) and 12(B) registration of the University Grants Commission (UGC).

Vission:

1. Our primary vision is to spread the higher education in this hilly, tribal and so called ‘uneducated’ area.
2. Our college is academically oriented and students focused despite its too much challenges.
3. To promote higher education, especially among the women of the surrounding of this college. According to the census report 2011 more than 50 per cent women of this area are illiterate.

Mission

1. To provide students with relevant knowledge of higher education.
2. To create a permanent teaching-learning environment.
3. To promote education regarding ecological and environmental issues at local, regional, national and global context.
4. To promote a loveable idea regarding various tribal faiths, beliefs, rituals, folk life and religion.
5. To spread education and awareness in the surrounding area of the college for the elimination of social evils and superstitions.

Objectives

1. To promote value based education.
2. To cultivate knowledge for complete development of the personality of the learners.
3. To enable our students to become competitive in the outer world as well as to be good human in his locality and society.

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).

- a) As a undergraduate college we have to follow the curriculum designed by our university, SidhuKanhUBirshaUniversty, Purulia. At the beginning of every academic session the T. I. C. convene a meeting of the teachers to lay down some basic principles for pursuing academic calendar.

- b) The departmental heads distributed the syllabus among the teachers and asked them to complete their respective parts.
- c) At present we have a teachers council (formed on 22.09.2015), but it was not exist before because we have just 2 full time teachers including the T. I. C. Despite this shortage of teachers, we prepare a class routine at the very beginning of every academic season. Through this routine every department complete their curriculum.
- d) Our college at present offers 4 honours subjects and 7 general subjects in arts streams only. The college offers the following courses:

Courses Offered

STREAM	Honours Subject	Combination Subjects
B.A.	Bengali,English,History, Geography	Bengali , English , Hindi , History , political science , Geography , Philosophy

For Honours Courses

STREAM	HONOURS SUBJECTS	AVAILABLE ELECTIVE SUBJECTS
B. A.	Bengali	1. To choose any two elective subjects except the honours subject. 2. Honours students of Bengali, English and History can't choose Geography as their elective subject.
	English	
	History	
	Geography	

For General Courses

STREAM	AVAILABLE ELECTIVE SUBJECTS
B.A.	<i>To choose THREE subjects from the following subjects Bengali , English, Hindi, History, Philosophy, Political Science and Geography</i>

1.1.3 What types of Support (procedural and practical) do the teachers receive (from the University and /or institution) for effectively translating the curriculum and improving teaching practices?

- a) The faculty members are encouraged by the college authority for participation on deputation in different Orientation/Refreshers course or to join any type of workshop regarding quality development for their self up gradation.
- b) The college also encouraged the teachers to join and actively participate in different seminars, conference based on their own subjects or on curriculum, audiovisual mode of teaching or to organize this type of programmes in the college or to conduct educational excursion, survey work etc. To carry on the curriculum effectively, the teachers are provided syllabus, academic calendars from the University and different journals and library support from the college.

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.

- a) After receiving the curriculum from the university, the college always follows the academic calendars provided by the University in implementing the various curriculums.
- b) To implement the curriculum effectively the Teacher-in-charge meets every departments regularly, if there is any shortfall identified he takes necessary steps.
- c) To implement the university provided curriculum the college made the admission process more flexible as the students can get more options to choose for their combination subjects.
- d) A main routine is framed at the beginning of every academic session on the basis of class load, available teachers, class rooms and load of syllabuses. The coordinator of the IQAC develops the routine with the consultation of concern teachers of every department. Every feasible measure is taken so that the quality teaching can be provided to the students and completion of every curriculum can be possible within the limited direct teaching-learning time.

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?

- a) The institution constantly keeps in touch with the affiliated university. The college attends every meeting convened by the university regarding different academic issues throughout the academic session.
- b) We invite the university teachers in our seminars or workshops to interact with the faculty members or with the students. The teachers of our college also attend different seminars organized by the university.

- c) Many teachers are examiners, head examiners, paper setter of the affiliating university.
- d) As the institution situated in a drought-prone agricultural area and in the surroundings there are no any industry, so it is not possible for us to interact with any industry in effective operationlisation 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, stakeholders’ feedback provided specific suggestions etc.)

- a) As an affiliated college under Sidho-Kanho-Birsha University we cannot develop our own curriculum. The curriculum is framed by the university and we have to follow it.
- b) No teachers/staff of this college is nominated as the member of University Board of studies.
- c) Student’s feedback is taken by the IQAC once in a year after its formation and functioning.

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.

- a) Yes. We have a UGC sponsored one year certificate course on *Chhou Dance & Mask Making*. The curriculum of this course is designed by the college. For this a syllabus committee was framed by the Governing Body of the college and the committee designed a curriculum for the same. At present there are almost same course is going on by the university.

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

The institute can analyze the stated objectives of curriculum are achieved in the course of implementation by assessing the result of final examinations of the university. After publication of university result an informal discussion is held with the teachers and about the problems and shortfall regarding the effective implementation of the curriculum.

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.

- a) The Institution runs a one year certificate course on *Chhou Dance & Mask Making*. This is an U.G.C. sponsored carrier oriented course. The main aim and objectives of this course is to support the students in their carrier oriented works. *Chhou* dance is a major folk dance of this area and mask is essential for the performance of *Chhou* dance. If some students know how to make a mask or know how to dance *Chhou* then it will help them in their carrier.
- b) Other than this the institution offered an one year foundation course on “Human Rights Education”. It was a UGC Sponsored course and it was continued from the academic session 2010-11 to 2012-13. The basic goals and objectives of this course was to aware the students about human rights and its different wings, its legal aspects and implication on real life.

1.2.2 Does the institution offer programes that facilitate twinning/dual degree? If 'yes', give details.

No

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 make cover the following and beyond.

❖ Range of Core /Elective options offered by the University and those opted by the college

- a) Our college offers traditional courses with honours in four subjects as well as offer the UGC sponsored carrier oriented course on *Chhou Dance and Mask Making*. It is helpful to the students in terms of skill development as how to dance *chhou* or how to make a mask. Other than this , this academic flexibility will enhance the basic theoretical idea of folk dance and *chhou* dance of the students.
- b) The core subjects offered by the university and those are opted by the institution are Bengali, English, Geography, History, Political science, Philosophy and Hindi.

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.

The institution has just started a carrier counseling cell, where students will be trained on the basis of regional employability such as SSC, PSC, TET etc. This will provide different newspaper and journals relating to employment.

1.2.6 Does the university provide for the flexibility of combining the conventional face-to – face and distance mode of education for student to choose the courses /combination of their choice’’ If ‘ yes‘ how does the institution take advantage of such provision for the benefit of students? :

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?

- a) Segmented the syllabus framed and given by the university into separate modules and distributed it to different teachers.
- b) A computer centre is provided by the college with the help of WEBEL, a government of W.B. undertaking I.T. and Electronics Company.
- c) Introduction of Weather station and computerized Laboratory equipped with G.I.S. & Remote sensing software in the Department of Geography.
- d) Remedial Coaching for SC, ST and other weak and slow learners.

1.3.2 What are the efforts made by the institution to integrate 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?

- a) It is already pointed out that the college has no authority to modify, enrich or organize the curriculum; it is the sole prerogative of the affiliating University.
- b) Other than this, as the college suffer by a huge shortage of fulltime teaching staff from a long time, it was not possible for us to try to enrich or organize the curriculum to enhance the experience of the students to cope with the needs of the dynamic employment market.

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. in the curriculum?

- a) For Gender related issue the college always tries to support lady students in different fields. There are a lot of girls students (Total no of Girls Students in

the academic session 2015-16 are 339 out of total no of students 770), maximum of them are coming from BPL and ST families. We have to provide a lady attendant for them paid by the college's own fund. The college has a very good girl's common room with sufficient toilet and bathroom facilities. We have also sent a proposal for construction a girl's hostel to the U.G.C.

- b) According to the curriculum of the University every part-III students have to study a 50 marks paper on Environmental Studies. Other than this the N.S.S. takes few classes and conduct different programmes on Environment related issues.
- c) The college conducted a one year foundation course on Human Rights Education from the academic session 2010-11 to 2012-13.

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

- a) Different value-added programmes are organized by the N.S.S. Unit of the college. Such as-
 - i) Motivation classes on community development,
 - ii) Classes and students rally on anti-plastic awareness,
 - iii) Door to Door campaigning on adult marriage etc.
 - iv) Environment cleanliness and Plantation programmes.
 - v) Thalassaemia awareness & Blood testing conducted with the help of Deben Mahato Sadar Hospital, Purulia.

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

- a) The feedback on the curriculum is obtained from the stakeholders, especially from the current students started after formation of the IQAC. The overall report of the feedback is handed over to the Teacher-in-charge.
- b) Some feedback is also received by the General Secretary of the Students Union at the meeting of the Governing Body. The Governing Body also takes appropriate measure by his feedback on enriching the curriculum. Some examples are –
 - i) More curriculum oriented text and reference books are purchased for the main library,
 - ii) To start Departmental Libraries,
 - iii) Spacious Reading Room for students,
 - iv) Provision for safe & cool drinking water.
 - v) To supply standard Laboratory table in Geography department.

1.3.6. How do the institutions monitor and evaluate the quality of its enrichment programmes?

Teacher-in-charge, with the help of other teachers frequently monitors and evaluates the quality of the enrichment programmes. The T.I.C. asks the teachers to carry on the extra-curricular and co-curricular activities in a proper way as the

quality of activities must not hamper. Moreover feedback from students helps in monitoring these programmes.

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?

As earlier stated, the college can not design or frame the curriculum, it is the sole responsibility of the Board of Studies of the University and as an affiliating college we have to follow this curriculum. As no members of our college is member of UG board of studies, so it is our beyond limitation to plan, design or development of the curriculum prepared by the university.

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? :

No, there is no formal mechanism to obtain feedback from students and stakeholder for curricular enrichment.

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 ?

a) In last four years there were no new programmes or courses introduced.

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?

Publicity in the admission process:

- a) The College ensures publicity in the admission process by notification hosted on College website [www..nsamsuisa.org](http://www.nsamsuisa.org) into provide ready and relevant information to stakeholders regarding admission. (Downloading of admission forms, eligibility criteria, intake capacity, rules and regulations, fee structure, courses offered, all admission related information, list of candidates selected for admission according to merit, etc.).
- b) A hard copy of the admission notification is placed on the college Notice Board with all information, Fees Structure and Date line.
- c) From the college office a hard copy of Prospectus is also available with all necessary information regarding the college for the new comers.

Transparency in the Admission Process:

- a) After publication of the 10+2 result, University convened a general meeting with all affiliating college regarding admission. A general outline is framed in this meeting. Then after discussion in the Governing Body, the college constitutes an Admission Committee with the T.I.C. as its Chairperson. This Committee takes all necessary steps for peaceful and transparent admission procedure.
- b) From the academic session 2015-16, online Admission procedure is introduced by the college. In this Process it was not necessary for the stakeholders to come to the college for admission. A very peaceful and total transparent admission is conducted through this process.

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.)

- a) The college offers only B.A. Pass and Honourse Courses(in four subjects) only. To admission in these courses we only judge the percentages of Marks they obtained in the 10+2 examination. Only this merit based admission procedure is conducted by the college.
- b) We have only one other programme running, which is “*Chhou Dance & Mask Making*”, an one year certificate course. The students who admitted in B.A. IstYear(Pass or Honourse), we took only 50 students from them for this course, specially the boys students. We select these students by giving a notice and meeting them all, who have some interest and capabilities in Chhou Dance or Mask Making, we choose them for this course.

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.

Table : 1

Name of the programme	Our college		Balarampur college		Kashipur M.M. mahavidyalaya	
	Max	min	max	min	max	min
Bengali (H)	81	46.2	81	45	72	45
Eng(H)	82.4	49	81	45	72	45
Hist(H)	77.2	45.2	81	45	72	45
Geo(H)	73	46	81	45	72	45
B.A.(Gen)	67	31.8	81	30	58	30

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 Teacher-in-charge reviews the admission process and students profile annually with the members of the Admission committee as well as with the members of the Governing Body. The outcomes of such reviews are as follows:

- a) The Admission Fees should not be increased more, keeping in mind about the rural surroundings of the college.
- b) Installation of a Help-desk for earlier off-line and later Online Admission Procedure.
- c) No monitory transaction in the college after the implementation of on-line admission process for student’s admission in the 1st Year.

OUTCOME:

The outcome of such effort was quite successful because there were no disparity, error or adverse situation took place in the college relating to admission in last few years.

2.1.3 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

- S.C./ S.T.
- O.B.C.

- **Women**
- **Differently abled**
- **Economically weaker section**
- **Minority Community**
- **Any other**

As an affiliating College under the S.K.B. University, Purulia and as a govt. aided college, we have to abide by the rules and regulations framed by the government of West Bengal , dept. of higher education regarding the seat reservation policy in 1st year admission. In this way the students from different communities and weaker sections of the society get their admission in this college.

- a) **For SC & ST:** As the college situated in tribal dominated hilly area, the students belongs to SC, ST, categories generally get themselves able in the selected list of students for admission on the basis of reservation policy. As per this policy 21% of seats reserves for SC category and 7% seats reserves for ST category students. But the population of ST people is more than SC category people. Many ST category students come in the merit list as UR category. In these ways the roll strength of ST students are more than SC students (please refer table no 3).
- b) **For OBC:** As per govt. of W.B. rule the OBC reservation is divided in two parts. One is OBC A (generally for Muslim Minority Community students) and the other is OBC B(generally for Hindu Community students). The percentages of reservation are 10% for OBC A and 7% for OBC B.
- c) **For Women:** There are no separate reservation policies for Women students for admission, but generally a large no. of girls students get their admission in every year and the percentages of girls students is increasing, majority of them are first generation learners.
- d) **For differently abled students:** The Differently abled students can get the advantages for admission in PH category,
- e) **Financially very weaker** students are supported financially by the Poor Funds of the college at the time of admission.
- f) **For Minority Community:** Minority students, especially the muslim minority can get admission as OBC A category, which is 10%. Other minority students are treated as general category.
- g) **Any other** : N.A.

Table: 2 Details of Student Strength during the Session 2014-15.

Year	Stream	Gender Profile(Category wise) 2014-15		
		Total	Male	Female
2014-15	B.A.	763	468	295
Percentage of Students		100	61.34	38.66

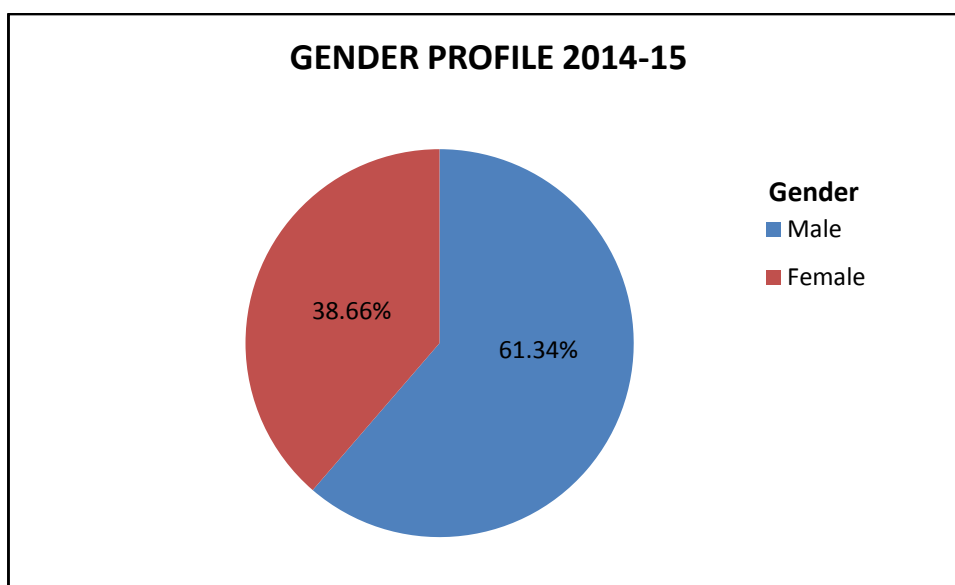
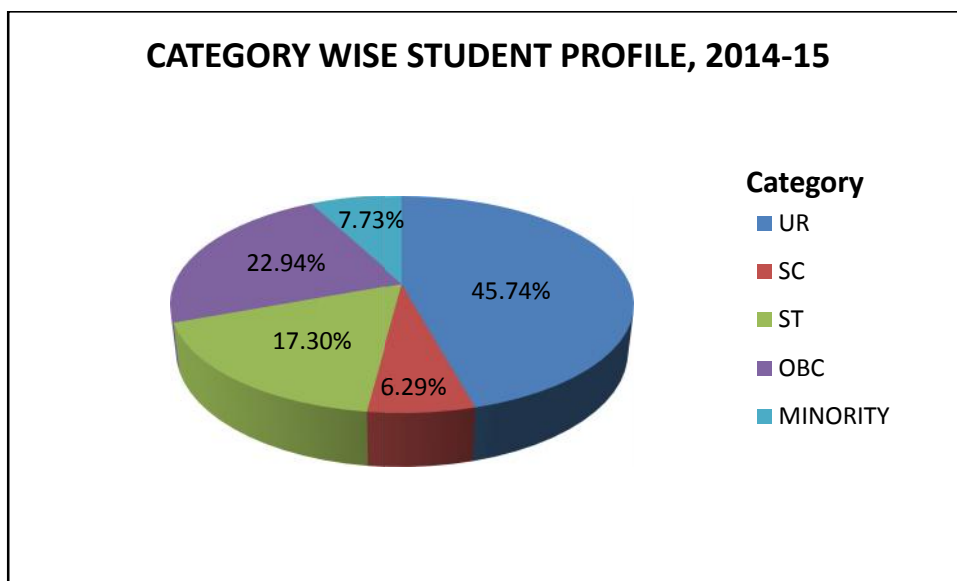


Table: 3 Details of Category Wise Student Strength during the Session 2014-15.

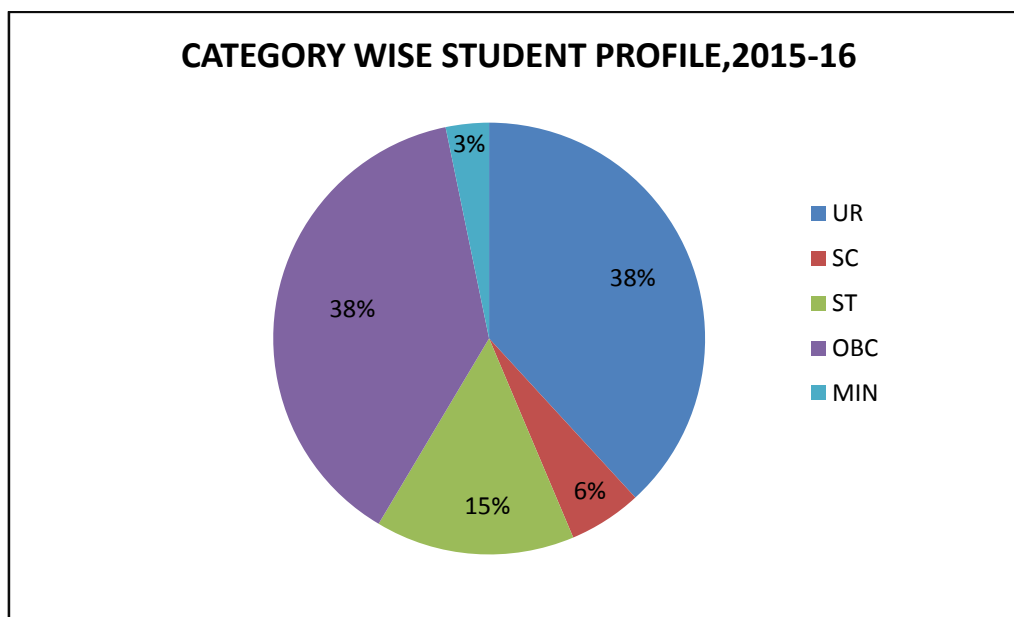
Year	Stream	Category Wise Student Profile, 2014-15					
		UR	SC	ST	OBC	MINORITY	TOTAL
2014-15	B.A.	349	48	132	175	59	763
Percentage of Students		45.74	6.29	17.30	22.94	7.73	100



The roll strength of the college is increasing every year. Though the college suffers due to the shortages of full time teachers and non-teaching staff from a long time, this is the main asset of the institution. The table below indicates all the categories of students are increasing in this college:

Table: 4. DETAILS OF THE STUDENTS STRENGTH OVER THE YEARS

YEAR	UR	SC	ST	OBC	MIN	TOTAL	MALE	FEMALE
2011-12	366	29	60	43	12	510	345	165
2012-13	441	35	94	90	11	671	491	180
2013-14	522	38	128	145	27	860	588	272
2014-15	349	48	132	175	59	763	468	295
2015-16	294	42	115	294	25	770	431	339



Observation: The above Table shows that the total enrolment increases every year except in 2014-15 and 2015-16, than 2013-14. But beside these the enrollment of girls' student is increased. In 2015-16 the girls' students are reasonably increased. The main reason for fall of enrollment in last two years than 2013-14 is the recent trends among the boys' students are to get their admission in neighboring state Jharkhand.

2.1.5. 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.

The college provides only four Honours Subjects and seven pass subjects during last four year. From the last four years the enrollment is increases in every year (Please see Table no 3) except 1n the year of 2014-15. The over all learning centric atmosphere, dedicated teachers, good running of classes, Library facilities increases the enrollment every year.

The details of the various programmes offered by the institution during the last four years are as follows:

Table: 5.

Season	2011-12	2012-13	2013-14	2014-15
PROGRAMMES	B.A.HONS.& GENERAL	B.A.HONS.& GENERAL	B.A.HONS.& GENERAL	B.A.HONS.& GENERAL
Number of Applicants	306	350	441	490
Number of Students Admitted	190	272	400	380
Demand Ratio	1:1.61	1:1.28	1:1.10	1:1.28

2.2 CATERING TO DIVERSE NEEDS OF STUDENT

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 caters to the needs of differently-abled students. There are sufficient low level benches and desks in front of the college office for their sitting. If necessary the teachers takes classes in ground floor of the building for the convenience of the differently-abled students. There is also a low level water filter for drinking water. Other than these, the college maintains reservation of seats for differently-abled students in every course as per the govt. rule.

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. The institution assesses the students' needs in terms of their knowledge and skills before commencement of the actual class. In every department, the concern teachers assesses the students' eligibility to carry on the subjects he/she has been selected. The teachers assess this by giving them simple question and asked them to write the answers in their own words. The teachers may identify the students' capabilities or weakness by putting them some oral questions.

2.2.3. What are the strategies drawn and deployed by the Institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice?

The teachers of various departments take remedial classes for the weak Students also with the SC & ST students. The teachers often take special Classes for all students. The college often hires some outside teachers/ good

University students for one or two months to bridge the knowledge gap of the enrolled students to enable them 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.?

- a) The college sensitizes its staff and students on gender issue. There are lot of girls students in this college and in every year it is increasing. The non-teaching staff of the college gives special attention in solving any office related problems of girls' students. As the college situated in a remote village, every boy's students and staff gives some kind of priority for the girls' students as they can return back to their home before the dusk. The college assigned a lady attendant on its own fund for taking care of the young girls' students.

- b) There is a very good atmosphere in the college regarding the inclusion of different tribes and castes, different religions and community of students. The NSS activities of the college play an important role in this field by group working and group living at the time of special camp.
- c) The college campus in itself is a good example of clean environment. The environment of the campus is free from any type of pollutant hazards. Every year the students, especially the NSS volunteers observe *Ban Mahotsav* from 14th to 21st day of July and plants different types of sapling in the college campus. The staffs of the college also take part in this event. Other than this the staff and some students take different types of initiatives to maintain a good and green environment in the campus.

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

The institution identifies the advanced learners through direct interaction with them in the classes as well as by the assessment tests. The college responds to their special needs and demand by the following ways:

- a) Extra advance-level books are recommended for them.
- b) Encouraging them to use the library more.
- c) The teachers also consult with them separately.
- d) Encouraging students for participation in Quiz, Debate and to write their answers in their own words and own view.
- e) Encouraging them in e-learning, by giving them some materials from internet.

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.)?

The college always put its endeavor on this issue that the drop out rate can be reduce. In this field the college takes the following steps:

- a) As the college situated in a very remote and economically weak area, maximum of its stakeholders is from the bellow poverty line families, the tuition fees and other fees are very low comparatively to the other colleges of the district. The college always tries that no students left the field of education due to his/her poverty. The college uses its poor fund and even un-officially the Teacher-in-charge and other teachers also spread their helping hands to avert any drop out due to financial constraint of any student.
- b) The college collects the data of the slow learners with interaction among them in the classes and by the assessment tests. The teachers of the concern departments puts the assessment test's mark in the I.Q.A.C.'s Assessment sheet and try to find out the slow learners. In this way the teachers analyze the data and information of the slow learners who are at the risk of drop out.
- c) The teachers and staff of the college always try to directly contact with the students of differently-abled. In this direct interaction we can find the academic problems of these students, and the concern teachers take

appropriate steps as he/she do not leave the college due to his/her academic or physical problems.

2.3 TEACHING-LEARNING PROCESS

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

Before commencement of a new session the teacher-in-charge meets with the all teachers of all departments. In this meeting every academic issues for the new session is discussed.

a) Academic calendar:

The college tries to follow the academic calendar framed by the University.

b) Teaching Plan :

The teacher-in-charge gives free hand to every teacher to prepare their own teaching plan. The teacher of every department distributed the parts of syllabus among themselves to which area they will teach. The teaching continues as per class routine. As an Arts stream college the students supplied maximum model answer in the class room. In this way, the teachers do not complete their duty just after delivering some lectures. Not only model answers, but also some model questions, other university questions are also supplied in the classroom. Some teachers plan their reading through power point presentation.

c) Evaluation Blue Print:

The Evaluation Blue Print is chalked out by the Teacher-in-charge with the consultation of the Coordinator of the I.Q.A.C. and the department's teachers. According to the academic calendars, generally the puja vacation begins from the mid October. Before the vacation begins we take the 1st Assessment test for every subjects, as well as Honours and General subjects. Before the 31st December, we take the 2nd Assessment test. The teachers put their endeavor on uplift of the students who were weak in the 1st Assessment test. The teachers also try to complete the syllabus for the part-III students within 31st December, as their Test examination should be taken within 2nd week of January. After that, special classes are taken for them for two or three week. Special classes are also taken for the students of Part-I & Part-II after their test examinations.

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

The I.Q.A.C. was formed with effect from 11.12.2014.

After its formation it started working. The following initiatives have been taken by it to improve the teaching-learning process:

- a) Proper initiatives taken for the carrier advancement of one teacher of the college.
- b) Prepared the Class Routine.
- c) Four departmental libraries are set up and started functioning.

- d) Initiative taken for the development of Geography Laboratory.
- e) Workshop regarding Quality Development in Higher Education was organized in the college on dated 11th Dec, 2015.
- f) State Level Seminar by the department of History was organized with the financial and other help of I.Q.A.C. on dated 15th Dec, 2015.
- g) Conducted Assessment Tests for every subject with the publication of results.
- h) Started to collect Feedback Reports from the students.
- i) Encourage teachers in their research.
- j) Encourage teachers and students to participate and organize few inter-disciplinary programme, such as Youth Parliament, Debate, Quiz etc. Essential books in these fields are supplied for the students.

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?

All possible efforts are made for the learning of the students of this college. All regular classes, some special classes, remedial classes are taken by the teachers. There are four departmental libraries and a main library with good quality and quantity of books & journals for the students. A reading room is also attached with the main/central library where students can read, prepare notes, and consult journals. There is a good laboratory for the students of Geography. They also go in yearly excursion where interactive learning is possible. The college organizes some programmes, such as seminars, workshop, Youth parliament, Quiz, N.S.S. special camps where students can interact among themselves for their collaborating and independent 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 institution nurture critical thinking, creativity and scientific temper among the students through the day to day learning-centric atmosphere of the campus. Through the main library and its reading room and through the departmental libraries we want to create a reading habit of the students. The teachers always expect some kind of creative and thought-provoking answer from the students. The Geography department creates different types of model relating to the earth. NSS volunteers do various types of social works by which they can motivate in scientific temper.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Example, 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.

In this category we are not so good. But Geography department uses modern technologies with computers facilities and G.I.S. software for its students. A weather station is build up by this department on the top floor of the college building. Some kind of e-learning is also offered in this department. Some materials available through internet are used by different departments.

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 members are exposed to advanced level of knowledge and skills through following ways:

- a) The students and faculty are encouraged to participate in different types of Seminars and Workshop in the district and outside.
- b) The teachers are encouraged to take part in different Orientation and Refresher courses organized by different Academic Staff Colleges of different Universities.
- c) The college also organizes few seminars and workshop for advanced level of knowledge for the students and teachers.
- d) The teachers are encouraged to carry on their research activities.
- e) The advanced students are supplied good and advanced books from the library. There are so many advanced books in the departmental libraries for the advanced students.
- f) The institution encourages the advanced students in college level and university level Quiz contest.

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

- a) When necessary the teacher-in-charge gives the psycho-social support to the students who often feel themselves unwell in their society and living. The process is face to face interaction with the needy students, he/she may be running students or outgoing. Job-seeker students often try to meet the T.I.C. for counseling. Near about 20 students are benefitted by this process.
- b) Other than this the teachers give necessary academic advise to the students.
- c) Economically weak students are also provided counseling by the T.I.C. and other teachers.

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 faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

During last four years the faculty took some initiatives for innovating teaching practices, these are:

- a) One teacher (Sri Goutam Kumar Mandal, Dept. of Bengalli) completed his Refreshers course on December, 2012 from A.S.C. Burdwan University.
- b) Project base teaching was started by the department of Geography.
- c) Good Boards (Green Boards) are set up in every class rooms for good board work.

- d) The teachers after attending some seminars or workshop try to utilize their experience for the students.
- e) Village surveys conducted by the NSS Volunteers to know the community better.
- f) The college provided essential software for Geography department and also some kind of training for its teachers.

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

- a) The college library purchased varieties of good books for the students & teachers.
- b) There are so many journals and few journals are subscribed regularly for the library.
- c) Two books for Honours students and one book for general students are issued from the main library at a time.
- d) As there is no librarian, two support staff with library-science knowledge has been hired by the college on its own fund for smooth running of the library.
- e) In library reading room, the students use the resources of the library. One staff issue books for library reading room and returns back when the students return it in the college hour on the same day.
- f) Other than the main library, the departmental libraries also issue books for the students. The departmental teachers handle this process, as there are no support staff for maintaining the departmental libraries.
- g) Old question papers of various exams in all subjects are available in the library.
- h) All students are provided a library card, after producing this card he/she can lend book/books from the library.

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.

Yes. Due to the shortages of teachers and comparatively broad syllabus of our affiliating university, we face challenges in completing the curriculum within the time frame. The students of part-III (H+G) can get less time than other students; on the other hand their syllabus is larger. We face challenges for these students only. To overcome these challenges following steps are taken by the institution;

- a) Special classes are taken after their test examination.
- b) Some outside teachers, university’s good students are temporarily hired.
- c) Notes are prepared for them in the class room.
- d) Extra books are issued for them from the departmental libraries.

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

- a) The teacher-in-charge (T.I.C.) monitors the direct teaching learning and also placed it in the Governing Body’s (G.B.) meeting if necessary. After consulting in the G.B. fruitful steps are taken.
- b) The T.I.C. often monitors and evaluates the quality of teaching-learning in the meeting of the departmental teachers. If some shortages are found, he takes necessary steps.
- c) After the formation of I.Q.A.C, its coordinator also monitors and evaluates the quality of teaching learning.

- d) Students feedback forms are also discussed in the teacher’s council’s meeting and necessary steps are taken by the T.I.C.

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?

As govt. aided colleges the name of the full-time teachers are recommended by West Bengal College Service Commission and the T.I.C./Principal appoints him/her, the G.B. approves this appointment in its later meeting. In this category, we have Six(6) teachers at present including the TIC. Other than this the G.B. has appointed five (5) part-time teachers. Presently these teachers are govt. approved and their monthly salaries are paid by the govt. The college, with the permission of the G.B. hired four (4) teachers temporarily to overcome the teaching load and completion of syllabus. The details of the teachers can be noticed at a glance from the following table:

TABLE: 6

HIGHEST QUALIFICATION	PROFESSOR		ASSOCIATE PROFESSOR		ASSISTANT PROFESSOR		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
	PERMANENT TEACHER						
D.SC./D.LIT.							
PH.D.					1		1
M.PHIL					1		1
P.G.			1		3		4
	TEMPORARY TEACHER						
PH.D.							
M.PHIL.							
P.G.					5		5
	PART-TIME TEACHER(Govt. approved)						
PH.D.							
M.PHIL.							
P.G.					5		5

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.

The college is purely an Arts stream college with four Honours subjects in Bengali, English, History and Geography. So, the above question is not applicable for us.

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) In the last four years the college was running with just two permanent teachers for three years, between them the senior teacher was acted as the Teacher-in-charge. The other permanent teacher SRI Goutam Kumar Mandal participated in the following programme for enhancing his teacher quality:

Table:7

Name of the Course	Place	Duration	Sponsoring Agency
Orientation Programme	A.S.C. Jadavpur University	30.01.12 to 25.02.12 (27 Days)	U.G.C.
Refresher Course in Comparative literature	A.S.C. Burdwan University	04.12.13 to 24.12.13 (21 Days)	U.G.C.

- b) After the college received four permanent teachers in the last one year the teaching quality has been rejuvenated. The college again started to conduct seminars and workshops for the development of the staff. The details of this type of seminars and workshops of the last four years are as follows:

Table: 8

TYPE OF PROGRAMME	DATE	TITLE	ORGANISING SECRETARY	SPONSORING AGENCY
SEMINAR	15-16/09/2011	Thoughts of Mahatma Gandhi: An Evaluation	GoutamMukhopadhy	UGC
SEMINAR	21-22/ 09/ 2011	Current Trends in Folk-lore studies.	Goutam Kumar Mandal	U.G.C.
SEMINAR	17-18/11/2011	In times of breaking the boundaries : Swami Vivekananda in the 21 st Centuri Global Village.	Tajuddin Ahmed	U.G.C.

SEMINAR	20-21/02/2012	Literature and Religion: an interface between imagination & belief.	Tajuddin Ahmed	U.G.C.
CONFERENCE	20.03.2015	Influence of Folk life and Culture on Indian Literature: with Special reference to English, Bengali & Hindi Literature.	Goutam Kumar Mandal&NavneetAcharya	U.G.C.
WORKSHOP	11.12.2015	Quality Development in Higher Education.	Goutam Kumar Mandal	I.Q.A.C.
SEMINAR	15.12.2015	The economic policy of South west Bengal in 19 th & 20 th centuries: with special reference to Manbhum.	Sudhodhan Kumar	I.Q.A.C. & COLLEGE FUND

- c) One outside expert have been outsourced by the college for two (2) days only in the current academic session for demonstrate Geography department’s teacher in G.I.S. software related matter which are installed in the laboratory of the department.

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 teachers are always encouraged by the college to enable themselves in research. The college cannot provide any grant for research, but it forwarded proper research proposals to the U.G,C. for minor or major research project. The college also furnishes no objection certificate for research from any other research bodies or university. At present the college, on its own power cannot permit study leave for any

teacher, it is subject to approval of the govt. The college also encourage the teachers to publish their research papers in reputed journals. By this effort our three teachers are engaged in their Ph.D. works and one teacher is continuing his minor research project.

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?

NIL

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?

❖ Evaluation of teachers by the students

- a) Yes. Recently, after the formation of I.Q.A.C. the college has introduced evaluation of teachers by the students. The feedback from students is obtained through a form by name “Students Feedback on Teachers”. The questionnaire of this form are used to judge a teacher’s ability in teaching. The I.Q.A.C. analyze these feedback form and gives the evaluative report teacher-wise to the T.I.C.
- b) After receiving the evaluative reports from the I.Q.A.C. the T.I.C. meet with the teachers and discusses about the report. The weak teachers are asked to improve his quality of teaching by reading, library works, keeping notes and many more.
- c) No, we have not started any feedback from external peers right now. But we want to do this by our alumni very soon.
- d) The teachers are evaluated by the department of higher education, govt. of W.B. and by the university in the process of their carrier advancement or C.A.S.

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?

- a) The students are informed quite advance before the evaluation by giving a notice on the notice board.
- b) At the meeting with the teachers, the T.I.C. finalizes the date of the evaluation.
- c) As per the academic calendar of the university, the college schedules its internal evaluations.
- d) The teachers also discuss with the students at the classroom about the evaluation process.
- e) The I.Q.A.C. also takes initiative to conduct the evaluations at appropriate time.

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?

- a) Our affiliating university S.K.B. University, Purulia started its functioning since 2011. After that the University introduced new syllabus of all subjects of undergraduate courses. The three year examination system is divided in three parts, part-I, part-II & part-III. This evaluation system is adopted by this college.
- b) The new pattern of questions has been introduced.
- c) The college also sets questions papers according to this pattern in its internal evaluations.
- d) There are post publications of Review and Scrutiny systems in the University. Students can see their marks and answer script by Right to Information Act.
- e) The institution does not initiated any reforms in this regard.

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 institution ensures effective implementation of the evaluation reforms of the university by its internal evaluation process such as assessment test and test examinations. According to the university syllabus and evaluation system we do our question papers in our internal evaluations.

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

The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extra-curricular front to measure student achievement:

a) Curricular front:

- ❖ Formative evaluation approaches include arrangement of
 - Assessment Tests.
 - interactive sessions in the class room for every departments.
- ❖ Summative evaluation approaches include
 - Final test examinations before University examination
 - University Exams
 - Annual meet of alumni (will be start).

b) Co-curricular front / Extra-curricular front (Cultural level)

- ❖ Formative evaluation approaches
 - Debates, Quiz, contests, Youth parliament competitions are organized.
- ❖ Summative evaluation approaches
 - Trained students appear in district level or intra-college and state level competitions

c) Extra-curricular front (Sports level)

- ❖ Formative evaluation approaches
 - Sports Trials are conducted.
 - Students selected in Sports Trials are trained for better performance in higher levels.

❖ **Summative evaluation approaches**

- Students trained appear in competitions at district.

A few examples which have positively impacted the system:

- In the academic session 2014-15, two students were district champions in quiz contest organized by the University and participated in the state level competition.
- A neighboring village (Raidih) was adopted village by the NSS unit of the college. The Volunteers took so many initiatives for cleanliness of the village’s most roads, surroundings of the drinking water sources, and drains also. Recently another village (Tunturi) is the adopted village, and the volunteers do their works for general health awareness related issues. The volunteers of NSS unit also take special classes in the primary schools of adopted village with the permission of the headmasters .

2.5.5 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 institution monitors and communicates the progress and performance of the students through the duration of the course by results of the different assessment, Tests examinations and final examinations. Other than this the teachers can assess the progress of the students through the class discussions, question-answer sessions.
- The table bellow shows the result of our students (% of passing) for the last four years:

Table:9

Final Exams	2012	2013	2014	2015
BENGALI(H)	57.14	64.51	72.72	23.33
ENGLISH(H)	55.55	60	0	25
HISTORY(H)	41.66	42.85	62.50	50
GEOGRAPHY(H)	33.33	12.50	66.66	16.66
B.A.(GEN)	15.38	38.88	20.83	2.12

- Explanation :
From last three years we have faced a huge shortage of permanent teachers. Due to this we are not able to provide very good result. Other than this we have to enrolled bellow quality of students than other colleges .The result also reflects this. In 2015 the university’s result itself was poor.

2.5.6 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 behavioral aspects, independent learning, communication skills etc.)

The institution conducts its test examinations and assessment tests as internal assessment. From the last four years the college strictly maintains the system that without sitting in the test examinations no one were allowed to sit in the final examinations. From last one year we are taking the assessment tests twice a year after the functioning of the I.Q.A.C. But the weightages for behavioral aspects could not maintain. Though Independent learning and communication skills in the answer scripts are gladly accepted.

2.5.7 Does the institution and individual teachers use assessment/evaluation 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.

Yes, the teachers’ uses assessment tests as an indicator for evaluating students’ performance. The student who could not performs well in the assessment test’s result; teachers take some attention for these students in and outside of the classroom for their future progress.

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

Students’ redressal of grievances with reference to evaluation at the college and university level are taken in following ways:

a) At College level :

The students are allowed to see their assessment copies by their own as they can find their mistakes and do better in next examinations.

Apart from this recently the college started its Grievance Redressal Cell. Grievance Redressal Box is placed in front of the college office. If any grievance comes in this box with reference to evaluation, necessary actions are taken.

b) At University Level :

For the Final Examination for each degree, under the affiliated University (Part I, II, and III), the College has to follow the rules and regulations for redressal of grievances regarding evaluation. Under the affiliated university (Sidho-Kanho-Birsha University), the College collects filled-up forms given by the university for the students in specific subjects and papers according to the rules and as desired by the students for re-examination/self-inspection of scripts, forwarding them to the University for further action. After four/five months the university communicates with the college about those student/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?**

The college stated its learning outcomes in its prospectus and website.

2.6.2 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 institution structured to facilitate the achievement of our intended learning outcomes through following ways:

- a) Dedicated teachers who structured our teaching, learning and assessment strategies.
- b) Good class rooms and learning-centric atmosphere.
- c) Good library and its reading room.
- d) Departmental libraries.
- e) Equipped laboratory for the students of Geography department.
- f) Evaluation and assessment process.
- g) Co-curricular activities.
- h) Excursion and participation in sports.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The institution takes some initiatives in this field in the following ways :

- a) Recently a Carrier Counseling cell is set up. Through it we help the students in finding quality jobs for them.
- b) Prior to set up this cell, the teacher-in-charge and other teachers helped so many students in their entrepreneurship and to find quality jobs.
- c) Through organize seminars the institution measures the social relevance of the course offered.
- d) As our college is an Arts stream college and quality of jobs are limited, the college also encourage few the students to try their best to go in the service of civil defense or in the defense sector. A huge no of students got their jobs in these sectors.
- e) Through our C.O.P. course of *Chhou Dance & Mask Making* , students can use it as free enterprise in the society.
- f) Keeping in mind the very rural and economically unwell surroundings, the admission fees of this college in every courses are quite low comparatively other colleges. By this initiative, the number of admission in all courses is satisfactory.

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

The college collects the learning data of the students by its results of various examinations, including Assessment Test, Test examinations and final examination. The Teacher-in-charge meets with all teachers and analyzes the data on students learning outcomes. The assessments tests data are preserved by the I.Q.A.C. Through this data the teachers plan their future teaching and try to overcome the barrier of learning of the students.

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

The College monitors the achievement of learning outcomes through IQAC and Teachers’ Council’s meeting. Sometimes It is also discussed in the meeting of the Governing Body. As per decisions taken in these bodies, the departments and individual teachers ensure the achievement of learning outcomes by:

- a) To find out slow learners & good learners.
- b) After find out the slow learners, teachers emphasize more on them in class teaching.
- c) Taking special classes after test examination for good result.
- d) Organizing seminars etc.
- e) Taking remedial classes
- f) Organizing area specific courses and programmes, educational tours.
- g) Conducting Project works and excursion in Geography department.

2.6.6 What are the graduates attributes specified by the college/affiliating university? How does the College ensure the attainment of these by the students?

- a) The graduates from this college are good human for the society. They are coming from a rural surrounding, and after passing out as graduate they love their villages and as well as to the nation. Through its courses, college atmosphere of teaching-learning, these graduates never forget their college.
- b) The college just started its alumni association. Through this association we try to enhance the ability of the graduates of the college.

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, currently the institution does not have any such recognized research centre.

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.

Yes, the institution just set up a research committee to monitor and address the research issue. The composition of this committee is as follows :

- i) Kinkar Das (Chairperson and the T.I.C.)
- ii) Goutam kumar Mandal (Coordinator, I.Q.A.C)
- iii) Inamul Haq (Member)
- iv) Navneet Acharya (Member)
- v) Pravat Mandal (University Nominee of the G.B.)

No such recommendation has been made by the committee just now.

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

The institution gives free hand to every faculty members to do their research work. It also gives no objection certificate whenever necessary for registration in any research institution or university to do any academic research.

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

The college being undergraduate one and also suffered a long from the lack of teachers and adequate staff so could not develop scientific temper and research culture in an organized way. Besides this the college is an under graduate college, so there lies a little scope for it. Still efforts from our side are being continuously taken out to develop healthy research culture among the students. Some of such initiatives of the college are as follows:

- A. By organizing various seminars and workshops in order to develop a healthy atmosphere of interaction with eminent scholars and researchers.
- B. By involving the students in various syllabuses based and other project works.
- C. By arranging Books, Journals and Magazines of research importance in the Library and modern equipments in Geography laboratory.

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.

One of our faculty member Tajuddin Ahmed (who resigned on 1.8.2012 to join Aliah University, Kolkata) was engaged in a project of Vidyasagar University's English department in 2011-12. The name of this project was "Peoples Linguistic Survey of India : West Bengal". His work was to - "Documentation and translation of indigenous languages and literatures of West Bengal". Our faculty member Pulakeswar Mahato(dept. of Geography) and group D staff Budhram sing Mura was acted as his assistant.

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

Sensitizing programmes, Seminars on different issues related to environmental awareness and health are regularly organized by the N.S.S. Units and various Departments of the College.

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

As the college is remote college in a very enriched folk-cultured area and of enriched history of Jain civilization, our priority research is on area based field survey related work of regional history, folk-lore and culture.

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

The institution is continuously involved in organizing Workshops, Seminars and Conferences in order to attract researchers of eminence to visit the campus and interact with the teachers and the students in order to deep root research interests among them. An overall list of such efforts is given in section 3.7.4.

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?

Nobody took this types of leave till now.

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).

- Required leaves are sanctioned to the researchers for presenting research papers in various International and National Conferences organised by various colleges and universities by the faculty.
- Encouragement for publication in various International and National refereed research journals ,articles in edited volumes, books, seminar proceedings etc is being provided by faculty.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

As there is no specific research centre in the college, so there is no special provision for budget allotment for it. But the individual researcher usually applies for his/her financial resources from different funding agencies like UGC etc.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Not applicable for our college.

3.2.3 What are the financial provisions made available to support student research projects by students?

No specific financial provisions.

3.2.4 How do the various departments/ units/ staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Till date we don't have such Inter-disciplinary Research projects but some individual departments and it's teachers are engaged in their concerned subject's research projects.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The institution ensures optimal use of its various equipment such as computers, laptops, printers, cameras for the use of research by its faculty members. Other than this they regularly use the library books and journals for their research.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No such special grants received.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

There is one Minor Research Project going on in the institution and it is funded by UGC. It's details are as follows:

Table no 10.

Sl no	Name of the investigator and department	Title of the project	Funding Agency	Amount Sanction	Amount Received and Date	Present Status
1	Goutam Kumar Mandal, Bengali.	PashchimPuruliarBibaha-Geeti :SimantaBanglarJanajati o SamajBhabna.	U.G.C.	1,25,000	1,25,000 Date: 18.3.2014	About 250 marriage songs are collected by a huge field work. Two Publication –i)in BankurarKheyali(ISSN No- ISSN 2348-389X), ii)Anustup(ISSN No-0974-2697). Upto march,2016 it will be submitted.

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college being an undergraduate Institution has no such Research scholars. But, there are some modern Research equipment which can be used for carrying out advanced Research. Such as, a good library with very good collection of Journals and valuable books. Other than this library we have four departmental libraries, computers, printers, laptops, photo-copier, cameras etc for research.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- a) The college library has a good collection of books and journals. Our main strategies are to buy more books for the library.
- b) To engage teachers in their research and to encourage them to apply to the various research agency for funding.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

No

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

NIL

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The library has some sections which include Research oriented journals and text books for Teachers and students. The following journals are available in the library for research:

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

Not applicable for us.

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----- Nil

Original Research contributing to product improvement ----- Nil

Research studies or surveys benefitting the community or improving the service- Nil

Research inputs contributing to new initiatives and social development ---- Nil

Our faculty member published many research papers in many reputed journals.(Please see Departmental Profile).

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?

The college doesn't publish such research journals.

3.4.3 Give details of publications by the faculty and students:

Publications of the students are not reported. Publications of the faculty are as follows:

Table 11:

Sl no	Name of the faculty	Department	No of Publications				
			In peer reviewed journal	Chapter in Books with ISBN	Books edited with ISBN	Books written with ISBN	Any other
1.	Kinkar Das	Bengali	-	-	-	-	2
2.	Goutam Kumar Mandal	do	6	9	2	1	4
3.	KapilcharanGanguli	do	-	-	-	-	-
4.	NavneetAcharya	Hindi	14	-	1	-	-
5.	Umashankar Roy	English	-	-	-	-	-
6.	EnamulHaque	Geography	1	2	-	-	-
7.	DibakarGorain	do	-	-	-	-	-
8.	PulakeswarMahato	do	-	-	-	-	-
9.	Sataphalder	Philosophy	-	-	-	-	-
10.	MakarchMahato	Pol.Sc.	-	-	-	-	-
11.	Sudhodhan Kumar	History	-	-	-	-	-

3.5 CONSULTANCY

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

The college has no such strategies.

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

The Institute does not have that type of Infrastructure to take up a consultancy project.

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

The college provides flexibility to the teachers in the following areas:

- a. Encourage to attend Orientation and Refresher courses.
- b. Holding of National Seminars in College premises.
- c. Providing duty leaves to attend Seminars, workshops, Conferences.
- d. Giving no-objection certificate for any outside academic research.

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

Not Applicable.

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?

No such policy.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

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

The institution promotes institution-neighborhood-community network in this way:

- a) The institution feels proud for its low-profile students, who are coming from poor and middle class families.

- b) The institution also feels proud for its girls students, majority of them are coming as first generation learners.
- c) The girl students after completion of their graduation also feel proud for their college. There is a scope for them to engage in any type of social work or personal entrepreneurship.
- d) The majority of our students are from poor OBC and ST families. They often find govt. or other jobs after completion their graduation. They never forget their old institution. They often come to visit us. Presently we are going to start our Alumni Association for maintaining this relationship in an organized way.
- e) The NSS volunteers works for the various community development, by these the relationship between the institution and community develops.
- f) Through NSS works the volunteers become good citizen of the country with sense of work for others.
- g) The college often gives its one or two rooms and other infrastructure facilities to nearest villagers or NGOs for their any social service related programmes.
- h) A staff of the B.D.O. Bagmundi who is a local villager is our I.Q.A.C member.

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

Institution always want to track students in various social involvement. The N.S.S. volunteers do a great job in this field. They take various community development work by which their social responsibility can grow. This is the list bellow of the N.S.S. work from last four years:

- a) Observation of red-letter days.
- b) Observation of *Ban-mahotsav* (from 14th to 21st july)
- c) Cleanliness of adopted village (first Raidih and then Tunturi)
- d) Cleanliness of Primary health centre(Tunturi),for seven days at the time of special camp.
- e) Cleanliness of Suisa Railway station every year for two or three days.
- f) Awarness programme regarding child marriage, hygiene, Use of latrine etc.
- g) Anti-plastic awareness rally.
- h) AIDS awareness programme.
- i) To help the primary school teachers of adopted village (Tunturi) in taking class of lower level students.
- j) Taking home survey of village.
- k) Obsevation of *Rashtriya Ekta Diwas* on 2014.

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

The institution gives emphasis on stakeholder perception on the overall performance and quality through various ways ,some of them are :

- a) Through internal Assessment tests.
- b) Through teacher’s feedback system. The students can avail the opportunity to assess the teachers as well as the institution.

- c) At recent times, we are going to form the alumni association; through this we can judge our performance.

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 programs and their impact on the overall development of students.

Extension (N.S.S.) and Outreach programmes (others) as undertaken by the college can be divided into two parts, which are :

- a) Educational extension programmes : This include exhibitions and quiz competitions, participation in Youth parliament programmes, Organizing of different workshop and seminars, interaction with other institution’s experts etc.
- b) General extension programme: This programme is administered by N.S.S. The working details of N.S.S. are given above in item no 3.6.2. The budgetary details of this programmes are as follows:

Table No-12

Programme	Activity	Year	Amount received	Expenditure	Remarks
N.S.S.	Normal	2011-12	NIL	2,800	
		2012-13	22,000	16,608	
		2013-14	26,900	24,464	
		2014-15	26,500	---	Yet to audited.
	Special	2011-12	22,500	20,659	
		2012-13	Nil	Nil	
		2013-14	22,500	24,487	
		2014-15	22,500	---	Yet to audited.

Impact on overall development of students: Both extension and outreach programmes have great impact on students. These types of programmes enables them how to work as researcher, academician, how to improve their debate quality and also how to work for the community at the very lower level. These programmes create overall development of the personality of the students.

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

- a) Yes, the institution promotes the participation of students and faculty in the extension activities including participation in N.S.S. The faculty members guided the students in quiz contest or in youth parliament competition. After beginning of a new session, the N.S.S. programme officer chooses 50 volunteers from the first year students. We have only one unit, and according to the guideline we have 100 volunteers. The college always welcome the students to take part in N.S.S.

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?

No such project has been taken under research or extension work. However small scale home surveys of adopted villages and other villages too, had been undertaken by N.S.S. The details of this survey is given bellow:

Table no 13.

Year	Title of the Survey project	Name of the village	No of house surveyed.
2011-12	Survey on Children (bellow 8 Years of age)	Raidih	30

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.

Objectives of our extension activities of N.S.S:

- To understand the community better.
- To minimize the gap of community and campus.
- To work for others, as the basic motto of N.S.S. is “Not me but you’.
- To feel love for the nation.
- To build social responsibility and leadership.
- To create the mentality of sharing and group living.

Expected outcome of N.S.S.

- By working for the community students understand it better.
- By working for the community, the gap between community and campus reduces.
- Social responsibility grows.

d) Awareness regarding social evils and unhygienic surroundings.

HIV/AIDS programme:

Objectives:

a) To build awareness about the disease.

Outcomes:

b) Students acquire knowledge about this disease.

c) To make them aware that consciousness is the only way to fight this disease.

d) To propagate consciousness among others in the community about this disease.

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?

The institution tries to ensure the involvement of the community in its reach by the following activities:

Table no 14.

Date	Event	Target
4.2.2011	Blood Donation Camp	To the whole community
11.3.11	Child survey of Raidih village	To the whole villagers.
23rd January, Every year.	Netaji birth day Celebration at the college with the respected aged people of the locality.	Students and local community.
26.3.2014	Blood collected from 300 students Thalassaemia Test	To awareness regarding the diseases. Every family of the students was the target.
24.2.14	Anti-plastic awareness rally	The neighboring community.
20-24.2.14	Cleanliness of primary health centre.	To the whole community
20-25.2.14	To teach lower level students at various primary schools of Tunturi village.	To the little children.

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.

No such relationship is there in the college. But in various programmes we invite the students and staff of two local high schools and often they come to participate.

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.

Two of our students stood first in the district inter-college quiz contest organized by the dept. of parliamentary affairs, govt. of W.B. in 2014-15. The name of these students are :Swapan kumar (dept. of Bengali) and Jogeswar Kumar(dept. of Bengali). The other community development works of N.S.S. during the last four years are:

Table no15.

Years	Community work	Work place	No of students participated
2011-12	Cleanliness of adopted village, primary school campus & village drains, child survey, helping the pri. School teachers in their classes, plantation work, beatification of campus etc.	Raidih village& college campus	90 +
2012-13	Cleanliness of water sources area, village paths, School premises, suisa rly. Stn platform, Tunturi pri. health centre , making village roads, AIDS awareness activities, plantation etc.	Tunturi & Suisa village, and college campus.	90+
2013-14	Cleanliness of Tunturi pri. Health centre on daily basis for 7 days, school campuses, village paths& temple areas, suisa rly. Stn platform, helping the pri. School teachers in their classes, anti-plastic rally, plantation etc.	Tunturi & Suisa village, and college campus.	90+
2014-15	Thalassaemia & AIDS awareness work, cleanliness of village paths, water sources, beatification of campus, plantation etc.	Tunturi village & college campus.	90+

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.

We have no collaboration of this type.

3.7.2 Provide details on the Mo Us/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.

Not applicable for us.

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.

Not Applicable.

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.

The following table will provide the name of eminent participants who contributed in our events of last four years:

Table-no 16.

Sl . No.	Date	Type of programme	Title of programme	Eminent participants
1.	21-22/09/2011	State level Seminar	Current Trends in Folk-lore studies.	Prof. Barun Chakravorty (Retd. Prof. of Kalyani University, dept. of Bengali), Dr. Pashupati Mahato (Director, Centre for studies and research for indigenous people of India, Kolkata).

2.	15-16/09/2011	State Level Seminar	Thoughts of Mahatma Gandhi-An Evaluation.	Dr. Chittaranjan Palit (Retd prof.Jadavpur University) Dr. Ranjan Chakravorty (presently V.C. at Vidyasagar University, Midnapore), Dr. Pradipkr Chatterji (dept. of History, Burdwan University), Dr. Abhijit Sarkar (dept. of History, Durgapur govt. college).
3.	20-21/02/2012	National Seminar	Literature and Religion : an Interface between imagination and belief.	Dr. Satyaki Paul (assoc. Prof, dept. of English, R.K.Mission residential college, Narendrapur, Kolkata), Dr. Sumit Chakravorty (presently assoc. Prof in English, Presidency University, Kolkata), Dr. Parthasarathi Gupta (dept. of English, Tripura University).
4.	17-18/11/2011		In times of breaking the boundaries : Swami Vivekananda in the 21 st Centuri Global Village	Swami Atmapravananda, (Secretary, R.K.Mission Vidyapith, Purulia), Swapan Bandyopadhyaya (asst. teacher, R.K.Mission, vidyapith, purulia), Apurba Saha (asst. prof. dept. of English, S.K.B. University, purulia).
5.	20.3.2015	National conference	Influence of Folk-life and culture on Indian Literature: with special reference to English, Bengali & Hindi Literature.	Tanuja Majumder (H.O.D., Hindi, Presidency University), Subrota Kr. Paul (H.O.D., Bengali, Ranchi University) Tajuddin Ahmed (Dept. of Eng, Alia University) Ashispathak (deputidirector, publishing dept, Viswabharati Univ)
6.	11.12.2015	Workshop	Quality development in higher education.	Dr. Shantanu Chatterjee, (Principal, J.K.College), Dr. Priyanath Halder (I.C., S.K.B. University)
7.	15.12.2015	Seminar	Economic policy of south-west Bengal in 19 th & 20 th century: with special	Prof. Dipak Ranjan Mandal (V.C., S.K.B. University), Goutam Mukhopadhyaya (asst. prof. dept. of History, S.K.B. university), Aurobindo Chatterji (asst. prof. dept. of Bengali, Bankura University).

			reference to Manbhum.	
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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

No MoS have been made, but we have organized the above mention (Table no 15, sl no 5) national conference with the academic collaboration with Gandhi centre, dept. of Hindi, Presidency University.

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

Not applicable.

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 basic goal of the college is to Create and enhance the infrastructural facilities to improve the teaching-learning process. It also aims to extend the maximum possible educational amenities to the ever increasing number of students. The Governing Body also aims to create and enhance new infrastructure and renovate the existing infrastructure as per the demands of new courses, syllabi and increasing enrolment. The college implements its policies by the appropriate sub-committees.

4.1.2. Detail the facilities available for:

- **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.**
 - a) **Classrooms:** Our institution has 14 classrooms of different sizes, from 40 to 210 seating capacities. Classrooms are well-lighted, well-ventilated; most of them have green board.
 - b) **Seminar halls:** Our College has one large seminar hall with 210 seat capacity (We use it as normal classroom).
 - c) **Tutorial spaces:** Several smaller classrooms are used as tutorial spaces, basically for honours classes.
 - d) **Laboratories:** There is a well equipped laboratory for practical based subject Geography.
 - e) **Botanical garden:** Our College has no botanical garden but there are 378 trees within our campus which have economic importance.
 - f) **Animal house:** None
 - g) **Specialized facilities and equipment for teaching, learning and research:** One white board with marker for Geography Department, Green boards with dust-free chalk for maximum class rooms, availability of LCD Projector, modern equipments in laboratories.

- **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) **Sports:** Our College organizes annual sports for students. Our students take part in University sports and District athletic meets regularly.
 - b) **Out door and indoor games:** There is a playground within our campus which is the only space for outdoor games like football, cricket, volleyball etc. But the condition of the playground is not so

good. There are no separate spaces for indoor games, like carom, chess etc. for boys', girls' and staffs.

- c) **Gymnasium:** None.
- d) **Auditorium:** None
- e) **NSS:** One unit actively serves college as well as locality.
- f) **NCC:** None
- g) **Cultural activities:** Our college organizes a cultural programme for fresher's welcome in September every year, recitation, singing, quiz, debate and youth parliament competition regularly. Annual cultural program is organized by student's council.
- h) **Communication skills development:** Done through Seminars, workshop Programmes organized by NSS and other units of the college.
- i) **Yoga, Health and Hygiene:** No specific units.
- j) **Public speaking:** Through programmes organized by N.S.S., Students' Council and college to observe different red-letter days.

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).

Emphasis is laid upon on plans in respect of increasing student enrolment (from 672 in 2012-13 to 770 in 2015-16), purchase of modern equipments for laboratories, purchase of books in library (main and departmental) construction of hostels, and development of playground. Naturally such plans assure that the available infrastructure is in line with institution's academic growth.

For amount spent Please refer Que no 4.4.1.

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

The institution has no special infrastructure facilities for the person of differently abled. But we have made one low bench with proper table just outside the college office for the purpose of their sitting. There is also a drinking water facility with a low level tap.

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

- a) **Hostel Facility–Accommodation available:** There is a boy's hostel within the college campus with 30 seat capacity.
- b) **Recreational facilities, gymnasium, yoga center, etc.:** Common room for Boys' and girls' is located within the campus.
- c) **Computer facility including access to internet in hostel:** No
- d) **Facilities for medical emergencies:** General first aid facility is available.

- e) **Library facility in the hostels:** None
- f) **Internet and Wi-Fi facility:** Internet facility available with wireless modems.
- g) **Recreational facility-common room with audio-visual equipments:** Yes one seminar room and one staff room for teachers which serve this purpose.
- h) **Available residential facility for the staff and occupancy:** No such facility.
- i) **Constant supply of safe drinking water:** There is a constant supply of safe drinking water through a filter machine.
- j) **Security:** The college has a permanent night guard. As day-guard retired, one man is hired for this purpose on contractual basis by college's own fund.

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?

- a) Several students are trained in First Aid treatment through NSS and other units of the college.
- b) First Aid Kits are always available at office.
- c) Experts often visit our college to deliver lectures on health consciousness to the students and staffs.
- d) An expert homeopathy doctor will visit our college from January 2016, for 2 hours in a week to provide basic health care to our students.

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, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Table :17

Special Unit	Space Available	Facilities
I.Q.A.C.	Yes	One computer with printer, Table, Chairs, Sofas, and one Almirah.
Grievance Redressal Unit	Yes	One chair& table in teachers room, one grievance box outside the college office.
Women's cell	No	N.A.
Counseling and career guidance	Yes	One Table , chair, Almirah in the IQAC room with all job oriented papers.
Placement Unit	No	N.A.
Health Care centre	temporary	One chair and table with an almirah.
canteen	Yes	Well furnished room with all facilities.
Recreational	Yes	For students only. One room for boy and one

spaces for staff and students		for girl students.
Safe drinking water facility	Yes	One Blue Star machine with cooling system.
Auditorium	No	N.A.

There is also an open stage facility within the campus for any kind of cultural performance.

4.1 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?

No. At present the library has not such committee. But jointly the T.I.C. and the library clerk with other faculty members took some decision regarding library, purchasing of books etc.

4.2.2. Provide details of the following:

Total area of the library- 58.55 sq meter.

Total area of the library reading room- 58.55 sq meter.

Total seating capacity in the reading room- 50

Table:18

Working hours:

On working days	Monday to Friday- 10 A.M.-5 P.M. Saturday- 10 A. M.- 2-30 P.M.
On holidays	Closed
Before examination days	Monday to Friday- 10 A.M.-5 P.M. Saturday- 10 A. M.- 2-30 P.M.
During examination days	Monday to Friday- 10 A.M.-5 P.M. Saturday- 10 A. M.- 2-30 P.M.
During vacation	Closed

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.

Mainly two methods are followed for purchasing new titles or journals. Firstly, books duly recommended by the teachers and sanctioned by the T.I.C. and purchase committee are purchased for the library. Secondly, the library send catalogues to the teachers for selecting books which are further sanctioned by the T.I.C.

Faculty gives suggestions for subscribing periodicals and journals in their respective subjects.

The table below gives the data of the purchasing of books for the library during the last four years:

Table:19

LIBRARY HOLDINGS	2011-12		2012-13		2013-14		2014-15	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text Books	536	72950	1524	280154	1771	230166	180	33802
Reference Books	25	3705	209	31756	50	11797	5	672
Journals/Periodicals	8	1160	9	7175	7	555	-	-
e-resources	-	-	-	-	-	-	-	-
Any other(Gifts)	--	-	-	-	-	-	-	-

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

- O.P.A.C. : **No**
- Electronic Resource Management package for e-journals : **No**
- Federated searching tools to search articles in multiple databases : **No**
- Library Website : **No**
- In-house/remote access to e-publications : **No**
- Library automation : **We are going to start**
- Total number of computers for public access : **No**
- Total numbers of printers for public access : **No**
- Internet band width/ speed 2mbps ✓ 10 mbps 1 gb (GB)
- Institutional Repository : **No**
- Content management system for e-learning : **No**
- Participation in Resource sharing networks/consortia (like Inflibnet) : **No**

4.2.5. Provide details on the following items:

- Average number of walk-ins : **70/day**
- Average number of books issued/returned : **45/ day**
- Ratio of library books to students enrolled : **11 : 1**
- Average number of books added during last three years : **3,475**
- Average number of login to opac(OPAC) : **No**
- Average number of login to e-resources: **No**
- Average number of e-resources downloaded/printed : **2**
- Number of information literacy trainings organized : **No**
- Details of “weeding out” of books and other materials : **Very minimum**

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

- Manuscripts : **No**
- Reference : **Yes**
- Reprography : **No**

- ILL(Inter Library Loan Service) : **No**
- Information deployment and notification : **Yes**
- Download : **Minimum**
- Printing : **No**
- Reading list/Bibliography compilation : **No**
- In-house/remote access to e-resources : **No**
- User Orientation and awareness : **Yes**
- Assistance in searching Databases : **Yes**
- INFLIBNET/IUC facilities : **No**

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

- a) The library staffs are always at the service of the library users.
- b) Library staffs help readers trace the books they require.
- c) Maintaining separate reading rooms for students.
- d) There are some spaces in the library for teachers' to read and taking data.
- e) Arrival of new additions and editions are informed to the Faculties and Departments.

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

- a) There are low benches and desk for the physically challenged persons in the library reading room.
- b) Library staffs always give priority in searching of books for the physically challenged persons.
- c) We are yet to offer any facilities for the visually challenged persons.

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?)

A students' feedback on institution has been introduced from current session which also include in the library service. From this feedback we will analyze the library system in near future.

IT Infrastructure

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

Number of computers with configuration available at the institution:

Table:20

Sl. no.	Location	Branded(BPC)/ Assembled(APC)/ Laptop	Configuration	Number
1.	Principal's Chamber	H.C.L. Desktop	Pentium (R), Duel-core, CPU E 5500 @2.80 GH2, 2.80, RAM 2.00 GB, 32 bite, 17inch LCD, 500HDD.	1
2.	office	H.C.L	Pentium (R), Duel-core, CPU E 5800 @3.20 GH2, 3.20, 2.00 GB RAM, 32 bit, 17" LCD, 500HDD.	1
3	Office	H.C.L	Pentium (R), Duel-core, CPU E 5800 @3.20 GH2, 3.20, 1.00 GB RAM, 32 bit, O.S 17" LCD, 500HD	1
4.	Office	H.C.L	Pentium (R), Duel-core, CPU E 5500 @2.80 GH2, 2.80, 3.00 GB RAM, 32 bit, O.S 17" LCD, 500HD	1
5	Account/Bursar's office	H.P	Intel (R)Pentium (R), G-2030T @2.60 GH2, 2.60 4.00GB RAM, 64 bit, 19" LCD, 500HD	1
6	Head Clark	H.C.L	Pentium (R), Duel-core, CPU E 5500 @2.80 GH2, 2.80, 2.00 GB RAM, 32 bit, 17" LCD, 500HDD.	1
7.	Teacher's Room	H.C.L. Desktop	Intel (R) Pentium (R), Duel CPU, 2180 @2.00GH2 RAM 1.99 GB, 32 Bite, 17inch LCD, Windows 7, 500HD.D.	1
	Library	H.P	Intel (R) Core TM i3	

8.			1470 CPU @3.70 GH2, 2.00GB RAM, 32 bit O.S, Windows 8 19” LCD, 500HD	1
9.	Geography Lab.	H.P	Intel (R)Pentium (R)CPU G2030T@ 2.60GHZ 4.00GB RAM, 64 bit O.S, 19” LCD, 500HD	1
10.	Geography Lab.	H.C.L	Pentium (R), Duel-core, CPU E 5800 @3.20 GH2, 960 MB RAM, 32 bit, 17” LCD, 500HDD.	1
11.	Geography Lab.	H.C.L	Pentium (R), Duel-core, CPU E 5800 @3.20 GH2, 1.93 GB RAM, 17” LCD, 500HDD.	1
12.	Dept. of Geography Office	H.P	Intel (R)Pentium (R), G-2030T @2.60 GH2, 2.60 4.00GB RAM, 64 bit, 19” LCD, 500HD	1
13.	Office	Lenovo Laptop	I3 2 nd generation processor 2 GB RAM 500GB HDD	1
14.	Dept. of Philosophy	Lenovo Laptop	I3 2 nd generation processor 2 GB RAM 500GB HDD	1
15.	Dept. of Bengali	Lenovo Laptop	CB Lenovo Laptop No. 19099342 &No. 19098282	2
16.	I.Q,A,C	H.P	Intel (R)core TM i3 - 4170 CPU@ 3.70GHZ 2.00GB RAM, 32 bit O.S, windows-8 19” LCD, 500HD	1
			Total	17

Computer-student ratio – 1:45.30

Stand alone facility - 11

LAN facility – 7

Wi-Fi facility - Nil

Licensed software - 5

Number of nodes/computers with Internet facility – limited internet facility with 5 wireless dongle modems.

Other facilities are as follows:

Table: 21

Sl.No.	ITEM	NUMBER
1	Xerox machine	3
2	Printer	5
3	L.C.D. Projector	2
4	L.E.D. TV	4
5	Scanner	2
6	Camera	3
7	Green Light Board	1
8	Generator	1
9	Deep Tube Well	2
10	Water Pump	3

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

Limited internet facility is available to the faculty and students within campus during college hours though wireless Modem because we have no broadband connection despite repeated request to B.S.N.L. authority. The teachers are temporarily provided with laptop and desktop computers for their departmental or research work.

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

Institutional plan and strategies are:

- a) To provide desktop/laptop to every honours teaching departments.
- b) 24 hours Broadband/Wi-Fi connection to all computers within campus.
- c) More terminals to connect with central LAN of college.
- d) To establish a digital classroom.

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).

The college has no fixed annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. But we are purchasing computers regularly for the benefit of students, faculty and administration.

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?

- a) Institution has installed a LAN with a high capacity server, which provides fast flow of data across computers terminals situated in various offices. The said server preserves all documents in relation to cash

transactions, accounts and students’ admission, examinations, registration etc. This system is very useful to quick access to preserved data.

- b) Teachers prepare their own study materials using ICT resources for effective class teaching and students’ support.
- c) Study-materials are presented to students by some teachers through power point presentations.

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.

- a) Our Geography and English departments use I.C.T. dependent class teaching on regular basis.
- b) Power point presentations are used by many teachers’ for their classes.

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?

NA

4.2 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 table can shows the above mention data:

Table: 22

Facility	2011-12		2012-13		2013-14		2014-15	
	Allocation	Utilisation	Allocation	Utilisation	Allocation	Utilisation	Allocation	Utilisation
Building	17,000,00	Nil*	Nil	*	Nil	*	Nil	Nil
Furniture	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Equipment	5,64,000	5,64,000	4,64,500	4,64,500	Nil	Nil	1,87,500	1,87,500
Computers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Vehicles	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Any Others	Nil	Nil	Nil	Nil	1,00,000 #	1,00,000	i)1,25,000, ii)3,00,00, iii)3,12,500, iv)76,000, v)10,86,393	Under Utilisation

*The sanctioned amount was utilised in 2012-13 and 2013-14 F.Y.

Merged Scheme

i) M.R.P.

ii) I.Q.A.C.

- iii) Books, Journals & Equipments,
- iv) Conference.
- v) Construction of existing premises and Renovation.

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

- a) There is one Building Committee for the UGC-funded constructions. This committee not only supervises constructions, also recommends maintenance of buildings, water supply, etc.
- b) We have a high power generator for power supply in need.
- c) Inverters at principal's office, Cash office, Accounts office, Teachers' common room and Library are very helpful during power-cuts.
- d) Maintenance of computers, photocopiers, accounting software is done on need basis.

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

- a) Geography Laboratory instruments are regularly cleaned and checked by the teachers' of the department.
- b) The maintenance of Computers, photocopiers and other materials are done on need basis.
- c) Our contractual staffs take care of silent generator, inverter batteries and water filters. Major problems are solved by outside experts with charges.

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

- Data base server is located in a dust-free room.
- A number inverters at important places effectively deal with voltage fluctuation and sudden power cuts through supply line.
- Sensitive instruments have voltage stabilizers.
- High power silent generator supplies the whole building during power supply failure.
- Two tube-wells with submersible pumps, high capacity overhead tanks ensure constant supply of water to whole college campus excluding hostel. We have another this type of pump set for the hostel.

4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include:

N.A.

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?

Yes, the updated Prospectus is published by the institution each year. The information which is provided to the students through this documents is as follows:

- **PROSPECTUS:** The updated Prospectus is published by the institution annually to provide up to date information to the students about:
 - a) The general information of the college.
 - b) The procedure of admission.
 - c) The curriculum of the college and reservatin of seats.
 - d) The available infrastructure in the college.
 - e) The fee-structure and refund policies of the college.
 - f) The student-support services and financial aid system of the college.
 - g) The eligibility criteria and requirements for all programmes.
 - h) The teaching and non-teaching staffs.
 - i) The information of G.B.

- **WEBSITE:** Recently the college has created it’s official website www.nsamsuisa.org.in. Through this we provide the students some ready and relevant informations.

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?

Poor Boys fund is the only institutional scholarship/freeship provided by the college for financially weak students. The poor students are supported by some monetary help at the time of form fill-up for their final examination. The details of amount spent by the college in last four years in this purpose are given bellow:

Table:23

Year	Amount
2011-12	25,050
2012-13	14,460
2013-14	4,500
2014-15	41,400

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

- a) Girls students (age 18 to 25, unmarried) receive Kanyasri assistance from state government by account transfer through the BDO's office.
- b) The students from minority community receive minority scholarship from the Minority Cell, govt. of West Bengal. This assistance goes to the respective students through the college. The year-wise detail of this scholarship is given below:

Table:24

Year	Amount
2011-12	11,000
2012-13	Nil
2013-14	27,300
2014-15	Nil

More than **50%** of the students receive financial assistance from state government & central government.

5.1.4. What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?

The S.C., S.T. & O.B.C. students get stipend from the Backward Class Welfare Department, Govt. of West Bengal. All these financial assistance directly transfer in the Bank Account of respective student.

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

- a) The college provides a certificate course in *Chhou dance & Mask making* under it's Lalit Kala Department which encourages innovative, creative and entrepreneurial skill development amongst the students.
- b) The College also started remedial coaching centre funded by UGC for enabling the students to appear for certain examinations.

❖ **Impact of these efforts**

- a) After completion of this certificate course on Chhou dance and Mask making many students' can use their learning in their interpreneurship. In this district the Chhou dance and Making mask is quite popular which helps many students' in their earning.
- b) The students of this college are employed in various public and private sectors.

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.

- a) The students of N.S.S. unit take their initiative in different extracurricular activities through social and community work throughout the year.
- b) The students also take part in yearly athletics meet, practices football, volleyball, cricket etc. They also compete in university level or district level tournaments of sports and athletics.
- c) The students are also participate in different quiz and youth parliament competitions organized by the university or other agency.
- d) The institution always encourages the students to participate in this type of programmes by helping them financially and with providing basic sports and other equipments.

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, Defense, Civil Services, etc.

Detailed and systematic data are not available in this regard. The teachers support and guide the students inside and outside the class room who prepares to appear in the various above mentioned competitive exams. But very few numbers of students appeared and qualified in the above mentioned examinations.

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

- a) **Academic counseling:** No
- b) **Personal counseling:** No
- c) **Career counseling:** Presently in the current session we have started a carrier counseling cell.
- d) **psycho-social:** Not in formal way, but our T.I.C. do this type of counseling through his long experience.

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).

No, such structured mechanism is not present in the institution.

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.

Yes, we have started Student Grievance Redressal Cell from the academic year 2014-15. The members of the cell are:

- i. Kinkar Das, T.I.C.
- ii. Goutam Kumar Mandal, Assistant Professor in Bengali,
- iii. Mihir Kumar Kuiry, G.B. member,

iv. G.S. of the Students Union.

The students approach the cell for the grievance regarding academic matter, financial matter and extracurricular services.

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

Since the establishment of the college no such case has ever occurred. In case of occurrence of any such case the T.I.C. may handle the case and resolve the issue.

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?

The college has a anti-ragging committee which is entrusted with the responsibility of dealing with the problem of ragging. But, not a single instance of ragging has ever occurred within the campus.

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

- a) The Safe drinking water
- b) Grievances redressed cell
- c) The college works hard for girls students for uploading their *Kanyasrif* forms.
- d) The college provides official works for providing scholarship and financial aid to meritorious and financially weaker sections and SC/ST/OBC and Minority students from the Government.

5.1.13. Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

No, but we are preparing for the same.

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.

Table: 25:

Student Progression	Percentage
U.G. to P.G.	Approximately 10 per batch.
P.G. to M. Phil.	N.A.
P.G.to Ph.D.	N.A.

Employed	Approximately 15 per batch.
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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.

The pass percentage and completion rate of our college during the last four years are quite average comparative to other colleges under the Sidho-Kanho-Birsha University. As we suffer due to the shortages of permanent teachers, the result in every programme are not quite satisfactory. The following table can provide the comparative result of the institution with other two colleges and the university.

Table: 26

Year	Programme	University's average result (in %)	Balarampur college	Arsha College	Our College
2012	B.A.(H)	68.44	61	-	46.92
	B.A.(G)	47.33	38	100	15.38
2013	B.A.(H)	77.61	60	65	44.96
	B.A.(G)	89.96	45	43	38.88
2014	B.A.(H)	84.09	75	76	55.67
	B.A.(G)	81.44	16	34	20.83
2015	B.A.(H)	82.42	55	67	29.27
	B.A.(G)	85.55	25	30	02.12

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

- a) The college teachers regularly motivate the students to progress in higher levels of education.
- b) After the completion of the college course meritorious and willing students are also guided and suggested by their concerned departmental teachers for the paths of higher studies/employment.

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

- a) The college provides remedial classes for students at risk of failure.
- b) The departmental teachers regularly counsels and helps the students by providing required books, study materials etc. who are at the risk of failure.

- c) The college authority and the teachers often provide financial aids to the students belonging to financially backward section.
- d) The department teachers often take special classes after test examinations.

5.3 STUDENT 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.

Sports

- Football
- Volley Ball
- Cricket
- Athletics
- Indoor Games

The college students also participate in the annual sports events during the month of December-January. Some of the students also participate in inter-college sports competitions at university levels.

Cultural events

Cultural programmes and competitions like music, dance, recitation, etc. are organized annually during the annual cultural function of Students' Council.

Co-curricular Events

The following events are organized annually

- Quiz competition
- Youth Parliament Competition

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.

Our students Swapan Kumar (Dept. of Bengali) and Jogeswar Kumar stood first in inter college quiz competition organized by S.K.B.U. in the year 2014.

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?

The college currently does not have any such formal mechanism.

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.

- Wall magazine namely *Deepshikha* is published in Bengali, English and Hindi from the current session.
- A magazine entitled '*Subarnarekha*' is published yearly by the students' union where students, faculty and staff contribute their articles.

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

The elected student council of the college is known as the Student Union. The Student Union is formed by the elected members known as student representatives. All student representatives are elected by a formal election process. This process is followed by the regulation and norms of the Parent University. With the help of College Election Commission, the Schedule of election and the publication of year wise voter lists are notified well ahead by the T.I.C. (being the Returning Officer). Nomination forms are issued to the students which they submit after filling it and withdraw it (according to choice) on schedule dates. All the regular students have voting rights. On the scheduled date of election, students cast their individual votes against individual student representatives under the supervision of local administration. They are declared elected by the T.I.C. after the total votes being counted. After that a date is announced to form students' Union with its office bearers. The president of the Students' Union is the T.I.C.

Throughout the year students' union involves in the following activities:

- To keep an eye at the students' problems and bring them to the authority's notice.
- To organize cultural and sports competition annually.
- To properly handle the management of the students' common room.
- To help in the preparation of the list of free ship and the distribution of the students' aid fund.
- To organize annual cultural programme and fresher's welcome.
- Fees collected from students in union fund, games and culture fund, and magazine fund serves the purposes of all activities of the Students' Union throughout the year.

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

- a) The General Secretary of the student union is the member of the Governing Body of the college.
- b) The General Secretary of the student union is also the member of the Grievance Redressal Cell.

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The Alumni association is yet to be started in the college, still the former faculty regularly contacts the college through email of college/mobile or physically to in some cases.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT



6.1 GOVERNANCE, LEADERSHIP AND MANAGEMENT**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:**

- a) The primary aim of our institution is to spread higher education among the poor and indigenous people of this backward area.
- b) To light up the higher education among the girls of this area.
- c) As an institution of backward locality, we are committed to build the self confidence of the lesser privileged social groups and empowering them in building their carrier.

Mission:

- 1 To build our institution a hub of higher education in this under privileged area.
- 2 To provide students with relevant knowledge, confidence, courage, and creativity to face higher platforms.
- 3 To acquire innovations in teaching-learning and extension activities.
- 4 To promote awareness on environmental issues at local, regional, national and global context.
- 5 To aware the students on socio-economic issues especially on gender, human rights, and regional culture.

The distinctive characteristics in terms of addressing the needs of the society & students and the future vision in this field are:

- a) The institution has setup an educational atmosphere in this rural area and started its work from its beginning.
- b) Enhancing Higher Education in a rural setup and to make the students for broader life.
- c) The college wants to satisfy the basic needs of the students for higher education who are from socially and economically backward classes.
- d) The institution want to focuses on student-centric education approach, academic planning, and use of available modern teaching-learning aids to make the curriculum interesting and effective for the students.
- e) Promoting research culture, research publication, & professional development among faculty members for quality enhancement of the teaching community.

- f) We want to promote the participation in community services through extension programmes to develop innovative, creative, value-based education among students.
- g) Mechanism for participation of the students in various cultural and sports activities at college, local, district, and state level as well as national level.
- h) **Future vision** is to introduce programmes in computer science, pure science, and physical education.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

Being a constituent unit of Sidho-Kanho-Birsha University the college is governed by the guidelines of the university and within U.G.C. norms. The Teacher in-Charge (T.I.C.), being an academic and administrative head of the institution evolves strategies for academic growth within the preview of the university/ the Government of West Bengal regulation. As the head of the institution the TIC is responsible for both the academic and administrative functioning of the college. The college has constituted different committees i.e., Teachers’ Council, Students’ Union, Building Committee, Purchase Committee, UGC planning Board, I.Q.A.C., etc. With teachers and the members of the non-teaching staffs which play an important role in the planning and implementation of the activities undertaken in the campus. The personal interaction of the TIC with various stakeholders, the faculty, the non-teaching staffs, and the students play an important role in this connection. Before implementation, those plans and policies must be approved by the Governing Body, the top management of the college.

6.1.3 What is the involvement of the leadership in ensuring :

❖ **The policy statements and action plans for fulfillment of the stated mission**

The Teacher in-Charge (T.I.C.) being the Head of the Institution plays a key role in the smooth functioning of the college. He is assisted by other teachers and staffs as well as other important Committees. The policy statements and action plans for the fulfillment of the stated mission are drawn out after consultation with other members of the college and other committees. After approval of Governing Body, Teacher in-Charge (T.I.C.) communicates the same to the faculty in the beginning of each academic session.

❖ **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

All action plans are drawn out after the consultation with the other staffs and faculty members. While preparing the action plans, the institution cautiously considers all of its thrust areas as per the provisions of college and regulations of the university. For academic demands, the college with the help of respective departments plans the schedule of test examinations, sports, cultural programmes, etc.

❖ **Interaction with stakeholders**

The Teacher in-Charge (T.I.C.) interacts personally with the stakeholders specially with the students, faculty, and local community.

❖ **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The main stakeholders of our college are the students. Their elected representative is the General Secretary of the Students Union; he is also the member of the Governing Body. His support for policy and planning is always available in the meeting of the Governing Body.

❖ **Reinforcing the culture of excellence**

Not applicable

❖ **Champion organizational change**

As the College comes under the purview of Government of West Bengal and the Sidho-Kanho-Birsha University major organizational changes are not permitted.

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?

The institution works in participative and democratic manner and adopts all plans policies with guidance of the Governing Body (G.B.). The Teacher in-Charge (T.I.C.) in coordination with the I.Q.A.C., Head of the Departments, Students' Union, NSS Programme Officer etc. adopts all plans & policies and monitors all the institutional activities.

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

The academic leadership is always encouraged and provided to the faculty by top management through formulation of different committees and units of the college management with specific activities. These are:

2. I.Q.A.C.
3. Teachers Council,
4. Admission Committee ,
5. Sports and Games Committee .

Teachers who serve on various committees imbibe leadership qualities and carry out specific activities.

6.1.6 How does the college groom leadership at various levels?

Leadership is groomed at various levels by entrusting duties to the teachers and students. The College grooms leadership among the faculty members by giving them opportunities to work as heads of various departments and committees. Student headship are developed in growing students by forming students council and through various co-curricular and extra-curricular activities organized by N.S.S.

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?

The college provides operational autonomy to the various departments and committees. The Heads of the Departments look after the day-to-day administration of the Departments. The teachers take their decisions regarding co-curricular, extra-curricular and extension activities with the consultation of the Teacher in-Charge (T.I.C.). The elected Students' Union plays an important role in all the affairs of the students in the campus and makes representations to the authorities whenever required. Thus the decision making process is highly democratic, participatory and transparent.

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

Yes, culture of participative management is promoted in the overall development of the college. The Teacher in-Charge (T.I.C.) along with other teachers and staffs achieve excellence in the respective fields. Teachers and staff play a significant role in the planning and implementation of development of the college. The Teacher in-Charge (T.I.C.) always wants participative help from the Students Union, faculty members, other staffs, and outside members of the Governing Body (G.B.).

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?

No.

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 has a perspective plan for its development. It is prepared on a priority basis. In the democratic set-up of college, each unit is given freedom to innovate and plan its perspectives of development. The interests of the stakeholders and the society at large are taken into consideration. Some of the urgent perspective development plans include:

- Filling of vacant posts in the College.
- More classrooms would be built, which would help accommodate more students.
- Government sanction for more permanent teachers.
- Provisions are made to hold seminars, workshops, guest lectures, symposiums, etc.
- Introduction of more subjects for Honours/General courses.
- Purchase of more Books, Journals for library and modern Laboratory equipment.

- Introduction of e-class room and smart boards for the benefits of teachers and the taught.

6.2.3 Describe the internal organizational structure and decision making processes.

The Teacher in-Charge (T.I.C.) is the administrative Head of the Institution. The college is internally governed by the Governing Body (G.B.), Teacher in-Charge (T.I.C.) is the secretary of the G.B. All major decisions of the Teacher in-Charge (T.I.C.) or other internal committees are subject to approval of the G.B. The College has formed I.Q.A.C. which assists the Teacher in-Charge (T.I.C.) in decision making. The Heads of the various Departments are responsible for the day-to-day administration of the Departments. The Student representatives also play an important role in the various institutional activities. This is a Government aided college. All major decisions pertaining to staff recruitment, student support, welfare schemes etc. are taken in accordance with the State Government’s policy. Infrastructure is provided and maintained by the G.B. Assistance from UGC is also sought and funds used as per the UGC norms and specifications. Internal decision making is participatory in nature.

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

❖ **Teaching & Learning**

- 1) The teachers’ regularly reviews resolutions which are brought forward for the overall academic development of the college.
- 2) The advancement and planned way of academic planning and teaching ensures the college to attain its goal of clarity, co-ordination, planning and distribution of classes properly. All the teaching modules are designed in such a manner which places learners in the centre to achieve its goal.
- 3) The college provides remedial coaching facilities SC, ST, OBC students under UGC schemes.
- 4) For the all round and overall development of the learners quiz, youth parliament competition, field works, and practical classes are introduced in the college.
- 5) Modern teaching-learning technologies and application of ICT resources are used in the department of Geography to make the curriculum interesting and effective for the learners.

❖ **Research & Development**

- 6) The college provides full autonomy to the principal investigator for the smooth progress and implementation of research projects. The college also co-operates for timely availability or release of funds from sanctioning authority.
- 7) Encouragement is being given to the teachers for developing healthy research culture, publication and professional development for their quality enhancement.
- 8) The college regularly purchases research oriented books and journals for the library.

- 9) The college organizes various seminars and workshops so that the teachers and students may interact with renowned scholars and researchers.
- 10) The college encourages and sanctions leaves to the faculty for the presentations of papers in different International and National Conferences.

❖ **Community engagement**

- 11) The NSS unit of the College is engaged in community development & social services like A.I.D.S. awareness programme, cleanliness of adopted villages, cleanliness of health centre, helping the primary school teachers of the adopted village in class teaching, etc. Environmental awareness and tree plantations are observed by NSS unit annually.
- 12) Cultural programmes develop the creative instinct of the students.
- 13) The college wall magazines and printed magazines also involve the students to sharpen their creativity and talent.

Human resource management

- 14) The college provides welfare measures to the staff.
- 15) Infrastructural facilities are being provided to the teachers, office staffs and the students.
- 16) Cooperation and encouragement is being provided to the faculties to pursue various academic courses.
- 17) As per the need and requirement part-time/ad-hoc faculty is appointed in the college.

Industry interaction

- 18) In this category our college has a very little scope due to the paucity of industries in this area.

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?

The management and head of the institution are always in interactive mode with each other. The T.I.C. gets the feedback from various stakeholders teachers, students, and the public with regards to the teaching quality, curriculum, extra-curricular activities and infrastructural requirements and communicates it to the members of the top management, that is, Governing Body of college. After thorough discussion, the existing facilities and activities of the institution are reviewed and decisions are taken for their implementation.

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 Management encourages and involves the T.I.C and the staff to take initiatives for all-round development of the college. After soliciting suggestions from the T.I.C, the Heads of Departments, faculty members and conveners of various committees, important suggestions and opinions are considered in the meetings of top management

before making resolutions. Many such suggestions have improved the effectiveness and efficiency in different spheres of the institutional functioning.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Governing Body of the college is the top management council. It has made a number of resolutions on academic, administrative, financial and other important matters in the last year (2014-15). Most of adopted resolutions have been properly implemented, a few are under process. Status of a few resolutions is as follows:

Table:27

S.L. No	Resolution taken by the Governing Body	Status
1.	Confirmation of service of two new teachers	Done
2.	College will sent Letter of Intent (LOI) to NAAC	Not done due to shortage of fund and later changing in NAAC procedure.
3.	To organize a National Conference in collaboration with Gandhi Center, Presidency University, Kolkata.	Done
4.	Reformation of Purchasing Committee.	Done
5.	Formation of I.Q.A.C.	Done.
6.	To form Election commission for holding Students Union Election 2014-15 as per University statute & govt. guidelines.	Done.
7.	To approve the audit report of 2012-13	Done.
8.	To make plane and estimate for a conference hall, a canteen, girls hostel for govt. funding.	Done, Canteen is constructed by own fund.

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?

NA.

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 College has just open a “Grievance Redressal Cell”. Its It comprises with the T.I.C. as its chairperson and other three teachers and one university nominee member to the G.B. A Grievance Box is placed just outside the college office. Any Grievance can be dropped into it in written. The Grievance Redressal Cell discusses regarding the Grievance and necessary steps are taken.

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?

No, there is no court case filed by or against the institute till date.

6.2.10 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?

Yes. Our college has just introduced the process students’ feedback on teachers and institution. We will analyze this feedback and will take necessary steps.

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?

- a) The college ensures the professional development of the staff by providing latest study materials including journals to the faculty members through the main library.
- b) The college provides computer facilities with internet to the teaching & non-teaching staff for their effective working.
- c) All permanent faculty members participate in refresher and orientation courses.
- d) The faculty members are encouraged to attend staff development programmes such as conferences, workshops, seminars, and lectures related to their subjects.
- e) The faculty is motivated to submit research projects to various funding agencies like the UGC and to take up individual research programmes like M.Phil or Ph.D.
- f) Eminent personalities and professionals are invited to give lectures for the enrichment of students and faculty members.

- g) The college has implemented various programmes to enable the non-teaching staff to function more effectively. In this regard college provided computer training to the staff.

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?

The college regularly organizes lectures, seminars, workshops and training programmes for students and staff. IQAC has been formed in the college in the current year i.e., 2015. It promotes high standard and quality education for the students and also organizes certain awareness programmes and workshops for the faculty and staff. The College provides academic freedom to the faculty members. It organizes awareness programmes and provides them e- resources for the development of language and communication skills. The College also provides a well equipped library with a sound collection of books. The college also makes proper arrangements for the programme Officers of NSS to attend the orientation programme conducted by the Lokosikha Parishad, R.K.Mission, Narendrapur. The NSS wing of our college also organizes motivational classes on national days and birthday of eminent visionaries.

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.

For the placement in higher scale the permanent faculty members presently have to go through Carrier Advancement Scheme (C.A.S.). For C.A.S. the teacher/teachers' field up the self assessment form and placed it to the I.Q.A.C. The Coordinator of the I.Q.A.C. (or the senior member of it when the C.A.S. is for the coordinator of I.Q.A.C.) reviews the same and placed it to the T.I.C. After taking a resolution in the G.B. the T.I.C. takes initiative for formation of screening committee with the member of Government nominee and subject expert from the university. After reviews the self assessment forms this committee recommends the carrier advancements of respective teacher/teachers'.

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?

- a) The management (i.e., G.B.) reviews the performance and appraisal reports of the concerned staff and tries to know about the teachers' performance. Sometimes, the G.B. communicated it to appropriate stakeholder.
- b) If G.B. finds any shortages in the performance appraisal reports of the concerned staff, it takes appropriate decision.

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?

Various welfare schemes are available both for the teaching and non-teaching staff

- a) Authority helps staffs to get loans by the co-operative run by it.
- b) The college has a system of general provident fund for its permanent staff.
- c) Separate toilet and rest room facility for all the staffs.
- d) The college authority provides festival advance to all the permanent as well as contractual and part-time staff.
- e) The authority tries its best so that the salary could be paid within time to all its staffs. Not only this, the college also provides advanced salaries to the teachers and staffs before their fixation from the D.P.I. office, though the same is actually received from the State government much later.

Most of staffs have availed the benefit of said schemes in the last four years.

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

- a) Healthy and good academic atmosphere.
- b) Availability of all sorts of equipments with modern technology.
- c) To arrange accommodation for the eminent faculty who are coming from far distance in spite of our poor infrastructure.
- d) Departmental autonomy and democratic leadership.
- e) Wide scope of advanced study, research, participation in seminars, conferences, workshops, etc. and healthy interaction among all the faculty members and staff as well as the students.

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?

- a) The College has a proper system for the effective and efficient use of available financial resources in accordance to the UGC/State Government guidelines.
- b) Income and expenditure is mainly monitor by the accountant (recently the post is vacant), cashier and the T.I.C.
- c) There is a purchase committee who recommends any type of purchasing.
- d) There are a regular audit system by the internal auditors and government auditors.
- e) Major purchasing or financial transaction or availability of resources are subject to approval of G.B.

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.

- a) The College also has a system of internal audit. All the income & expenditure of the college are internally audited by Accountant/Cashier and T.I.C.
- b) External audit is being audited by a Government auditor nominated by Education Directorate, Government of West Bengal.
- c) External audit is completed up to the financial year 2012-13. The college is ready for another two year audit, but the auditor can't manage his schedule.

- d) No serious objections or misappropriations have been reported.
- e) Results of internal and external audit are regularly reviewed by Governing Body and necessary measures are taken to resolve problems, if any.

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.

- a) The major sources of institutional fund are received from the Higher Education Department, Government of West Bengal and University Grant Commission.
- b) Another important source of fund is students’ fee in various heads. However, from 2012-13 financial year, 50% of tuition fee has to be deposited to treasury as per order of the State Government.
- c) The other deficit is managed by the college authority according to priorities. Minor deficits are usually overcome up by development fund surplus. For major deficits, appropriate authorities are approached for matching grants with approval of Governing Body.

Audited income and expenditure statement of academic and administrative activities of the previous 2 years, that is 2011-12 and 2012-13, are given in annexure – E. Audited income and expenditure for the financial year 2013-14 and 2014-15 are yet to complete.

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

We have not received any additional fund.

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)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?**

Yes. The institution recently has constituted an Internal Quality Assurance Cell (vide. G.B. no.108, dated 12.11.2014). It functions as a monitor system of all academic activities of the college. Ever since the establishment of the I.Q.A.C. quality consciousness has risen to a very high level and all stakeholders contribute to the enhancement of the quality of the institution. I.Q.A.C. has started assessment test for every stream.

It has helped in introducing the internal assessment system for teaching departments, improving teaching learning process, promoting research activities, increasing the infrastructure and other facilities.

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

The following decisions were approved by the college authority and have been implemented.

- a) A computer in the reading section of teachers.
- b) New teachers are included in the I.Q.A.C
- c) Upgradation of Geography laboratory and establishment of Weather station.
- d) Initiative taken for setting up four new departmental library.
- e) Upgradation of classrooms with the introduction of new green board.

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

- ❖ **Yes**, IQAC of our college has following three external members on its committee as per UGC norms:

- i. Dr. Soumitra Sen, Associate Professor, Department of Geography, A. M. College, Jhalda, Purulia.
- ii. Sri Jayanta Ghosh, Member of local community.
- iii. Chandi Charan Mura, Assistant Professor in Bengali, Raja Manindra Chandra College, Kolkata (Alumni).

These external members enrich us with their valuable suggestions in functioning of I.Q.A.C. and guided us in preparing for assessment and accreditation by N.A.A.C.

i. How do students and alumni contribute to the effective functioning of the IQAC?

- a) The I.Q.A.C. has been recently constituted. The students are well informed about the activities and the function of the I.Q.A.C. Students is invited to participate in the various programmes organized by the I.Q.A.C.
- b) Alumnae are invited for inter and intra institutional workshop and seminar organized by I.Q.A.C.
- c) One of our alumni is the member of our I.Q.A.C.

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

The I.Q.A.C. engages staff from different constituents through formal and informal meetings. Various duties are assigned to rope in all members. Members of I.Q.A.C. communicate and interact each other about the plans and activities of I.Q.A.C. and suggests for improvement of college academic atmosphere.

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.

The I.Q.A.C. has yet to form an integrated framework for quality assurance.

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.

Yes, the institution has been providing training to the staff. The teaching staffs participate in the Seminars, Orientation Programs, and Refresher Courses for better fulfilment of their academic responsibilities, Career Advancement Schemes and updating their knowledge. The non-teaching staff of the College are being trained the basics of Microsoft computer software to cope with new development. The I.Q.A.C. also arranged some workshops and seminars for quality as well as academic developments of the 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?

No, academic audit is yet to be introduced. The individual departments along with the T.I.C. analyse the year wise performance of the students. Remedial measures are taken, which definitely improves the quality of the institution. However, external review of academic provisions is not carried out at present.

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

I.Q.A.C. of college tries to implement the quality assurance mechanism as per the norms of U.G.C. The College, being a government-aided Institution, also follows the norms set by the Higher Education Department of the West Bengal Government. It also follows the rules and regulations of affiliating University to maintain the standards in teaching-learning process, examination and evaluation.

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?

The following is the **structure** of institutional mechanism to review the teaching-learning processes.

- The T.I.C. regularly meets Departmental heads, I.Q.A.C., and different committees to discuss about the progress and problems in teaching-learning process and make necessary mid-term corrections.
- Feedback from the students and other stakeholders regarding the department, faculties, library, office and other facilities available in the college helps to review and improve the existing resources.

The **methodologies** of operation are:

- Different Committee, set up by the institution, monitors teaching-learning activities.
- Heads of the Departments observe the results and academic performance of the students in tests and affiliating university examinations.

- General Secretary brings to the notice of the T.I.C./Head of the Department if there is any serious problem in teaching-learning.

The **outcomes** of such a mechanism are as follows:

- The teaching-learning methods have been improved.
- The Number of books in the library has considerably increased.
- Green boards and other new teaching aids have been adopted.
- There is a steady rise in the academic performance of the students in the University examinations.

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

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders in the following manner:

- a) Through college prospectus.
- b) Through regular notifications.
- c) Through meetings with different committees.
- d) Through meeting with the class representative of the students' union.
- e) Through college website www.nsamsuisa.org.in
- f) Through the reports of policies and plans submitted to the Affiliating University and State Government.

Any other relevant information regarding Governance, Leadership and Management which the college would like to include.

No.

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?

In spite of the drought-prone location of the college, the college authority tries to maintain its greenery but there has not been such green audit so far. The department of Geography have counted the plants of the campus and its number is 378.

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

a) Energy conservation

- The college regularly organizes awareness programmes on energy conservation and its utility to avoid power shortages through class lectures.
- The college authority also encourages the students and staffs to use the transportation which is eco-friendly.
- The college also takes enough measures to use the electricity carefully as per as the requirements.

b) Use of renewable energy

The college tries its best to maintain pollution-free environment within the campus. The college authority is looking forward for installation of few solar lights in our campus as soon as possible. At present we have only one solar light in front of the college building and just upon the Netaji Statue.

c) Water harvesting

- The college does not have such water harvesting system.
- **Check-Dam construction**
No requirement of such construction.

d) Efforts for carbon Neutrality

- Old and large standing trees are never been cut down within the college campus.
- A good parking area near the entrance of the college helps to keep the campus free from pollution and carbon emission as much as possible.
Important computer system and offices are well equipped with inverters for uninterrupted supply of power.
- **Plantation**
- We are proud to have about 8.32 acre of land, surrounded by a variety of commercially important trees. Every year the N.S.S. volunteers planted some sapling by which the greenery of the campus is sustained.

- The whole college campus is surrounded by green plants and flower-bearing trees. Many of them are also economically important. Different varieties of plant species are planted which beautifies the whole campus and also helps to provide a healthy atmosphere.
- **Hazardous waste management**
- Such hazardous wastes like discarded computer parts, laboratory equipments and other electronic wastages from laboratory and office are kept separately for their proper disposal.
- Sanitary waste is also properly disposed within the college campus.
- Students and staffs are continuously made aware through various programmes and lectures for proper waste management schemes.
- The N.S.S. unit of the college also conducts such waste management programmes through regular interval. The unit has built a compost pit in front of the college hostel to produce composite fertilizer by deposit wastes into it.
- Solid wastes are regularly disposed in the closed dustbins placed at various points of the college. The college authority also looks after the proper maintenance of those dustbins.

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.

Academic Innovations

- Introduction of an area specific course named *Chhou Dance & Mask-Making* which is running successfully by our institution.
- The college followed a very systematic and general procedure for admission process before the introduction of e-counseling and online admission from the current session (2015-16) onwards.
- The college also runs remedial coaching classes for students belong to S.C./S.T./O.B.C and other backward sections of the society.
- The college regularly installs and upgrades the laboratory equipments.
- Introduction of interactive sessions or classes are also worthy to be mentioned.

Administration Innovations

- The college provides full liberty to the concerned teachers to plan and purchase required books, journals, and essential laboratory equipments as per the requirements.
- The teachers also enjoy autonomic power for sending research and seminar proposals whenever required by the respective department.

- Various committees have been constituted for the decentralization of administrative process.
- **Website:**

The college has created its own website named **nsamsuisa.org.in** to cope up with the modern time. The website has been furnished with all the relevant information of the college.
- **Feedback Mechanism:**

The college has just introduced a system to obtain feedback from the students. The students can provide their feedback to their respective department. This feedback system provides the opportunity to the college to know the follies and foibles of teaching-learning process. Getting feedback from the Alumni members is also under processing.
- **Eco-friendly approach:**
 - Constructions are done in such a way so that wastage of land may be avoided.
 - The adjacent greenery within the college campus soothes our eyes which is very eco-friendly.
 - The server data base record keeping enables the institution for lesser utilization of papers. In this way the college is moving towards the paper free and eco-friendly approach of working.

7.3 BEST PRACTICES

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality Improvement of the core activities of the college.

- A. **CHERISHING THE UNDERACHIEVERS**
- B. **SPOTLIGHTING THE LOCAL PROMISES**

BEST PRACTICE - I**1) Title of the practice:
CHERISHING THE UNDERACHIEVERS****2) The context:**

The college is situated in such an area where maximum number of students belongs to marginalized and poorer section of society. Some of them even work in the field with their parents as a farmer. Most of them are also first generation learner and they are devoid of minimum requirement of basic educational facilities. The college aims to plant the modern strategies of education to prepare them for the college curriculum and higher education. Sometime they are also unable to go with the long lecture method of teaching-learning process. In such cases the specially designed remedial coaching classes help them a lot. Other than this the teachers help them by providing model answers in the classes. The curriculum and the subject combinations designed by the college enrich their knowledge as well as prepare them for further learning and several job-oriented examinations.

3) Objectives:

- a) The college wants to bring the underprivileged girls of our surroundings locality into the arena of higher education.
- b) The college helps the students to be prepared for appearing for various competitive examinations and designed their career.
- c) The teachers also lay emphasis on various teaching techniques for the students who are very shy and introvert. Various programmes and interactive classes are run by the college to make such student confident.
- d) The teacher also nourishes the ability of those students who are very weak in their pre-college education and make them fit for the college syllabus and further education.

4) The Practice:

- a) The college arranges special classes after the test examination in every department for the better result in final examination.
- b) The college authority prepares and displays the routine for each respective year's classes on the notice board at the beginning of each session.

- c) The college also obtains informal feedback from the students regularly in order to assess the syllabus and teachers. The needful is done as soon as possible by the college authority.
- d) Many teachers take their classes beyond the time frame of the class routine.
- e) The college give more emphasize on providing government facilities for every the girls students to bloom themselves in their education.

5) Obstacles faced if any and strategies adopted to overcome them:

- a) Due to the unavailability of local qualified instructors the college authority has to hire them from distant places. In such cases the college has to pay T.A./D.A. which become the burden of the college. Making arrangement for their lodging is also a tough job for the college.
- b) The college makes arrangement for the financially challenged and weaker students to cope up with the college curriculum. But many of them find themselves unable to present at the college regularly as they have to assist their parents in the field or elsewhere to earn their daily bread.
- c) Poor communication system and bad conditions of the road is also an obstacle for the students to attend them to the college regularly.
- d) Though the college wants to satisfy the needs of the underprivileged students but due to the lack of their confidence they are unable to identify their problems and respond to their opportunities.

Strategies adopted to overcome:

- a) The college displays regular notices for the students and makes them aware of their classes.
- b) The college claims and utilizes U.G.C. assistance to overcome its increased financial burden.
- c) The college has also introduced a system of unit test for each year in order to prepare the students and make them aware of their weak areas.

6) Impact of the practice:

- a) Due to the above mentioned strategies and increased number of teachers the number of students is going up day by day. Gradually they are able to cope up with the new curriculum framed up into the syllabus.
- b) Due to the interactive session and organization of various seminars and workshops the latent of the students is blooming. As a result of this they find themselves to be more able and fit to appear in various competitive and job-oriented examinations.
- c) The girls' students are increasing every year as the institutions continuous support to obtain different government facilities for their education.

7) Resources required:

Due to the lack of stable electricity and internet connectivity the college faces a lot of problems. There is also a vital problem of tower connectivity of any telephone companies except Airtel and Vodafone. As a result of this the cable connection and the broad band internet connection is also not being possible in our college. Besides this even the college is situated next to the railway station but, there is a very poor connectivity of any train from Suisa to anywhere else except one or two trains. Road connectivity in this area is also very poor due to which the bus services and other transportations suffers a lot. Due to this the maximum students are bound to stay for a minimum time in the college. Most of them are not able to be present in the college regularly, due to such bad means of communications. Finding out expert instructors for different subjects and co-curricular activities is also vital problem for the college.

8) About the Institution:

Name: Netaji Subhas Ashram Mahavidyalaya
Address: P.O.- Suisa, Dist. Purulia; West Bengal; Pin.- 723212
email: nsamtic@gmail.com
website: www.nsamsuisa.org.in
Contact person: Teacher –In- Charge (T.I.C.)

BEST PRACTICE - II**1) Title of the practice:**

SPOTLIGHTING THE LOCAL PROMISES

2) The context:

Increasing girls enrollment is our main local promises. They are coming from poor and lower middle class families. Maximum of them are shy, introvert, do not able to express themselves. They come to the college by bus or by their by-cycles, even many of them by foot.

3) Objectives:

- i) To encourage these girls in higher education by giving full support from the college.
- ii) Along with these girls, boys are similarly our good potential and we want to give them a better life through higher education.
- iii) To encourage the students in the world of books by which they can make their life good.

4) The Practice:

- i) Classes start at 11 A.M. due to the communication problem of the college.
- ii) Nobody smoke tobacco in the campus.
- iii) Everybody use dustbins and nobody throw litter, torn papers etc here & there.
- iv) There are a good practice developed among the students about the conservation of water and planned use of electricity.

5) Obstacles faced if any and strategies adopted to overcome them:

- i) Scarcity of local resources.
- ii) Communication problem.

6) Impact of the practice:

- i) Increasing number of girls students.
- ii) Love for education among the guardians of the girls students by which child marriage is reduced in the locality.
- iii) Pollution free campus.

7) Resources required:

Expert guidance in different fields is not always available within regional periphery. Authentic literatures in some research topics are really insufficient, even in internet.

8) About the Institution:

Name: Netaji Subhas Ashram Mahavidyalaya.
Address: At + P.O.- Suisa, Dist- Purulia, Pin- 723212,
West Bengal.
email: nsamtic@gmail.com
website: www.nsamsuisa.org.in
Contact person: The Teacher-in-charge.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

Bengali

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	1996

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
Honours	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate-Honours	Undergraduate- General
Annual	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	1	1
Assistant Professors	1	1
Govt. Approved Part Time Lecturer	1	1
Guest Lecturer	-	-

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

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Kinkar Das	M.A.	Associate Professor.	Short story & Novel	21	-
Goutam Kumar Mandal	M.A.	Assistant Professor	Natak	9	-
KapilCharanGanguli	M.A.	Part-time teacher	Madhyajuger Bangla Sahitya	17	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours& General)	Undergraduate - (Honours& General)
Lectures Delivered	Practical Classes Handled

13. Student – Teacher Ratio* (Programme wise):

Honours	General
1:33	1:206

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	-	-
Administrative staff	-	--

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
Nil		

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	8
No of paper published in peer reviewed journals (national/international):	6
Number of publications listed in International Database	Nil
Monograph	Nil
Chapter in Books	9
Books Edited	2
Books with ISBN/ISSN number with details of publishers	1*
Citation Index	nil
SNIP	Nil
SJR	Nil
Impact factor	Nil
h-index	Nil
Others	6

*ISBN no 978-93-81554-62-3, Kabitika, Medinipur

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	1

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	-
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute
1	Dr.Prabir Sarkar, writer	Nistarini college, purulia
2	Dr.Subrota kumar Paul	Ranchi University, Ranchi
3	Aurobindo Chattopadhyaya	Bankura University

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	1	-
Conference	1	-
Workshop	Nil	-
Special Lecture	Nil	-

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
Bengali (Honours)	126	51	16	35	NA
Bengali (General)	405	270	157	133	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bengali (Honours)	100	-	-
Bengali (General)	100	-	--

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	20
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed : Campus Selection	-
6.	Employed : Other than Campus Selection	5
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	2801+141=2942
	Total number of journal subscriptions	04
b	Internet facilities for staff & students	By wireless dongle
c	Classrooms with ICT facility	No
d	Laboratories	No

- Books in the Departmental Library.

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50%, please refer item no 5.1.2 & 5.1.3.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q. 25 above.

33. Teaching methods adopted to improve student learning:

1. Lecture Method
2. Use of Green Board.
3. Assessment tests.
4. Special class after test exams.
5. Little use of power point presentation.

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

Through N.S.S. activities.

35. SWOC analysis of the department and Future plans:

Strength	No of students, library facility, attendance of students.
Weakness	Poor quality of students.
Opportunity	Enthusiasm among students for learning.
Challenges	Communication obstacles.
Future plans	<ul style="list-style-type: none"> i) Introduction of audio-visual class lecture, ii) Publication of literary-based journal once in a year.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

English

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	2007

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
Honours	General

4. Names of Interdisciplinary courses and the departments/units involved:

Some teachers of English takes History of English literature classes in the department of Bengali.

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
Annual	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	2	1
Govt. Approved Part Time Lecturer	-	-

Guest Lecturer	-	-
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10. Faculty Profile with name , qualification, designation, specialization, (D.Sc./D.Litt/Ph.D./M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Umashankar Roy	M.A.	Assistant Professor	Indian Literature	9 Months.	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
-	-

13. Student – Teacher Ratio* (Programme wise):

Honours	General
39:1	

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	nil	Nil
Administrative staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:
Nil.

Name	Qualification	Designation

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	Nil
No of paper published in peer reviewed journals (national/international):	
Number of publications listed in International Database	
Monograph	
Chapter in Books	
Books Edited	
Books with ISBN/ISSN number with details of publishers	
Citation Index	
SNIP	
SJR	
Impact factor	
h-index	
Others	

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute
1.	Tajuddin Ahmed	Aliah University

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	2	
Conference	1	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
English (Honours)	41	21	13	8	NA
English (General)	Nil	Nil	Nil	Nil	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
English (Honours)	100		
English (General)	NA		

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	2
2.	PG to M.Phil.	NA
3.	PG to Ph.D.	NA
4.	Ph.D to Post-Doctoral	NA
5.	Employed : Campus Selection	Nil
6.	Employed : Other than Campus Selection	Very few
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	1288
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	Through wireless dongle
c	Classrooms with ICT facility	Nil

d	Laboratories	NA
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31. Number of students receiving financial assistance from college, university, Government or other agencies:

50%, please refer item no 5.1.2 & 5.1.3.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q. no 25 above

33. Teaching methods adopted to improve student learning:

1. Lecture method
2. Use of Green Boards
3. Assessment tests
4. Little use of power point presentation and audio-visual aids.

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	Recent strength in faculty.
Weakness	Very weak level learners.
Opportunity	Obedient students and library facility.
Challenges	To wipe out the fear of English from the mindset of learners.
Future plans	<ol style="list-style-type: none"> 1. To publish a journal from the department 2. To use more audio-visual teaching & power point presentation. 3. To strengthen the departmental library.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

Geography

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1986	2008

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
Honours	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
Annual	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors		
Assistant Professors	2	1
Govt. Approved Part Time Lecturer	2	2
Guest Lecturer		

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

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Dr. Enamul Haque	M.Sc.	Assistant Professor	Geomorphology	10 months	Nil
Dibakar Gorain	M.A.	Part time teacher	Geology and advanced Geomorphology	12 years	Nil
Pulakeswar Mahato	M,A.	Do	Do	11 years	Nil

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
30	5

13. Student – Teacher Ratio* (Programme wise):

Honours	General
11:1	7:1

*Calculated by considering total hon/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	Nil	-
Administrative staff	Nil	-

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
Dr. Enamul Haque	M.Sc.	Assistant Professor

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total

grants received:

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	3
No of paper published in peer reviewed journals (national/international):	1
Number of publications listed in International Database	Nil
Monograph	Nil
Chapter in Books	2
Books Edited	Nil
Books with ISBN/ISSN number with details of publishers	Nil
Citation Index	Nil
SNIP	Nil
SJR	Nil
Impact factor	Nil
h-index	Nil
Others	Nil

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	0
Percentage of student placed for project in organization outside the institution i.e. in Research Laboratories/Industry/other agencies	0

23. Awards / Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists/visitors to the Department:

Sl. No.	Name	Institute
	-	
	-	

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	-	
Conference	-	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
Geography (Honours)	25	17	12	5	NA
Geography (General)	8	8	7	1	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Geography (Honours)	100	-	-
Geography (General)	100	-	-

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	2
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed :Campus Selection	Nil
6.	Employed : Other than Campus Selection	Very few
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	894
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	By wireless dongle
c	Classrooms with ICT facility	1.Laboratory table 2.Stand board with marker
d	Laboratories	Computerised laboratory with modern equipment.

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50% , Please refer item no 5.1.2 & 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Nil

33. Teaching methods adopted to improve student learning:

1. Lecture method
2. Use of stand board
3. Deliver some ICT data
4. Audio-visual aids

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	1. Good Laboratory 2. Library support
Weakness	3. Very poor quality students
Opportunity	4. Obedient students, 5. Attendance in the class.
Challenges	1. To set up the department with full upgradation.
Future plans	1. To mobilize the department. 2. To start the departmental library.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

History

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	2007

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
Honours	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
Annual	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	3	Nil
Govt. Approved Part Time Lecturer	1	1
Guest Lecturer	-	-

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

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Sudhodhan Kumar	M.A.	Part-time teacher	Ancient Indian History	8 years	-
-	-	-	-	-	-
-	-	-	-	-	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
-	-

13. Student – Teacher Ratio* (Programme wise):

Honours	General
69:1	627:1

*Calculated by considering total hon/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	nil	Nil
Administrative staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
-	-	-
-	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	Nil
No of paper published in peer reviewed journals (national/international):	-
Number of publications listed in International Database	-
Monograph	-
Chapter in Books	-
Books Edited	-
Books with ISBN/ISSN number with details of publishers	-
Citation Index	-
SNIP	-
SJR	-
Impact factor	-
h-index	-
Others	-

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute
1.	Chittabrota Palit	Jadavpur University
2.	Ranjan Chakravorty	V.C. Vidyasagar University
3.	Dr. Pradip kumar Chatterji	Burdwan University
4.	Goutam Mukhopadhyaya	S.K.B. University

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	2	
Conference	-	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
History (Honours)	88	38	28	10	NA
History (General)	369	285	149	136	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
History (Honours)	100		
History General)	100		

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	10
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed :Campus Selection	-

6.	Employed : Other than Campus Selection	10
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	1431
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	Through wireless dongle
c	Classrooms with ICT facility	No
d	Laboratories	NA

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50% , Please refer item no 5.1.2 & 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q no 25 above

33. Teaching methods adopted to improve student learning:

1. Lecture method
2. Assessment tests
3. Use of library
4. Giving model answer in the class.

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	Comparatively good students flow.
Weakness	No fulltime faculty.
Opportunity	To make the department in a better way.
Challenges	To do good result.
Future plans	To make the department good in every respect.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

Political Science

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	NA

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
NA	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	1	Nil
Govt. Approved Part Time Lecturer	1	1
Guest Lecturer	-	-

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

Name	Qualification	Designation	Specialization	No of	Ph.D. students
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				Years of experience	guided for the last 4 years
Makar Chandra Mahato	M.A.	Part-time teacher	Self Govt. and Politics	16 years	-
-	-	-	-	-	-
-	-	-	-	-	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
-	-

13. Student – Teacher Ratio* (Programme wise):

Honours	General
NA	653:1

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	nil	Nil
Administrative staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
-	-	-
-	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	Nil
No of paper published in peer reviewed journals (national/international):	-
Number of publications listed in International Database	-
Monograph	-
Chapter in Books	-
Books Edited	-
Books with ISBN/ISSN number with details of publishers	-
Citation Index	-
SNIP	-
SJR	-
Impact factor	-
h-index	-
Others	-

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	2	
Conference	-	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
Political Science (General)	457	283	154	129	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Political Science (General)	100		

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	Nil
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed : Campus Selection	-
6.	Employed : Other than Campus Selection	10
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	853
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	Through wireless dongle
c	Classrooms with ICT facility	No
d	Laboratories	NA

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50% , Please refer item no 5.1.2 & 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q no 25 above

33. Teaching methods adopted to improve student learning:

1. Lecture method
2. Assessment tests
3. Use of library
4. Giving model answer in the class.

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	Students flow in every year
Weakness	No fulltime faculty.
Opportunity	To make the department in a better way.
Challenges	To do good result.
Future plans	<ol style="list-style-type: none"> 1. To get a fulltime faculty. 2. To open Honours course.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

Philosophy

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	NA

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
NA	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	1	1
Govt. Approved Part Time Lecturer	-	-
Guest Lecturer	-	-

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

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Satap Halder	M.A.	Assistant Professor	Logic	One and half year	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
-	-

13. Student – Teacher Ratio* (Programme wise):

Honours	General
NA	85:1

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	nil	Nil
Administrative staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
-	-	-
-	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	Nil
No of paper published in peer reviewed journals (national/international):	-
Number of publications listed in International Database	-
Monograph	-
Chapter in Books	-
Books Edited	-
Books with ISBN/ISSN number with details of publishers	-
Citation Index	-
SNIP	-
SJR	-
Impact factor	-
h-index	-
Others	-

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	Nil
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	-	
Conference	-	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
Philosophy (General)	58	58	36	22	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Philosophy (General)	100		

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	Nil
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed :Campus Selection	-
6.	Employed : Other than Campus Selection	10
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	802
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	Through wireless dongle
c	Classrooms with ICT facility	No
d	Laboratories	NA

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50% , Please refer item no 5.1.2 & 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q no 25 above

33. Teaching methods adopted to improve student learning:

5. Lecture method
6. Assessment tests
7. Use of library
8. Giving model answer in the class.

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	Students flow in every year
Weakness	Low attendance of students
Opportunity	To make the department in a better way.
Challenges	To do good result.
Future plans	To open Honours course.

EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the Department:

Hindi

2. Year of Establishment:

Introduction of General course	Introduction of Honours course
1985	NA

3. Names of the Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters, Integrated Ph.D, etc):

Undergraduate	Undergraduate
	General

4. Names of Interdisciplinary courses and the departments/units involved:

Nil

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate- Honours	Undergraduate- General
NA	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 courses/programmes discontinued (if any) with reasons: NIL

Nil

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	1	1
Govt. Approved Part Time Lecturer	-	-
Guest Lecturer	-	-

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

Name	Qualification	Designation	Specialization	No of Years of experience	Ph.D. students guided for the last 4 years
Navneet Acharya	M.A.	Assistant Professor	Tulsidas	One and half year	-

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Undergraduate – (Honours & General)	Undergraduate - (Honours & General)
Lectures Delivered	Practical Classes Handled
-	-

13. Student – Teacher Ratio* (Programme wise):

Honours	General
NA	7:1

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

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

Post	Sanctioned	Filled
Academic support staff (technical)	nil	Nil
Administrative staff	nil	nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification	Designation
-	-	-
-	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received:

Nil

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

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

Publication per faculty	14
No of paper published in peer reviewed journals (national/international):	14
Number of publications listed in International Database	-
Monograph	-
Chapter in Books	-
Books Edited	1*
Books with ISBN/ISSN number with details of publishers	-
Citation Index	-
SNIP	-
SJR	-
Impact factor	-
h-index	-
Others	-

* Jointly with Goutam Kumar Mandal

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
Nil	Nil	Nil

22. Student projects:

Percentage of students who have done in-house projects including projects including inter departmental / programme	Nil
Percentage of student placed for project in organization 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:

Sl. No.	Name	Institute
1.	Dr. Tanuja Majumder	Presidency University

2.	Dr. Anindya Gangopadhyaya	Do

25. Seminars/ Conferences/Workshops organized & the source of funding:

Organized	National	International
Seminar	-	
Conference	1	
Workshop	-	
Special Lecture	-	

26. Student profile programme/course wise:

Name of the Programme	Applications Received	Selected	Enrolled		Pass in per cent
			M	F	
Hindi (General)	7	7	4	3	NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Hindi (General)	100		

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

Unknown

29. Student progression:

Sl.No.	Student progression	Against % enrolled
1.	UG to PG	Nil
2.	PG to M.Phil.	-
3.	PG to Ph.D.	-
4.	Ph.D to Post-Doctoral	-
5.	Employed :Campus Selection	-
6.	Employed : Other than Campus Selection	5
7.	Entrepreneurs / Self Employed	10

30. Details of Infrastructural facilities:

Sl.No.	Student progression	Detail
a	Total number of books in library	360
	Total number of journal subscriptions	Nil
b	Internet facilities for staff & students	Through wireless dongle

c	Classrooms with ICT facility	No
d	Laboratories	NA

31. Number of students receiving financial assistance from college, university, Government or other agencies:

50% , Please refer item no 5.1.2 & 5.1.3

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Please refer Q no 25 above

33. Teaching methods adopted to improve student learning:

1. Lecture method & Use of green boards
2. Assessment tests
3. Use of library
4. Giving model answer in the class.

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

Through N.S.S.

35. SWOC analysis of the department and Future plans:

Strength	Good faculty
Weakness	Poor knowledge base in Hindi language and literature
Opportunity	To make the department in a better way.
Challenges	To run the department.
Future plans	1. To open Honours course



Mob : 9932342784

NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

(Affiliated to Sidho-Kanho-Birsha University)

P. O. : SUISA, DIST. : PURULIA, PIN : 723212

E-mail : nsamtic@gmail.com Website : www.nsamsuisa.org.in

From Principal / Secretary

Ref. No. 99/NSAM/2015

Date : 28.12.2015



DECLARATION BY HEAD OF THE INSTITUTION

I certify that the data included in this Self-Study Report (SSR 2015) are true to the best of my knowledge.

The SSR is prepared by the institution after internal discussion, and no part thereof had been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the Peer team visit.

Kinkar Das 28/12/15

Signature of the Head of the institution with seal

Secretary & Teacher-in-Charge
Netaji Subhas Ashram Mahavidyalaya
At. P.O.- Suisa, Dist.-Purulia
West Bengal

Mob : 9932342784

NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

(Affiliated to Sidho-Kanho-Birsha University)

P. O. : SUISA, DIST. : PURULIA, PIN : 723212

E-mail : nsamtic@gmail.com Website : www.nsamsuisa.org.in

From Principal / Secretary

Ref. No. ...100/NSAM/2015



Date : ...28.12.2015

Certificate of Compliance

(Affiliated College and Recognition Institution)

This is to certify that Netaji Subhas Ashram Mahavidyalaya fulfils all norms

1. Stipulated by affiliating University and
2. Regulatory Council / Body such as UGC and
3. The affiliation and recognition is valid on date 28.12.2015.

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 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: 28.12.2015

Place: Suisa.

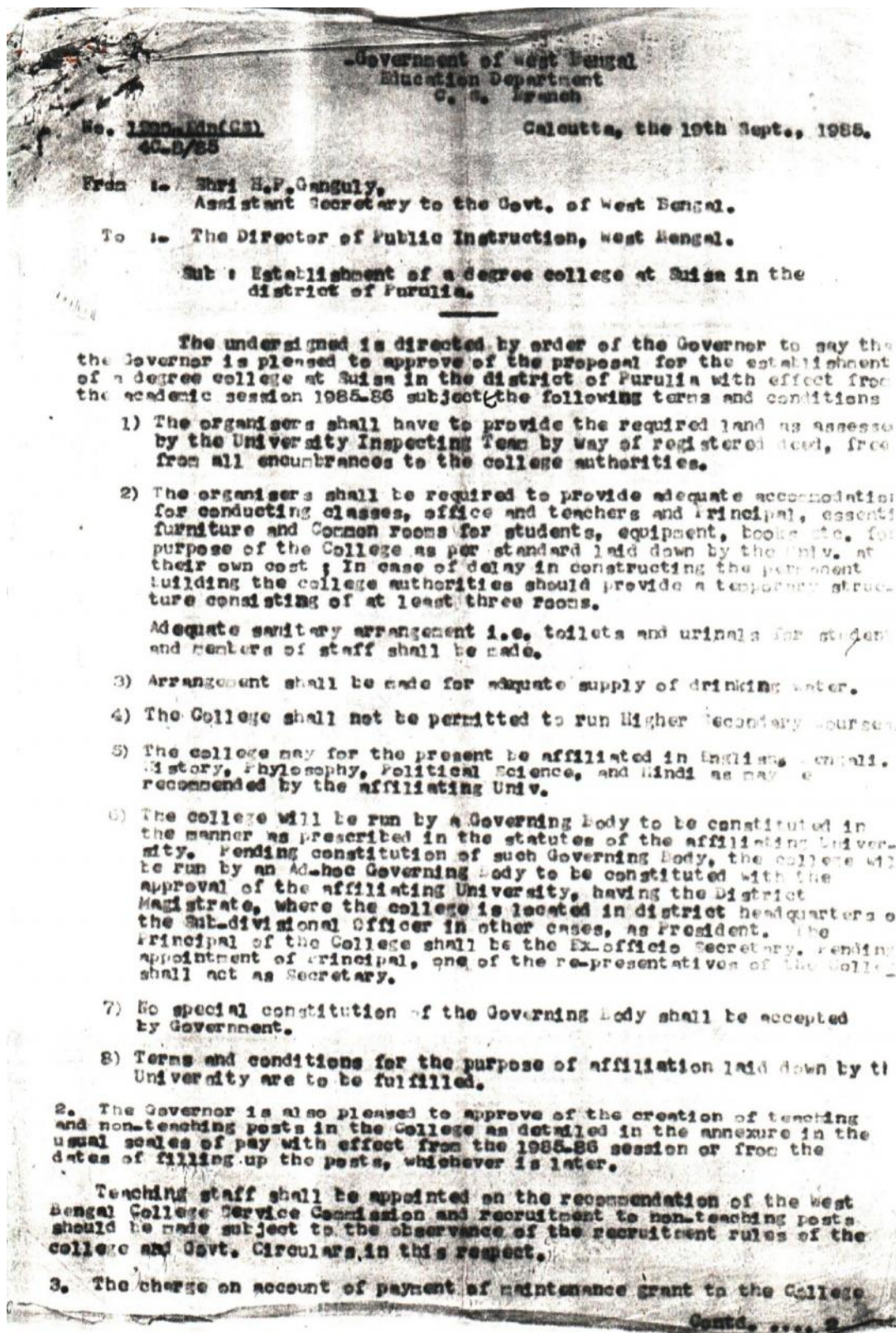
Principal/Head of the Institution
Kinkar Das 28/12/15
(Name and Signature with Office seal)
(KINKAR DAS)
Secretary & Teacher-in-Charge
Netaji Subhas Ashram Mahavidyalaya
At.+P.O.- Suisa, Dist.-Purulia
West Bengal

ANNEXURE

(A - E)

- A. Photocopy of College Establishment G.O.**
- B. Photocopy of College Affiliation Certificate.**
- C. Photocopy of Certificate of Recognition under 2F & 12B of UGC.**
- D. Plan of the Institution and Campus.**
- E. Photocopies of Audited Income-Expenditure of 2011-12, 12-13.**

ANNEXURE- A



ANNEXURE- A (contd.)

- : 2 : -

College will be met from the provision under the head " E ".
University and Other Higher Education - VIII. Other Exp.- State Plan
(7th Plan)- Establishment of new Colleges including diversification
of essential courses of study in existing colleges - Grants-in-Aid,
contributions" Sub-ordinate to "277. Education (excluding Sports
and Youth "elfare)" in the current years State Budget.

4. This order issues with the concurrence of the Finance Department
vide their U.O. No. Group - B 2039 dated 18.9.85.

Sd/- H. P. Ganguly,
Assistant Secretary.

No. 1290/1(1)-Edn(CS)

Copy with a copy of the annexure forwarded to the Registrar,
Burdwan University, for information.

Calcutta,
The 19th Sept., 1985.

Sd/- H.P.Ganguly,
Assistant Secretary.

No. 1290/2(6)-Edn(CS)

Copy forwarded for information to the :-

- 1) Deputy Commissioner, Purulia.
- 2) Deputy Director of Public Instruction (NOC), West Bengal.
- 3) Deputy Director of Public Instruction (PPS), West Bengal.
- 4) Deputy Director of Public Instruction (PAS), West Bengal,
6, Council House St., Cal.- 1.
- 5) Secretary Organising Committee, Proposed Degree College at
Suisa (Purulia).
- 6) Secretary, West Bengal College Service Commission,
147A, Rash Behari Avenue,
Calcutta - 29.

Calcutta,
The 19th Sept., 1985.


Assistant Secretary.

ANNEXURE- A (contd.)

ANNEXURE to G.O. No. 1290-Edn(CS), dt. 19.9.85

1. Teaching staff :

- 1) Principal - 1
 ii) Lecturers - 6 (six) 1st post in each of the subjects which affiliation is granted.

2. Non-teaching staff :

1) Class III staff.

(a) Office.

- Head Clerk - 1
 Accountant/
 Clerk - 1
 Typist/Clerk - 1
 Cashier - 1
 Clerk - 1

(b) Library.


- Library Clerk - 1
 Total : 5 + 1 = 6

ii) Class IV staff :

(a) Office

- Office Bearer - 3
 Durwad - 1
 Night Watchman - 1
 Sweeper - 1

~~6~~ Total : 6


 Assistant Secretary,
 Education Department.

ANNEXURE- B



SIDHO-KANHO-BIRSHA UNIVERSITY

P.O – Purulia Sainik School, Ranchi Road, Dist-Purulia, WB - 723104

Office of the Registrar

Ph : 03252-202119, e-mail: registrar@skbu.ac.in

Ref : R/Aff/1340/SKBU

Date : 23.12.2015

This is to certify that Netaji Subhas Ashram Mahavidyalaya, P.O- Suisa, Dist- Purulia, West Bengal, Pin – 723212 is affiliated to Sidho-Kanho-Birsha University, Dist- Purulia, West Bengal since 2010 and the following Courses/Subjects are taught in the said college as per approval.

Sl no	Name of the course and duration	Affiliation	Period for validity for the years
1	Bengali (H) 3 years	permanent	From 1996
2	History(H) 3 years	do	From 2007
3	English (H) 3 years	do	From 2007
4	Geography(H)3 Years	do	From 2008
5	Bengali(Gen) 3 Years	do	From 1985
6	History (Gen) 3 Years	do	do
7	English (Gen) 3 Years	do	do
8	Political Science (Gen) 3 years	do	do
9	Hindi(Gen) 3 years	do	do
10	Philosophy (Gen) 3 Years	do	do
11	Geography (Gen) 3years	do	From 1996

(Dr. Nachiketa Bandyopadhyay)

Registrar.

Registrar
Sidho-Kanho-Birsha University
Purulia

ANNEXURE- C

16/07

दूरभाष : 3237721, 3231692, 3234116
Phones : 3232317, 3232701, 3235743

All communications should be addressed to the secretary by designation and not by name

संख्या
No.

द्वार : मुनिमांदस
GRAMS : UNIGRANTS
Fax : 3232783, 3235288, 3231797
विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग,
नई दिल्ली-110002
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG,
NEW DELHI-110 002

F.8-33/95 (CPP-I)

March, 2003

The Registrar,
Burdwan University,
Burdwan-713 104 (W.B).

1-9 APR 2003

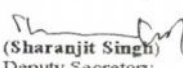
Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New College.

Sir,

I am directed to refer to your letter No. F. IV-2/215/(IX) 12 dated 13-09-2002 on the subject cited above, and to say that the name of the following College has been included in the above list under Non-Government Colleges teaching upto Bachelor's Degree:

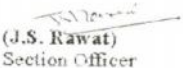
Name of the College	Year of Establishment	Remarks
Netaji Subhas Ashram Mahavidyalaya, P.O.-Suisa, District-Parulia-723 212 (WB).	1985	The College is eligible to receive central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Sharanjit Singh)
Deputy Secretary

Copy to:-

1. The Principal, Netaji Subhas Ashram Mahavidyalaya, P.O.-Suisa, District-Parulia-723 212 (WB).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
2. The Joint Secretary, UGC, Eastern Regional Office, LB-8, Sector-III, Kolkata-700 091.
3. Section Officer, FD-III Section, UGC, New Delhi.
4. All Sections, UGC, New Delhi.
5. D.T. P. Cell, UGC, New Delhi.
6. Guard file.


(J.S. Rawat)
Section Officer

ANNEXURE- D



ANNEXURE- E

NETAJI SUBHASH ASHRAM MAHAVIDYALAYA

P.O. - SUIISA, DIST. - PURULIA, PIN - 723212

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

<u>EXPENDITURE</u>	<u>AMOUNT RS</u>	<u>INCOME</u>	<u>AMOUNT RS</u>
To Remuneration paid to the PTT	234000.00	By Remuneration Grant received from DPI(PPS)	234000.00
" Enrolment fees paid to the University A/C	22640.00	" Enrolment fees A/C	22600.00
" University Exam. Fees paid to the University A/C	60960.00	" University Exam. Fees A/C	60320.00
" Geography Practical expenses	630.00	" Geography Practical A/C	640.00
" Honorarium paid to PTT	84595.00	" Tuition fees A/C	184045.00
" Late fee paid to the University A/C	2150.00	" Late fees A/C	2100.00
" Travelling allowance A/C	40437.00	" Hot Weather charges A/C	15900.00
" News paper & Periodicals A/C	1526.00	" Minority Stipend A/c	11000.00
" Telephone Expenses A/C	8292.00	" Misc. / Others fee A/c	2480.00
" Hot Water expenses	21242.00	" Electric fees A/C	25130.00
" Postage stamp A/C	171.00	" Centre fees A/C	16200.00
" Bank Charges A/C	1283.00	" Development fees A/C	60150.00
" Refreshment A/C	13436.00	" Library fees A/C	12400.00
" Misc. Expenses A/C	28304.00	" Review charges A/C	5120.00
" Printing & Stationary A/C	17115.00	" Enrolment form A/C	910.00
" Electric Expenses A/C	57186.00	" Students Union A/C	23040.00
" Repairing & Maintenance A/C	13390.00	" University registration fees A/C	9450.00
" Centre Expenses A/C	33339.00	" University Spots fees A/C	3780.00
" UGC convence A/C	135600.00	" Generator fees A/C	4050.00
" Development Expenses A/C	254559.00	" Cultural fees A/C	37320.00
" Library Expenses A/C	940.00	" Annual charges A/C	32725.00
" Review charges paid to the University A/C	5120.00	" Test fees A/C	23280.00
" Enrolment Charges paid A/C	1000.00	" University Sports Association Fee A/c	3050.00
" Students Union Expenses A/C	19505.00	" Identity Card A/C	3870.00
" University registration fees paid	9500.00	" Admission fees A/C	41000.00
Balance C/o	<u>1066920.00</u>	Balance C/o	<u>834560.00</u>

ANNEXURE- E (contd.)

<u>INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012</u>			
<u>EXPENDITURE</u>	<u>AMOUNT RS</u>	<u>AMOUNT RS</u>	<u>INCOME</u>
Balance B/f		1066920.00	Balance B/f
" University sports fees paid to the University A/C		3800.00	" Session contribution charge A/C
" Generator fees paid A/C		8154.00	" NAAC A/C
" N.S.S. grant transferred to N.S.S. Sub A/c		15000.00	" Students Health Home A/C
" Casual staff payment A/C		27000.00	" Geography Lab. Charges A/C
" Cultural Expenses A/c		23289.00	" T. C. charges A/C
" Test Exam Expenses A/c		3431.00	" Other received
" Annual charges Expenses A/c		8000.00	" Admission form sale A/c
" UGC Audit fees paid		5000.00	" UGC Seminar grant A/C
" Expenses for Hostel purpose		2200.00	" Magazine fees A/C
" University Exam. Spot assessment fee paid to the Unive		2900.00	" Hostel fees for student
" Identity Card A/c		4900.00	" U.G.C. Grant for Hostel A/c
" Internet Renewal A/c		1810.00	" Interest received from Banks A/C
" Netaji Birth day Celebration		2480.00	" F. D. Interest A/c
" Bank charges for closing Bank A/c		624.34	
" Audit fees A/c		5000.00	
" Being balance excess of Income over Expenditure transferred to General Fund		310776.66	
TOTAL		1491285.00	TOTAL
			1491285.00



ANNEXURE- E (contd.)

NETAJI SUBHAS ASHRAM MAHAVIDYALAYA

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013

EXPENDITURE		AMOUNT	INCOME		AMOUNT
To	Remuneration payment to PTT	12,19,050.00	By	Remuneration Grant-in-aid-	15,75,450.00
..	Remuneration Advance Payment	3,75,000.00	..	Salary Grant-in-aid -	57,98,869.00
..	Salary Payment -	58,04,733.00	..	Misc.Receipts	5,87,255.00
..	UGC Expenses	99,973.00	..	Tuition fee-	2,52,230.00
..	Enrollment fee Deposit-	26,790.00	..	Cultural Fee-	40,800.00
..	University Examination fee		..	Enrollment fee-	25,770.00
..	Payment-	86,200.00	..	University Examination fee-	86,140.00
..	Center fee payment-	43,965.00	..	Admission fee-	47,000.00
..	Casual payment-	88,000.00	..	Center Fee-	42,787.00
..	University sports fee Payment --	5,440.00	..	Generator Fee-	5,515.00
..	University Reg. Fee payment-	13,550.00	..	Test Fee-	27,210.00
..	Salary Advance Payment-	3,15,700.00	..	Library Fee-	20,160.00
..	Tuition fee (50%) deposited to		..	Magazine Fee-	15,160.00
..	Govt.	84,350.00	..	Electric Fee-	38,850.00
..	Poor boys Fund - concession-	14,460.00	..	Misc. Fee-	810.00
..	Generator maintanance-	8,641.00	..	Geography practical Fee-	3,250.00
..	Library Expanses-	17,150.00	..	Late Fee-	750.00
..	Magazine Exp.	25,800.00	..	University Registration Fee-	13,550.00
..	Electric Exp.	65,122.00	..	University Examination Spot	
..	Misc. Exp -	8,575.00	..	Assessment Fee-	5,300.00
..	Geography practical Exam Exp.	2,650.00	..	Poor boys Fund-	26,490.00
..	Travelling Allowances paid-	71,019.00	..	NAAC-	15,160.00
..	Refreshment -	18,745.00	..	Session Contribution -	41,115.00
..	Printing & Stationary -	28,687.00	..	Hot weather charges -	18,680.00
..	Development Exp. -	30,910.00	..	Students Union -	27,960.00
..	Late fee Paid -	600.00	..	Annual charges -	36,215.00
..	News papers & periodicals-	1,974.00	..	Enrolment Form-	1,360.00
..	Bank charges -	275.00	..	Identity Card -	4,660.00
..	Telephone Exp.-	8,909.00	..	University Sports -	6,420.00
..	Geographical survey-	7,000.00	..	Geography Lab. Charges -	3,300.00
..	Repaire & Maintanance-	7,500.00	..	T.C Charges-	2,500.00
..	Hot weather Exp.-	330.00	..	Review charges -	10,000.00
..	Honorarium Payment To Guest Lect-	1,84,500.00	..	Interest Received from the Banks.-	37,353.00
..	Postage-	207.00	..	Adm. Form Sale A/C.-	21,000.00
..	Students' Union Exp.-	37,135.00	..	NSS Grant	26,847.00



Vishu Das

Secretary & Teacher-in-charge
NETAJI SUBHAS ASHRAM MAHAVIDYALAYA
Suisa, Purulia (W.B)

ANNEXURE- E (contd.)

.. Cultural exp.	35,916.00	.. Int. Recd. From Bank of Boroda	38,247.00
.. Internet Exp.-	2,754.00		
.. Computer Maintanance-	2,050.00	.. Excess of Expenditure over Income	51,419.00
.. Geography Lab. Exp.-	1,300.00		
.. Review charges paid-	10,000.00		
.. DISH TV. Re- charge-	3,850.00		
.. University Examination Spot			
.. Assessment Exp	5,000.00		
.. Audit fee-	5,000.00		
.. UGC Audit Fee-	7,000.00		
.. Audit Fee for DPI Grant -	1,000.00		
.. Enrolment Form purchased -	1,500.00		
.. Depreciation	1,77,272.00		

89,55,582.00

89,55,582.00

Date:14-07-2014
Place:Kolkata



For Kedia Kusum & Associates
Chartered Accountants

Kusum Agrawal
CA KUSUM AGRAWAL
Proprietor
M.No.056517

Shri D. S. Das
Secretary & Teacher-in-charge
NETAJI SUBHAS ASHRAM MAHAVIDYALAYA
Suisa, Purulia (W.B)