

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

AQAR for the year (for example 2016-17)

2016-2017

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Udaynarayanpur Madhabilata Mahavidyala

1.2 Address Line 1

Jangalpara

Address Line 2

Udaynarayanpur

City/Town

Udaynarayanpur, Howrah

State

West Bengal

Pin Code

711226

Institution e-mail address

principalumm@gmail.com

Contact Nos.

03214257444/666    Mobile - 9434543278

Name of the Head of the Institution:

Dr. Arabinda Ghosh, Principal

Tel. No. with STD Code:

03214- 257444/666

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	1.54	2016	15.09.2021
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

N.A

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

.

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

University of Calcutta

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

13

2.10 No. of IQAC meetings held 05

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) :- NIL

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The cell is actively involved in improving overall existing qualities and facilities of the institution. The cell monitors overall teaching –learning activities and organized teachers’ training in computer and digital learning, lecture on research mentality incorporation, and IQAC also arrange participation of faculties in seminar by IQAC of other institutions. IQAC also monitor collection, evaluation and analysis of students’ and parents’ feedback about the institution and its process.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Conducting computer and digital learning training for teachers	1. Conducted training for use of ICT technology for teachers
2. Conducting lecture and workshop for improvement of research culture among faculties	2. Conducted extension lecture for overall quality improvement and improvement of research ability within regular framework of college
3. Conducting computer and	3. Collected vision and ideas for

spoken English classes for students	each department and summarized for implementation
4. Making student's club/group for cultural activity	4. Spoken English class for students are being held
5. Conducting skill-building workshop for students	5. Collected students feedback and took action on few areas and also conducted open house with guardian
6. Collection of feedback report from students and parents	6. Collected and analysed work-cum-performance report
7. Collection of vision and academic plan from each department	
8. Collection of work-cum-performance format from each faculty	

\* Attach the Academic Calendar of the year as Annexure. (Please Check Annexure-V)

2.15 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

Provide the details of the action taken

Governing Body analyzes the 1st AQAR in detail. On the basis of the discussions on it the report has been approved and following decisions have been taken:-

a) To improve the pass percentage of the students, particularly of the General Course Students, it is decided to take steps for improvement of attendance of the students and at the same time more emphasis to be given upon class tests and preparatory examination.

b) It is advised that teachers should engage in research activities and publications. Necessary incentives, except monetary incentives, will be provided to the teachers for this purpose.

c) It is decided to open another unit of the NSS so that Extension activities could be further enhanced; and

d) Members of the G.B. feel that some more skill development programmes may be introduced in the college. Since the college is located in the rural area it is decided to introduce programmes related to preparation and use of bio-fertilizers for agricultural purpose.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	08	01	01	01
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	08	01	01	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	10

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

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

*\*Please provide an analysis of the feedback in the Annexure (Please Check Annexure –II for the report)*

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

There have been changes in History, Sanskrit, Philosophy and English syllabus by the affiliating University. For History, module division within 1<sup>st</sup> and 3<sup>rd</sup> paper have been changed and the time period 1750-1800 has been shifted from 4<sup>th</sup> to 6<sup>th</sup> paper. Use of language for teaching and writing in examination has been changed to Sanskrit from Bengali in 2<sup>nd</sup> and 6<sup>th</sup> paper. There has been addition of new chapters in 1<sup>st</sup> – 4<sup>th</sup> paper. For English interchange of topics within paper II and paper V have been made and few new songs, poems, plays and essays have been added.

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

Education (Hons)- Self Finance course- it is 3 year degree course, affiliated by University of Calcutta.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	12	-	-	18

2.2 No. of permanent faculty with Ph.D.

01

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	1	-	-	-	-	-	-	8	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

8

Govt. Approved Part-Time Teachers

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	2	6
Presented papers	3	2	3
Resource Persons	1	0	1



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

The institution is successfully using virtual classroom along with usual techniques like use of power point projector for lecture. Besides that in traditional classroom teaching scope of quiz, debate, presentation by the students are also done. Educational tour has been conducted for department of Bengali, English, History, Geography, Philosophy, Education and extension lecture was arranged by Dept. of History and Sanskrit and lecture was taken by Dr. Ranabir Chakraborty, professor of Ancient History of Jawaharlal Nehru University, New Delhi. Dept. of Sanskrit organized a play acted by students which is enacted based on a play from the syllabus and thus making it innovative way to learn.

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

193

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

NIL

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

NIL

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Hons	131	-	15.26%	74.8	-	90.83%
B.A. Pass	136	-	-	11%	-	30.14%

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

IQAC takes feedback from each student and also conduct mid-term test to understand progress of students in each department.

2.13 Initiatives undertaken towards faculty development :01

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4			
Technical Staff	1			

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC conducted extension lecture to speak about incorporation of research mentality in daily schedule and it also facilitates participation of faculties in various seminars, workshops etc.

#### 3.2 Details regarding major projects :- 0

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects:- 01

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		2,39,527		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	8	-
Non-Peer Review Journals	-	-	8
e-Journals	7	-	-
Conference proceedings	1	1	1

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	University Grants Commission	2,39,527	169527
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from :- N.A.

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			1		
Sponsoring agencies			ugc		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
		1				

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

-

-

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

-

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events: N.A

University level  State level

National level  International level

3.23 No. of Awards won in NSS: NIL

University level  State level

National level  International level

3.24 No. of Awards won in NCC: N.A.

University level  State level

National level  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="2"/>	Any other <input type="text" value="-"/>

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

- Social awareness on environment and hygiene in Tokapur Village, Howrah.
- Relief work for flood victim in the neighbouring areas of this college,

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.52 acre	NIL	N.A.	5.52 acre
Class rooms	11	02	College fund/ MPLAD	1580940
Laboratories	2	1	UGC/ College Fund	
Seminar Halls	-			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	2	State Govt	600000
Value of the equipment purchased during the year (Rs. in Lakhs)	-		Ugc State govt College fund	8,06,737
Others			Ugc State govt College fund	163475

#### 4.2 Computerization of administration and library

Administration is fully computerized, finance, accounts, admission, scholarship data is maintained in digital format. Currently we have installed library software and process of making digital catalogue is in full swing.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5777	655875	351	153289	6128	8,09,164
Reference Books	840	142350	402	173149	1247	3,15,499
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	13		13					
Added	03		03					
Total	16		16					

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

NIL.

4.6 Amount spent on maintenance in lakhs :

i) ICT	27020
ii) Campus Infrastructure and facilities	184100
iii) Equipments	16120
iv) Others	-
<b>Total :</b>	<b>227240</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC arranges meeting with different cells, and student representative to inform about activity and facilities of different cells available for students. And they also monitor and evaluate activity of such cells.

5.2 Efforts made by the institution for tracking the progression

The outgoing student's phone number has been recorded and proposal to register an informal alumni association into formal organization is in the process. This may help tracking of outgoing students in a more formal manner.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1252	-	-	-

(b) No. of students outside the state

04

(c) No. of international students

-

Men	No	%	Women	No	%
	470	37.5		782	62.5



Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1016	181	4	50	01	1252	1138	220	04	83	01	1446

Demand ratio - 1:1.64      Dropout % - 15%

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

NIL

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations NIL

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

5.6 Details of student counselling and career guidance

Currently, The college do not have facility for career and placement cell, but it ensures active participants of teachers into discussion of making career decision for students. Counselling cell deals with students who come for discussion about issues like less attendance, difficulties in transport, or any other personal problem. Counselling Cell tries to give best possible solution available in the institution.

No. of students benefitted

20

5.7 Details of campus placement : 0

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

## 5.8 Details of gender sensitization programmes

On 12.9.2017, the IQAC of the College had organized a lecture and interactive session on the issue of gender sensitization. The speaker was Dr. Aparna Bandyopadhyay, Associate Professor and Head, Department of History, Diamond Harbour Women's University. Dr. Bandyopadhyay had spoken on the importance and methods of implementation of gender-sensitivity and gender-equality in educational institutions, and interacted with the students about the gendered perspectives and stereotypes and subsequent discriminations in our everyday experience, and advised the students on maintaining a healthy gender relationship.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	9	8425
Financial support from government	531	Not Available
Financial support from other sources	40	166500
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives -0

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: - Shortage of drinking water facility. This has been addressed by installing another submersible pump and another water filter facility.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:** - To fulfil dreams and aspirations of higher education of young persons, particularly of girls' through inculcating necessary knowledge and skills for future education and employment.  
**Mission:** - 1. To create and provide adequate infrastructural facilities and learning resources like classrooms, laboratories, toilets, books, equipment, etc. needed to promote gross enrolment ratio (GER) and teaching learning process in the college. 1. To introduce subject and courses commensurate with the need of the locality and capacity of the institution and also to the student profile. 2. To provide quality teaching in healthy and friendly atmosphere. 3. To review the progress through evaluation of learning outcomes, faculty self-evaluation and feedback from the students and the guardians.

6.2 Does the Institution has a management Information System

There is no such formal management information system.

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

#### 6.3.1 Curriculum Development

The curriculum/ syllabus for diff. Courses/ programmes are developed and issued by affiliating University. So, scope of IQAC in this regard is limited.

#### 6.3.2 Teaching and Learning

To improve the teaching-learning process in the institution a virtual classroom has been prepared in Nov., 2016 with the financial assistance from the Higher Education Department of the west Bengal Government. In this classroom a laptop with the internet facility, an LCD projector and a smart board have been installed. Using this system, teachers can download study materials and lectures within the classroom in the presence of the students.

Moreover, for the academic session of 2017-2018 provisions have been made to increase year-wise classes for each department. In order to increase no. of classes including tutorial classes 'Class Routine' has been thoroughly revised to incorporate more classes for students of each programme/course.

#### 6.3.3 Examination and Evaluation

In order to improve the aptitude quality of the students MCQ type questions are being set in the college examinations, for example, in the class tests and test examinations.

However, no strategy has yet been adopted to improve evaluation system as there is no problem with the existing system.

#### 6.3.4 Research and Development

In order to promote research among faculty members two important strategies have been adopted. A seminar lecture was organized in Dec., 2016 to promote research culture among the faculty members; and secondly, a Journal is being published by the college with the original writings (essays, articles, etc.) contributed by the faculty members.

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

In order to provide better library facilities arrangements have been made to procure various text books and reference books. In the last years we have procured books of about Rs. 3 Lakh. We have installed a desktop with internet facilities for entry of all library books. Hence a library software has been installed for digitalization of the books. In fact, entry of about 5,000 books has already been made by using this software.

Efforts have been initiated to create a wi-fi space in the college campus. A proposal has been sent to the local office of reliance Jio for the creation of the same on the basis of their proposal. However, we hope it would be completed very soon.

Moreover, internet facilities have been extended to college library and virtual classroom.

During the last year we have procured some Gym instruments for Mini Indoor Games complex of the college. Enrolment of names of 1<sup>st</sup> year students in the gym has been made compulsory from the current academic session.

### 6.3.6 Human Resource Management

IQAC put great importance upon Human resource management. As it has representative from both faculty members and non-teaching staff any decision regarding involvement of the staff for quality improvement of the institution could be easily ventilated and disseminated among the staff.

Moreover, IQAC meet separately with the faculty members and non-teaching staff to understand their problems, if any, for delivering better services to the students in particular and institution, in general.

#### 6.3.7 Faculty and Staff recruitment

Some faculty members have been appointed on the basis of the recommendations of WBCSC during the last one year. Moreover, some teachers were also appointed to the posts of guest lecturer and full time contractual teacher from college fund. Care had been taken to follow standard recruitment policies in this regard.

#### 6.3.8 Industry Interaction / Collaboration

So far the institution does not have any system of industry interaction and collaboration with other bodies, societies, etc.

#### 6.3.9 Admission of Students

The institution always works to ensure transparency in admission of students. In terms of guidelines issued from The Higher Education Department of the Government and University Of Calcutta. The entire admission process runs on on-line mode. Any notification for admission is widely circulated by displaying such notices in public places, like local B.D.O office, Post office, etc. and in the college website.

6.4 Welfare schemes for

Teaching and Non-Teaching	<p>For teaching and non-teaching staff of the college an Employees credit Cooperative society has been formed and its name is Udaynarayanpur Madhabilata Mahavidyalaya Employees credit Cooperative society Limited. Loans at lower interests and easier terms are provided to the members of the society.</p> <p>During last one year 5 full time teachers, eighteen Part Time Teachers and ten non-teaching staffs of the college have been included in this society as members.</p>
Students	Financially backward Students can avail tuition fee waive benefit from students welfare fund.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative	No		No	

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

For UG Programmes      Yes     No

For PG Programmes      Yes     No

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

No such recent reforms have been made by the University.

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

No such recent reforms have been made by the University.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

Trees are planted regularly in the college campus and a person has been employed to look after the trees and plants. A large portion of college campus has been reserved for growing plants and trees with the help of local gram panchayet. There are separate places in the campus for the waste materials. Hence all efforts are being made to make the campus eco-friendly.



## Criterion – VII

### 7. Innovations and Best Practices

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

(a) In pursuance of the suggestion of IQAC two steps have been taken to improve the classroom attendance of the students.

Firstly, students with poor attendance are being identified at the time of university registration and they are cautioned about their poor attendance. They are also made to submit a declaration for improving their attendance.

Secondly, at the time of filling up forms for university examinations guardians/parents of those students whose attendance in classes are poor are invited to apprise them about the poor attendance of their kids in a meeting with the management of the college. Appeals are made to the guardians to look after the matter for improving class room attendance of the students as a whole.

(b) In order to improve computer knowledge and Internet-handling abilities among the faculty members special training arrangement has been undertaken under the guidance of experts from a local computer training centre.

(c) Spoken English course of six-monthly duration has been introduced since last academic session. Students are being convinced about the benefit of undertaking this course. It is found that students are getting interested in doing this course.

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

At the beginning of the year IQAC has prepared and adapted a plan of action which includes, among other arrangement of lectures for promotion of research culture among faculty, feedback from all parents regarding institution, inviting suggestions from all departments about their vision for academic improvement and arrangement of computer training for students of the college.

For implementation of the plans college authority is taking earnest and sincere efforts.

Firstly, Prof. Ballari Roy Chowdhuri of Gokhale Memorial College and Prof. Suvankar Chakraborty of P.K.H.N. Mahavidyalaya, Purash, Howrah were invited on 23.12.2016 to deliver lectures for promotion of research cultures. Secondly, feedback forms were distributed to all students in which we kept a point for response from parents/guardians. These feedbacks were collected to get the opinions of the parents.

Thirdly, departmental suggestions were invited to get their visions about academic department and these suggestions were received.

Fourthly, in order to provide computer training to the students contact had been made with officials of Webel, Udaynarayanpur Branch and they had intimated their willingness to provide service. Students of the college are also notified in this regard indicating details of course duration and course fees. But responses from the students are not encouraging.

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

1. **Make your campus green.**
2. **Prevent Drop-Out.**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

*(Please Check Annexure iii and iv for details)*

7.4 Contribution to environmental awareness / protection

The institute participate in environment awareness via its NSS wing and it makes posters, rally, special camp etc. The college ensures protection of its greenery (details given in Annexure 2 ) and also plantation is done as a regular event.

7.5 Whether environmental audit was conducted?    Yes     No

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

**SWOT**

**Strengths-**

- (i) There exists a good and healthy academic environment in the institution. Cordial relationship exists among teachers, students and staff.
- (ii) Most of the students of the college are girl students and they are obedient and disciplined.
- (iii) There is a large and green campus located over 5.52 acres of land.

**Weaknesses –**

- (i) There are only twelve full time teachers for fourteen departments. Shortage of qualified teachers hampers teaching- learning process.
- (ii) There are shortage of class rooms and laboratory rooms.
- (iii) Due to lack of financial resources Boys' Common Room with adequate space is yet to be constructed.

**Opportunities-**

- (i) There is scope for introduction of B.Sc. (Honours) Course.
- (ii) There is scope for introduction of some Career oriented courses and skill development programmes.
- (iii) There is adequate opportunity for development of games and sports in the college as there is a large play -ground and interested students.

**Targets –**

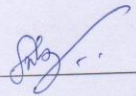
- (i) Construction of some new classrooms and laboratory rooms as well as a cycle shed.
- (ii) Introduction of B.Sc. (Honours) course.
- (iii) Introduction of some skill development programmes.
- (iv) To prepare a team of athletes comprising of both boys and girls.

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

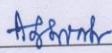
Plan for next year for this institution includes, -to increase pass percentage esp. of General B.A. /B.Sc. course students and to increase research and extension work and also to bring collaboration will be some of the major agendas.

Name SNEHASREE SAHA

Name ARABINDA GHOSH

  
\_\_\_\_\_

Signature of the Coordinator, IQAC

  
\_\_\_\_\_

Signature of the Chairperson, IQAC

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**Abbreviations:**

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

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### **Summary of Feedback Report from Students**

- Feedback forms were collected from all three year students and they were distributed subject to the departmental heads for a summary report. After careful analysis of the summary we found major appreciation was received for holding of regular classes, class-tests, co-operative mentality of faculties and office, discipline of the college but major problems were found to be in water crisis and lack of books in library. Currently we have installed another submersible pump for better supply of drinking water in the college building. These year new orders for books were placed too for each department (total-1400) to improve stocks of library books.

### **Summary of Parents-Teachers Meet and Parents' Feedback**

- This year the institute decided to arrange open discussion forum with parents along with college administration and faculties. Students who scored less than 35% marks in qualifying examination and attended less than required percentage were asked to attend the meeting with their respective parents. The meeting was held in presence of Mr. Samir Kumar Panja President, Governing Body, Dr. A. Ghosh, Principal of the college, faculties of various department and non-teaching staff. More than 150 parents attended the meeting. The meeting began with a brief by Principal, Dr. A. Ghosh. He told about the necessity and objective of the meeting to the parents present in the meeting. He also explained new regulation of university exams and why regular attendance and higher marks are necessary from 1<sup>st</sup> year itself. Then he invited Sreemoyee Banerjee, Prof and HoD, Department of Bengali, to declare results of each subjects. After this Principal invited comments from parents. Prof. Snehasree Saha, Asst. prof, Food & Nutrition, moderated this section. Many of the parents welcomed college authority for organising such forum and allowing them take part in the discussion. Few parents took up specific issues like illness, marriage of daughters, long gaps within classes etc. All these questions and concerns were individually addressed by the college authority. Finally President summed up the meeting by addressing the audience and declared very low marks and attendance can stop student from sending to the university examination. He also requested all parents to be in constant touch with college for betterment of their children.

**Presentation of Best practices 1 :-**

1. Title of the practice

**Title :-**“ Make your campus green.”

2. **Goal :-**

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

To make the campus green and environment friendly.

3. **The Context: -**

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

Since we have submitted self-study report for evaluation by NAAC team we have been able to construct a boundary wall along about eighty per cent of the college boundary. So it has helped to prevent encroachers from using the campus as grazing field. But the problem of water logging still remains. The campus is being flooded in each and every year. Hence, difficulties in plantation of trees in the campus still persist.

4. **The Practice:-**

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

Regular maintenance is being done for the existing trees and plants and some new plants are added every year to recover the losses suffered during flood.

5. **Evidence of Success:-**

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

Success of our endeavour will be evident when one enters our college campus. Some trees have already grown up and others are in their growing stage. At present the campus is green and livid.

6. **Problems Encountered and resources required:-**

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

The main problem is shortage of financial resources. Twenty per cent of the boundary wall is yet to be constructed. Funds are also required for development of land to avoid the problem of water logging.

**Presentation of Best practices –2**

1. Title of the practice

**Title :-** Prevent Drop-out to Build Nations

**2. Goal:-**

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

Two years ago we had set a target to reduce the drop-out rate to 15 per cent and it has been achieved. Now we like to see the drop-out rates to persist at this level for the coming year if its not reduced.

**3. The Context:-**

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

When the students steps in an institution of higher education it becomes the responsibility of HERI's like us to fulfil their own as well as of the Nation's aspirations of continuing and completing their course/programmes to add to pool of quality human resources.

**4. The Practices:-**

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

To begin with we try to find out the reasons behind drop-outs. It is seen that generally students tend to discontinue due to i) financial problems, ii) early marriage of girl students and iii) to move to some relatively better job oriented courses (vocational training etc.).

Given the present infrastructure there is little to tackle cases related to the third mentioned factor. However, all efforts are being made to sort out cases related to the first two factors. Meritorious and regular students are assisted and encouraged to apply for various scholarships /stipends. Tuition fee concessions are provided to the eligible students. There are Grievance redressal cell and Students counselling cell to sort out any problem which could force the students to think of discontinuation.

**5. Evidence of Success:-**



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

Drop-out rate has fallen considerably during last two years from over 25 per cent in 2016 it has now been reduced to 15 per cent.

**6. Problems Encountered: -**

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

Lack of financial resources and shortage of qualified faculty members prevent us from introducing job-oriented add on courses, skill development programmes and proper management of existing programmes, courses.

**Academic Calendar Session 2017-2018****Udaynarayanpur Madhabilata Mahavidyalaya**

Last date of admission to the 1st year degree course: 21.07.17

Last date of change of subject(s)/stream:25.08.17

Course	Date of Commencement of Classes	Submission of Registration Form to C.U by the College	Mid-term Exam	College Test	Result of College Test	Filling up of Form for University Exam	Date of Examination(Tentative)		Pub. of Result (Tentative)	
							Theoretical	Practical		
Part-I	3 <sup>rd</sup> week of July'17	05.09.17(with out late fine) (Application forms for Registration be submitted by the students to the college within 28.08.17) 15.09.17 with late fine. 07.09.17 (by the Student to the College)	3 <sup>rd</sup> week of Nov, 2017	1 <sup>st</sup> week of March'18	Last week of March'18	1 <sup>st</sup> week of April'18	B.A (Honours) <del>24.07.18-27.07.18</del> B.A/B.Sc (General) <del>01.08.18-10.08.18</del>	B.A (Honours) <del>14.08.18-06.09.18</del>	Within 90 days from the last date of Examination	
Part-II	Within 7 days from the completion of Part-I Exam		3 <sup>rd</sup> week of Nov, 2017	Last week of Jan'18	2 <sup>nd</sup> week of Feb'18	Last week of Feb'18	B.A (Honours) <del>31.05.18-05.06.18</del> B.A/B.Sc (General) <del>08.06.18-03.07.18</del>	B.A (Honours) <del>02.05.18-22.05.18</del> B.A/B.Sc (General) <del>05.07.18-24.07.18</del>	Do	
Part-III	Within 7 days from the completion of Part-II Exam		3 <sup>rd</sup> week of Nov, 2017	Last week of Dec'17	1 <sup>st</sup> week of Jan'18	Last week of Jan'18	B.A (Honours) <del>04.04.18-13.04.18</del> B.A/B.Sc (General) <del>16.04.18-23.04.18</del>	B.A (Honours) <del>08.03.18-28.03.18</del> B.A/B.Sc (General) <del>29.03.18-13.04.18</del>	Within June'18	
Part-I Compulsory Language, 2018								<del>20.02.18-27.02.18</del>	-----	
Part -I & Part-II Supplementary Examination, 2017 Dec'17					Filling up of check list: 3 <sup>rd</sup> week of		<del>08.02.18-18.02.18</del>	<del>20.02.18-05.03.18</del>		

\*\*Class tests will be taken as per discretion of concerned Departments.

N.B: Academic calendar has been prepared as per guidelines of the University of Calcutta.