# *Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

# *(For Affiliated/Constituent Colleges)*

**(Revised as per Revised Accreditation Framework in November, 2017)**

# NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

# NAAC

**VISION**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

**MISSION**

- ﻌ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- ﻌ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- ﻌ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- ﻌ *To undertake quality-related research studies, consultancy and training programmes, and*

- ﻌ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

**Value Framework**

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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# Contents

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# in Accredited Institutions

## Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

### IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## Objective

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

*IQAC shall evolve mechanisms and procedures for*

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

*Some of the functions expected of the IQAC are:*

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## Benefits

*IQAC will facilitate / contribute to*
  a) Ensure clarity and focus in institutional functioning towards quality enhancement;
  b) Ensure internalization of the quality culture;
  b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
  c) Provide a sound basis for decision-making to improve institutional functioning;
  d) Act as a dynamic system for quality changes in HEIs;
  e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

## Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

*The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.*

**Revised Accreditation Framework**
NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

*The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC*.

# Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2$^{nd}$ and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

*Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.*

# The Annual Quality Assurance Report (AQAR) of the IQAC
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

# Part – A

## Data of the Institution
*(data may be captured from IIQA)*
**1.** Name of the Institution: - Udaynarayanpur Madhabilata Mahavidyalaya

**Name of the Head of the institution:** **Dr. Arabinda Ghosh**
**Designation**: **Principal**

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.: 03214-257444
- Mobile no.: 9434543278
- Registered e-mail: principalumm@gmail.com
- Alternate e-mail : ghabrnp33@yahoo.co.in

- Address       : P.O.-Jangalpara, Udaynarayanpur, Dist.-Howrah
- City/Town    : Udaynarayanpur
- State/UT      : West Bengal
- Pin Code      : 711226**2**
- Institutional status:  Affiliated / Constituent:  **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status:  Grants-in aid/ UGC 2f and 12 (B)/ Self financing (Please specify) : **Grants-in aid** and **UGC 2f and 12 (B)**
- Name of the Affiliating University:  **University of Calcutta**
- Name of the IQAC Co-ordinator :  *Sreemoyee Banerjee*
- Phone no. : **03214-257444**
- Alternate  phone no: -  Mobile: 9477038718
- IQAC e-mail address: **iqacumm@gmail.com**

- Alternate Email address: **sreemoyee18@gmail.com**

**3.** Website address:     Web-link of the AQAR: (Previous Academic Year):  \
                            For ex.  http://www.ladykeanecollege.edu.in/AQAR2012-13.doc


**2016-2017**:- **1st AQAR**

[http://udaynarayanpurmahavidyalaya.org/AQAR.html]

 **4.** Whether Academic Calendar prepared during the year? **Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website: **Yes**

Web-link: http://udaynarayanpurmahavidyalaya.org/College_Prospectus.html  ( page 43-44)

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|-------|-------|------|-----------------------|-----------------|
| 1st   | C     | 1.54 | 2016                  | from:16.09.2016  to: 15.09.2021 |

6. Date of Establishment of IQAC:          16/07/2014

7**.** Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the  year  for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| i) AQAR-I was submitted just after completion of one year of NAAC accreditation. | | |
| ii) Feedbacks from all students were collected, analysed and used for improvements. | | |
| iii) An NIRF committee has been formed to collect information and data for participation in NIRF during 2018-19 academic sessions. | | |

*Note: Some Quality Assurance initiatives of the institution are:*
     *(Indicative list)*

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

**8.** Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|---|---|---|---|---|
| i)West Bengal Government | Construction of Building | Higher Education Department | 2017-18 | Rs.30 Lakh |
| ii) Central Government | XII Plan General Development Assistance | UGC | 2017 | Rs.6.992 Lakh |
| iii) West Bengal Government | Books, Equipment and Furniture | Higher Education Department | 2017-18 | Rs.10 Lakh |
| iv) Central Government | Construction of Building | MP LAD | 2017-18 | Rs. 18Lakh |

**9.** Whether composition of  IQAC as per latest NAAC guidelines: Yes/No: No

         *upload latest notification of formation of IQAC
**10.** No. of IQAC meetings held during the year: 05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes
(Please upload, minutes of meetings and action taken report)
http://udaynarayanpurmahavidyalaya.org/Proceedings_Minutes.html

**11.**  Whether IQAC received funding from any of the funding agency to support its activities during the year?    Yes / No: **No**

         If yes, mention the amount:    NA     Year:  NA

**12.** Significant contributions made by IQAC during the current year (maximum five bullets) :

* A series of Seminar lecture by the faculty members of the college was organized by IQAC in the virtual classroom. The purpose was to adapt the members in using ICT for teaching the students and also to promote research culture among the faculty members.

* On the basis of IQAC proposal and approval by the G.B. for the same teaching staff of the college had initiated a scheme of awarding the students who obtained highest marks in B.A. Part - III Examination, 2017 in different courses / programmes.

* On the basis of IQAC recommendation a Xerox machine had been installed in the library. It helped the students to copy the study materials at subsidized rates.

* A quality improvement lecture had been organized in the college. The lecture was delivered by Swami Shastrajnanda, Principal, Ramakrishna Mission Vidyamandir, Belur. The institution was immensely benefited by the programme.

* A Cultural Committee had been formed at the initiative of IQAC. The committee looks after the cultural programmes of the college with the help of the students' representatives. The committee also gives training and coaching for participation in inter-college cultural competition programme.

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements / Outcomes |
|---|---|
| **(i)** In the last session it was planned to take steps for the improvement in the pass percentage of the University Examinations. | **(i)** Students were cautioned about securing qualifying marks in the college test examinations. Some improvements had been found in this respect. About 70 % students of Honours courses secured qualifying marks, but only 30 % students of B.A. General course secured qualifying marks. |
| **(ii)** It was planned to encourage research activities among the faculty members and to undertake more extension activities for reaching out to the community. | **(ii)** Faculty members are now relatively more engaged with their research works. One teacher of the department of History has been awarded with Ph.D. from JNU University and at least three teachers have registered their names for Ph.D. and some others are also engaged in registering their names for Ph.D.<br>    As part of our extension activities a flood relief programme in some nearby villages were conducted by the NSS Unit and some students' representatives. Eye donation programme after death was also organised by the NSS Unit in the presence of the guardians of the students. |
| **(iii)** It was also planned to collaborate with an organisation, Madhumoy Sreelekha Education Trust, for providing skill development course. | **(iii)** But, it was not materialised due to flood and consequent damaged road in the locality. |

**14.** Whether the AQAR was placed before statutory body?    Yes /No: **Yes**

Name of the Statutory body: **Governing Body,** Date of meeting: **14.09.2018**

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** No                                    Date:

**16.** Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2016-17        Date of Submission: **28-02-2018**

**17.** Does the Institution have Management Information System?

**Yes/ No:** No

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

| CRITERION I – CURRICULAR ASPECTS |
|---|

**1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The University of Calcutta does not give academic autonomy to its affiliated colleges. The curriculum design and development action plans are prepared by Calcutta University. However, the University invites teachers of affiliated colleges to participate in workshops on draft syllabus. And the teachers of our college always respond actively to any call for workshop on change in syllabus and put their valuable suggestions and opinions. To implement the syllabus, the Head of the Departments conduct departmental meetings with faculty members and develop academic plans for the coming academic session.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|---|---|---|---|---|
| Spoken English | NA | 28.08.2017 6 months | **NIL** | **NIL** |

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

| Programme with Code | Date of Introduction | Course with Code | Date of Introduction |
|---|---|---|---|
| **Education Honours** | **01.07.2017** | **NIL** | **NIL** |

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

**Choice Based Credit System (CBCS) was not introduced in 2017-18 session**.

| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
|---|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |
| Already adopted (mention the year) | | | | | |

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Courses |
|---|---|---|
| No of Students | 55 | **NIL** |

**1.3 Curriculum Enrichment**

1.3.1 Value-added courses imparting transferable and life skills offered during the year

**The college has not yet introduced any value-added course. But occasionally lectures are held on moral and ethical values among students.**

| Value added courses | Date of introduction | Number of students enrolled |
|---|---|---|
| **NIL** | **NIL** | **NIL** |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| i) Geography-Challenges of the handicraft industry in Orissa; A case study of the | **18** |

| Pattachitra Shilpies of Raghurajpur village in Puri district. | |
|---|---|
| ii) Environmental Studies- <br> a)Visit to a local area(river, grassland) <br> b) Visit to a local polluted area(rural, agricultural) <br> c) Study of common plants, insects, birds <br> d) Study of sample ecosystem | **300** |

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| **Yes**/ No | Yes/ **No** | Yes/ **No** | Yes/ **No** | **Yes**/ No |

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The institution has a system to get feedback from the students. A proforma has been prepared for this purpose and it is distributed to the students for their response. Students respond enthusiastically. Such feedbacks are studied and analysed carefully by the faculty members, IQAC members and the Principal. And appropriate steps are recommended to the authority to satisfy the need of the students.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year—2017-18**

| Name of the Programme <br><br> B.A Honours | Number of seats available | Number of applications received | Students Enrolled |
|---|---|---|---|
| Bengali | 100 | 395 | 100 |
| English | 45 | 65 | 20 |
| Sanskrit | 47 | 154 | 46 |
| Philosophy | 33 | 40 | 23 |
| Geography | 31 | 113 | 31 |
| History | 50 | 95 | 48 |
| Education | 30 | 130 | 30 |
| B.A General | 381 | 505 | 420 |
| B.Sc. General | 20 | 9 | 6 |

**2.2 Catering to Student Diversity**

2.2.1. Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| | | | | | |

| 2017-18 | 1284 | N.A | 12 | N.A | N.A |
|---------|------|-----|----|----|----|

## 2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)—15%

| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 38 | 6 | A desktop Computer with sound system is available. | 1 | 0 | No |

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a counselling cell. It provides counselling in regard of academic matters. This is particularly limited to the choice of subject or course in the home institution. Sometimes students get counselling regarding choice of institution for higher studies provided student approach for such guidance.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| 200 | 4 | 1:50 |

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 13 | 12 | 1 | NIL | 4 |

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | Dr. Kanad Sinha | Assistant Professor | Professor Vijay Kumar Thakur Memorial Prize/ Indian History Congress |

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

**About 60 days from the date of year-end examination For Final year Honours examination; About 90 days from the date of year-end examination For Final year General examination.**

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| **B.A. (Hons)** | | **3rd year** | **19-04-2018** | **28-06-2018** |
| **B.A. (Gen)** | | **3rd year** | **26-04-2018** | **14-08-2018** |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college monitors the progress and performance of the students through continuous evaluation method. The college publishes the academic calendar every year and it is circulated among the students. The modules of the syllabus are prepared in a departmental meeting. At the beginning of each academic session and the teaching-plan is distributed among the students. The students are evaluated by class tests, selection tests, annual examinations, mid- term examinations etc. The evaluation of practical examination is conducted through laboratory experiments, project works, field reports, computer based work, instrumental survey teachings and GIS software operations and viva-voce. The Head and faculty members of the concerned departments monitor the performance of the students on the basis of class tests and annual examination results. The progression performance of the students is communicated in the classroom by the faculty members. The parents are informed if the performance is very poor in the selection test.

**2.5.3 A**cademic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows an academic calendar published by the University of Calcutta. Dates of vacations, admission schedules, date of beginning of classes and evaluation schedules are notified in the academic calendar which is published in the college annual prospectus and the academic calendar is usually followed for beginning of classes and conduct of examinations.
[http://udaynarayanpurmahavidyalaya.org/College_Prospectus.html]

**2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes:-
(to provide the web link)
Programme outcomes are stated in the college prospectus ( Page 24-26) which is displayed in the college website, see link.  http://udaynarayanpurmahavidyalaya.org/College_Prospectus.html

2.6.2 **Pass percentage of students**-2017-18

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|---|
| | **B.A Honours** | | | |
| | Bengali | Female-44,Male-11 | Female-44,Male-11 1st class-01 | 100% |
| | History | F-17, M-9 | F-17, M-9 1st class-01 | 100% |
| | Philosophy | F-7,M-0 | F-7,M-0 1st class-01 | 100% |
| | English | F-2,M-01 | F-2,M-01 | 100% |
| | Sanskrit | F-19,M-03 | F-19,M-03 1st class-02 | 100% |

| | Geography | F-07,M-10 | F-07,M-10 1st class-01 | 100% |
|---|---|---|---|---|
| | B.A General | F-84,M-48 | F-42,M-22 1st class-01 | 48.4% |

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

[http://udaynarayanpurmahavidyalaya.org/Proceedings_Minutes.html]

The college has its own mechanism to sketch Student Satisfactory Survey. Primarily, the survey is conducted on the basis of students' feedback reports. To undertake the programme, the questionnaire is being prepared by the members of IQAC. 'Feedback forms' are distributed among each student of each class every year. There are different sections like infrastructure, library, teaching-learning methods, curriculum and many more. The college gets acquainted by the valuable information from the students and the parents through this process. The college takes necessary steps to satisfy their demands and to upgrade the present scenario.

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | 2Years | UGC | Rs.2,39,527/- | Rs.1,59,527/- |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored Projects | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students Research Projects *(other than compulsory by the College)* | - | - | - | - |
| International Projects | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---|---|---|
| **NIL** | **NIL** | **NIL** |

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Centre | Name | Sponsored by |
|---|---|---|
| **NIL** | **NIL** | **NIL** |

| Name of the Start-up | Nature of Start-up | Date of commencement |
|---|---|---|
| **NIL** | **NIL** | **NIL** |

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| | | |

3.3.2 Ph. D.s awarded during the year *(applicable for PG College, Research Center)*

| Name of the Department | No. of Ph. D.s Awarded |
|---|---|
| NA | NA |

3.3.3 Research Publications in the Journals notified on UGC website during the year

| | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | History | 3 | .103 |
| International | Food and Nutrition | 1 | - |

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | No. of publication |
|---|---|
| History | 2 |
| Political Science | 1 |
| Education | 2 |

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|---|---|---|---|---|---|---|
| "Role of education and communication interventions in promoting micronut | Gavaravarapu, SubbaRao M., Archana Konapur, and **Snehasree Saha.** | Journal of Communication in Healthcare | 2017 | | Department of Food and nutrition, Udaynarayanpur Madhabilata Mahavidyalaya, University of Calcutta, Howrah | None |

| | | | | | | |
|---|---|---|---|---|---|---|
| rient status in India– what research in the last two decades. informs." | | | | | | |
| 'Book Review: Upinder Singh, The Idea of Ancient India: Essays on Religion, Politics and Archaeology' | Kanad Sinha | *Studies in History* | 2017 | - | Department of History, Udaynarayanpur Madhabilata Mahavidyalaya, University of Calcutta, Howrah | None |

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| | | | | | | |

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

| No. of Faculty | International level | National level | State level | Local level |
|---|---|---|---|---|
| Attended Seminars/ Workshops | 6 | - | 11+ 12 | - |
| Presented papers | 6 | - | 11 | - |
| Resource Persons | - | 3 | 1 | - |

**3.4 Extension Activities**

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations  through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the Activities | Organising unit/ agency/ collaborating | Number of teachers **co-ordinated** such activities | Number of students participated in such activities |
|---|---|---|---|

| | | agency | | |
|---|---|---|---|---|
| flood relief camp | | | 2 | 61 |
| Thalassemia Awareness programme | | | 2 | 118 |
| Special camp programme | | | 2 | 50 |
| Netaji Birthday celebration | | | 2 | 22 |
| Republic day celebration | | | 2 | 25 |
| Independence day celebration | | | 2 | 32 |
| College campus cleaning programme | | | 2 | 21 |

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited |
|---|---|---|---|
| | | | |
| | | | |

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers **coordinated** such activities | Number of students participated in such activities |
|---|---|---|---|---|
| Swachh Bharat | | Swachh Bharat internship | 2 | 3 |
| | | | | |

**3.5 Collaborations**

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of Activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| - | **-** | - | **-** |
| | | | |

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration **(From-To)** | participant |
|---|---|---|---|---|
| - | - | **-** | - | **-** |
| | | | | |

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries,

| corporate houses etc. during the year | | | |
|---|---|---|---|
| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
| - | - | - | **-** |

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 15,00,000/- | 25,56,664/- |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 5.52 Acre | NIL |
| Class rooms | 12 | 3 |
| Laboratories | 3 | NIL |
| Seminar Halls | 1 | NIL |
| Classrooms with LCD facilities | 3 | 1 |
| Classrooms with Wi-Fi/ LAN | 1 | NIL |
| Seminar halls with ICT facilities | 1 | NIL |
| Video Centre | NIL | NIL |
| No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year. | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 473205/- |
| Digital Notice Board, CCTV | NIL | 165359/- |

**4.2 Library as a Learning Resource**

4.2.1 Library is automated {Integrated Library Management System  -ILMS}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---|---|---|---|
| LMS developed by ADNI | Partially | 09.00.4035 | 2016 |

4.2.1 Library Services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6629 | 1033484/- | 1164 | 352233/- | - | - |
| Reference Books | 252 | - | 38 | - | - | - |
| e-Books | - | - | - | - | - | - |
| Journals | - | - | 02 | - | - | - |
| e-Journals | - | - | - | - | - | - |
| Digital Database | 5204 | - | 501 | - | - | - |
| CD & Video | 01 | - | 01 | - | - | - |
| Library automation | - | - | - | - | - | - |
| Weeding (Hard & Soft) | - | - | - | - | - | - |
| Others (specify) | Reprography service, newspaper and career guidance manuals are available. | | | | | |

## 4.3  IT Infrastructure

### 4.3.1 Technology Upgradation (overall)

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Digital Notice Board |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 14 | 1 | 14 | 2 | NIL | 1 | NIL | 2.14MBPS | NIL |
| Added | 4 | NIL | 4 | 1 | NIL | NIL | NIL | NIL | 1 |
| Total | 18 | 1 | 18 | 3 | NIL | 1 | NIL | 2.14MBPS | 1 |

### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

2.14  MBPS

### 4.3.3  Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording  facility |
|---|---|
| NIL | NA |

### 4.3.4  E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System  (LMS)  etc

| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
|---|---|---|---|
| NIL | NIL | NIL | NIL |

## 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on  maintenance of  physical facilities and academic support facilities, excluding salary component, during the year

| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|---|---|---|---|
| NIL | 5080/- | 200000/- | 92180/- |

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library,  sports complex, computers, classrooms etc. *(maximum 500 words)*  (information to be available in institutional Website, provide link)

The College takes care that the classrooms are well-maintained and regularly cleaned. The lights, fans, benches, desks, chairs and black/white boards are regularly checked and any problem, if found, is taken care of at the earliest. Three new classrooms have been added in the last academic year. There is a Virtual Classroom equipped with a computer, LCD projector, speakers and internet connection. The gadgets are regularly checked and maintained. Projectors can be used in two other classrooms as well. The College presently has 18 computers, including seven in a Computer Lab, which are in good functioning condition. The college has total 5 projectors to conduct seminars or class lectures. There is an Annual Maintenance Contract for any repair required of the gadgets. The College also provides free wi-fi facility in the entire campus for the faculties and staff. The students can also access the free wi-fi facility at a wi-fi space, by registering themselves to the wi-fi connection.

The College has three laboratories for Physics, Geography and Food and Nutrition, while the Chemistry laboratory is under construction. The laboratories are being systematically upgraded with purchase of new equipment on demand from the concerned departments. The College Library has 8085 books and is growing fast. There is regular purchase of new books on the basis of requisition from each department. In the last academic year, 1200 new books have been added to the library. The library also provides photocopy facility at a subsidized rate for the students and the Xerox machine is properly maintained and repaired.

Multi-gym facility is available for the students and staff interested in physical exercise. A gym fee is collected from each student, enrolling them by default to the gym. Any interested student, therefore, can access the gym which contains two types of 8 Station Gym, manual jogger, gum ball, different types of medicine balls, yoga and gymnastic mats, barbells, dumbbells and bicycle.

There are presently five water-purifiers and two water-coolers in the college. The maintenance of the water purifiers is under an Annual Maintenance Contract. The College also has a Girls' Common Room and a Boys' Common Room each equipped with a carom board which are regularly maintained. There is also a generator set in the College maintenance of which is under an Annual Maintenance Contract with the concerned supplier/company.

Instruments and equipment of Music and Physical Education departments are also maintained under the supervisor of the faculty members of the respective departments and they are repaired by the experts if it is so required.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

5.1.1  Scholarships and Financial Support

|  | Name /Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial support from institution | Free Studentship | 32 | Rs.10,515/- |
| Financial support from other sources | | | |
| a) National | - | - | - |
| b) International | - | - | - |
| c)Others/State Government | a)S.C,S.T Scholarship | 251 | Rs.11,29,500/- |
| | b) Kanyasree | 283 | Rs. 70,75,000/- |
| | c) Birla/ Jindal | 02 | Rs.3600/- |

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching,  Language lab,  Bridge courses, Yoga, Meditation,  Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Spoken English Course | 01.07.2017 | 52 | Abhinav Institute |
| Gym Facility | 01.07.2017 | 12 | Own System |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|------|------|------|------|------|------|
| - | - | - | - | - | - |

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|------|------|------|
| - | - | - |

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|------|------|------|------|------|------|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| - | - | - | - | - | - |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|------|------|------|------|------|------|
| - | - | - | - | - | - |

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
|------|------|------|
| NET | - | - |
| SET | - | - |
| SLET | - | - |
| GATE | - | - |
| GMAT | - | - |
| CAT | - | - |
| GRE | - | - |
| TOFEL | - | - |
| Civil Services | - | - |
| State Government Services | 11 | Details not available |
| Any Other | - | - |

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Participants |
|------|------|------|
| Annual Sports | Institutional | 205 |

## 5.3 Student Participation and Activities

| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) | | | | | | |
|---|---|---|---|---|---|---|
| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
| - | - | - | - | - | - | - |

**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words):-**

There was an elected Students Council in the college till January, 2018. Since then no election to the Students' Union was held for the rest of the period of the last academic session. A representative body of the students performed the functions of student-related activities.

There is an 'executive body' of the Students' Council consisting of eleven members like President, Vice-President, General Secretary, Cultural Secretary, Magazine Secretary, Games and sports Secretary, Boys' Common Room Secretary, Girls' Common Room Secretary, Welfare Secretary and Canteen Secretary.

The Students' Council is specifically entrusted with the following activities-

a) to organise quiz, debates, science fairs, academic lectures by eminent teachers and experts in respective fields;

b) to organise recitation, musical and cultural programmes of moral standing;

c) to publish college magazine and wall magazines containing articles contributed mostly by the existing students;

d) to organise common room activities and indoor games in the college;

e) to organise Annual Sports as well as the games activities throughout the year; and,

e) to aid, help and facilitate the study of needy and poor students, specially coming from the disadvantaged sections of the society.

Students' representation in the administrative body is found in the form of membership of General Secretary of the Students' Union of the Governing Body. Besides that, there are two student representatives in the IQAC and three representatives in the cultural committee of the college.

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of ~~registered~~ enrolled Alumni:

-

5.3.3 Alumni contribution during the year (in Rupees) **:**

-

5.3.4 Meetings/activities organized by Alumni Association **:**

-

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) **:**

**6.1.1**

1.      As a practice of participative management in the college, a **'Purchase Committee'** has been constituted. There are representatives of Governing Body, teaching and non-teaching staff in the

committee. For any purchase of books, equipments, furniture etc. exceeding Rs. 50,000/- the committee prepares and processes tender notices and quotations. It also takes decisions about bulk purchases with intimation to the college Governing Body. The committee is empowered with the verification and checking of items purchased. If any item does not conform to the specification, the committee may advice the Principal to take suitable action against the supplier/ dealer.

In the last year **'Purchase Committee'** has completed the entire job of purchasing books, instruments, equipment, furniture etc. of Rs.10 lakhs, received from the Government.

**2.** There is an **'Admission Committee'** in the college comprising of teaching and non-teaching members. It advises Principal in all matters related to student admission. It also supervises the entire process of admission.

The **'Admission Committee'** prepares admission application form, subject combinations for different courses / Programmes, category-wise merit lists and corrections thereon. It supervises the counseling process during admission so that merit lists and category-wise reservation are strictly followed.

In the last year the committee supervises the entire admission process of ten programmes under B.A. and B.Sc. courses of 855 seats and of about 1500 applicants.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: **No**

**6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

- **Curriculum Development –** Since it is an affiliated college there is little scope for framing of syllabus. We are to follow the syllabus prepared by U.G. Board of Studies. However, as the CBCS (Choice Based Credit System) has been introduced in all B.A./B.Sc. courses from the current academic session, faculty members had been sent to workshops organized by different U.G. Board of Studies for different subjects on draft syllabus in the last year.

- **Teaching and Learning –** In order to motivate the teaching staff for using ICT in classroom-teaching, a three-day programme of lecture series was organized on 4th, 5th and 6th May, 2018. Teachers were encouraged to attend three weeks Refresher Courses and four weeks Orientation Programmes so that they could be well acquainted with the latest development in their respective fields. In the last academic session a faculty member of Education Department attended three

weeks Refresher Course conducted in the University of Calcutta.

Moreover, faculty members are encouraged to attend and present papers in seminars/ workshops/ conferences in their respective subjects / fields. During the last year, no. of teachers - attended seminars / conferences to deliver lectures as resource persons and/or presented papers.

- **Examination and Evaluation –** Taking final examination and its evaluation comes under the purview of the University. So, there is little scope of the college authority to adopt any strategy for its quality development. Teachers actively participated in conducting University Examinations and Evaluation Process. However, steps are being taken for smooth conduct of the examinations taken in the college. Teachers were instructed to submit marks of the evaluated scripts in time, so that results of the college examination could be published in time.

  In fact, in the last year results of test examinations of B.A./B.Sc. 1st year and 2nd year and B.A. 3rd year were published within two weeks from the completion of the examinations.

- **Research and Development –** In the meetings with the faculty members, they are encouraged to register themselves for Ph.D. works. Wi-fi facilities have been extended in the college campus so that teachers could use internet facilities for research works.

  Moreover, the 2nd issue of **"Sameekshan",** an interdisciplinary journal of the college had been sent to the press and it is expected to be published very soon. The aim of this publication is to promote independent thinking and research mentality.

- **Library, ICT and Physical Infrastructure / Instrumentation –** The college authority gives top priority for the improvement of library and other infrastructural facilities in the college. In the last academic session we planned to increase books for different departments, to subscribe some journals and to create reading facilities of the students in the library. We prepared estimates and sent the proposal to the Higher Education Department of West Bengal government. The department sanctioned some amount of fund. Using the State government fund books worth of Rs. 2 lakhs and some furniture for the library were purchased. Moreover, books of about Rs. 3 lakhs were also purchased out of UGC XII Plain Development Grant in the last year.

  Wi-Fi system in the campus area has been installed by spending more than Rs. 1 lakh and an agreement had been made with the Reliance Jio for introducing free wi-fi    facility in the college campus. It is expected that the later system will be introduced soon.

  In the last year some progress have been made in increasing physical infrastructure  through installation of some computers in the office and geography laboratory, through purchase of

equipment and instruments for laboratories, chairs, tables, benches, almirahs and installation of pure drinking water facilities.

- **Human Resource Management –** Several committees of teaching and non-teaching staff have been formed. Each committee is entrusted with a particular function or task. Principal monitors the activities of these committees so that tasks may be completed in time. This system helps administration in a major way.

  Faculty members are allotted classes by preparing class routines. Principal monitors about whether classes are taken by the teachers as per routine. Further, different office works are also distributed among the non-teaching staff as per their designations and through discussion.

- ❖ **Industry Interaction / Collaboration –** Nothing has been done regarding industry interaction / collaboration in the last year.

- **Admission of Students** – Admission in the last academic session was done through general counselling method. In this procedure, all applicants or up to a particular serial no. of the merit list are called to assemble in a hall for admission to a particular course / programme and the announcement is done category-wise in order of serial no.

  If any candidate is also an applicant for any other programme / course, he/she may easily move to the course of his/her choice.

6.2.2 : Implementation of e-governance in areas of operations: N.A.

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

**6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| | NIL | NIL | NIL | NIL |

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the | Title of the | Dates | No. of participants | No. of |
|---|---|---|---|---|---|

| professional development programme organised for teaching staff | administrative training programme organised for non-teaching staff | (from-to) | (Teaching staff) | participants (Non-teaching staff) |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | Date and Duration (from – to) |
|---|---|---|
| Refresher Course | **01** | 06.03.18 -26.03.18 (21) |

6.3.4  Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent  - NIL | Fulltime - 1 | Permanent -NIL | Fulltime/temporary - NIL |

6.3.5 Welfare schemes for

| | |
|---|---|
| Teaching | Employees Credit Cooperative Society Limited |
| Non teaching | Employees Credit Cooperative Society Limited |
| Students | Students Aid Fund |

**6.4 Financial Management and Resource Mobilization**  (within 100 words each)

6.4.1 Institution conducts internal and external financial audits regularly. External audits have been completed till March, 2017. The name of the external auditor for the year 2017-18 has not yet been received from the DPI, Govt. of West Bengal. However, internal audits are regularly done by a team comprising of Principal, Bursar, Accountant, Cashier and a teacher –member of the Finance Committee.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
|---|---|---|
| - | - | - |

6.4.2 Total corpus fund generated

**6.5 Internal Quality Assurance System**

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

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

6.5.2 Activities and support from the Parent – Teacher Association (at least three) - **N.A.**

| 6.5.3 Development programmes for support staff (at least three) | | | | |
|---|---|---|---|---|

6.5.4 Post Accreditation initiative(s) (mention at least three) (i) Recruitment of some full-time teachers
(ii) Creation of some full-time teaching posts
(iii) Construction of some new classrooms

**6.5.5**
a. Submission of Data for AISHE portal    : Yes
b. Participation in NIRF                             : No
c. ISO Certification                                    : No
d. NBA or any other quality audit             : No

6.5.6 Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants |
|---|---|---|---|---|
| 2017 -18 | Lecture series programme using ICT method | 04.05.2018 & 05.05.2018 | 11:30 am – 3:30 pm | 35 |
| 2017 -18 | Special lecture on understanding NAAC guidelines and pathway to qualitative improvement of the college by Swami Sastrajnananda | 18.12.2017 | 2 pm - 4 pm | 150 |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity  (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period **(from-to)** | Participants | |
|---|---|---|---|
| Gender Equity Programme | - | Female | Male |
| Gender Sensitization Awareness Campaign through Cultural programme | - | - | - |
| | | | |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources :-

Environmental consciousness programme is a part of on campus activity of the NSS unit of the college. NSS volunteers undertake cleanliness programme, plantation programme and gardening in the college campus. Moreover, plantation and cleanliness programmes in the campus were also undertaken in the last year by the local panchayet under MGNREGA Scheme

| 7.1.3 Differently abled (Divyangjan) friendliness  - NIL | | |
|---|---|---|
| Items Facilities | Yes/No | No. of Beneficiaries |
| Physical facilities | - | - |
| Provision for lift | - | - |
| Ramp/ Rails | - | - |
| Braille Software/facilities | - | - |
| Rest Rooms | - | - |

| Scribes for examination | - | - |
|---|---|---|
| Special skill development for differently abled students | - | - |
| Any other similar facility | - | - |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|
| 2017-18 | One | | September and October,2017 (2 months) | Increasing the height of platform for generator set | | NIL |
| | | One | 18.08.2017 | Flood relief programme | Distribution of relief materials for flood affected people | 62 |

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

| Title | Date of Publication | Follow up (maximum 100 words each) |
|---|---|---|
| (i) College prospectus for students | 15.06.2018 | (i) College prospectus is distributed to each students at the time of admission to B.A/ B.Sc. Course. |
| (ii) Calcutta University Statutes, ordinances and rules for teaching and non-teaching staff | 1981 | (ii) Service Condition of the teaching and non-teaching staffs is strictly followed. |

7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity | Duration / Days | Number of participants |
|---|---|---|
| NSS lecture programme on " Posthumous Eye Donation" | 20.04.2018 | 150 |

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

In 2017-18, following initiatives were undertaken to make the campus eco-friendly –

**(a)** Trees were planted and nurtured to keep the campus green. Plantation programme are undertaken in each year so that replacement for lost trees could be made up and new trees in the campus could be added.

**(b)** There is a small garden in the campus in which seasonal flowers bloom. NSS volunteers look after the garden for its regular upkeep and maintenance.

**(c)** E-waste materials were disposed in a separate vat. Close vigils are kept so that wastes are properly dumped in the vats.

**(d)** There is a small water body in the college. Steps are taken regularly to keep it clean. It is also used for cultivation of fish.

**(e)** Staff and the students were advised to avoid using plastic materials within the college campus.

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**7.2 Best Practices**

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

## Institutional Best Practices

**Web-Link :-** http://udaynarayanpurmahavidyalaya.org/best_practice.html

**1. Title of the Practice: 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.**

We have been adopting it as one of the best practices since 2014-15. It is a large campus spread over 5.52 acres of land of which a small part is covered by building. There is a large open space in the campus. To give it a green look and provide relief to the inmates we have been undertaking regular plantation programmes.

**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.**

There are two kinds of problems in implementing the practice. The first one is related to nature as it is a flood-prone area. The college campus had been flooded consecutively for last three years. In fact, nothing could be done to address such nature-related issue. The second one is internal and related to availability of fund. Initially the college campus was open and outsiders including cattle encroach into the campus. Now, boundary wall has been constructed over 80% of the area. But, still 20 % of the college boundary is lying open and it is a matter of problem for the plantation programme. The college authority is contemplating about the required funds for encroachment the remaining part of the boundary.

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

Plantation programmes were undertaken from two levels. At the college level, NSS Unit undertook this programme after the rainy season when there was no possibility of flood. Secondly, local panchayet also undertook this programme under MGNREGA scheme, but some plants were damaged and destroyed during last year's flood. The unique feature of college level plantation programme was that the plants were mostly medicinal plants.

The main constraints of this programme were mainly (i) lack of adequate funds needed for maintenance and irrigation purposes, and (ii) water-logging in the campus during flood.

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

Our purpose was to plant trees along the entire boundary of the campus and also to create an area covered with trees.

Plants along the boundary have mostly grown up. Trees on the banks of the pond are now large and some of these are bearing fruits. We have also been able to create an area of about 0.5 acre covered with trees.

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

In the process of adopting and following this practice, we are facing both financial problem and human problem. Due to lack of funds, we cannot construct boundary wall along the entire boundary and again, due to shortage of manpower, both expert and manual labour, maintenance of plants and trees could not be properly done.

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**Principal, Udaynarayanpur Madhabilata Mahavidyalaya,**
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**1. Title of the Practice: <u>Prevent Drop Out To Build Nation</u>**


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

In institutional vision it is mentioned that our aim is extension of higher education, particularly among the girl students. So, the motive behind this practice is to prevent drop outs, particularly of girl students, to improve the Gross Enrolment Ratio (GER) so that national target of 30% by 2020 be achieved.


**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.**

We know, causes behind drop outs are both internal and external. Course curriculum for the humanities and science courses are not generally job-oriented and they are not linked to skills needed in the industries and service sectors. So, there is need for introduction of job-oriented skill development courses.

While the external factors are basically related to our social structure in which parents are anxious to get their daughters married as early as possible. So, it is required to motivate all concerned for completion of the study for better future.


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

To introduce supplementary courses for development of specific skills of the students some initiatives had been taken in the last session. A six-monthly certificate course for Spoken / Communicative English was introduced. Sixty students were admitted to this course. An expert teacher attended the students for 2 classes of 45 minutes per week. A computer training course was also introduced. But, it could not be continued due to lack of students' response.

In order to address the 2nd kind of problem related to early marriage of the girls, students are motivated through 'Kanyasree' programme of the state government by which an unmarried girl student could avail a stipend if she enrolls in any UG course after attaining a certain age. All eligible girl students were provided all kinds of assistance to avail the stipend.

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

We have set a target of 15 % to which dropout rate was to be brought down in the last session and it is satisfactory to note that the target had been achieved. In fact, entire drop out students will not leave their study. It is expected that some of them would return after clearing their failed subjects within 2/3 years.

From our initiatives some positive outcomes have certainly emerged and we have been able to limit the dropout rates, particularly among girls.

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 internal problems that we are facing are primarily infrastructural. Due to shortage of rooms we couldn't open some skill development courses. Secondly, students of this college are mostly coming from economically weaker sections. So, they couldn't afford to spend any additional amount for any job-oriented and other courses. So, we need sufficient financial resource for introduction and implementation of supplementary courses.

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**7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words

[http://udaynarayanpurmahavidyalaya.org/best_practice.html]

## Institutional Distinctiveness

**Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the web link of the institution in not more than 500 words.**

One of the most important priorities of the college is to ensure adequate infrastructural facilities for the qualitative improvement of the teaching-learning process. There are shortage of classrooms, laboratories, library books and other physical facilities in the college. Unless such facilities are adequate, new courses could not be introduced. Hence, building up of rooms and creation of other physical facilities have automatically come up as our priority and thrust area. It also corroborates to our vision since we could open up our college to more students only when we could create sufficient space and facilities in the campus.

In 2017-18 following activities are notable in this area:

**Firstly**, some parts of the 1st floor of the college building were lying vacant for years. Although there is shortage of rooms, construction could not be started over this vacant space due to lack of funds. We requested the local MP of Uluberia Parliamentary Constituency for sanctioning the amount. He realized our need and advised us to send a proposal with vetted estimates for the proposed site. In July 2017, we had sent him the proposal and we are thankful to him that he sanctioned Rs. 18 lakh for construction of three classrooms on a space of about 1800 sq.ft. This construction was completed in the last academic session.

**Secondly**, B.Sc. (General) course with Physics, Chemistry and Mathematics was introduced in 2016-17. Although some temporary arrangements have been made for laboratory works for Physics and Chemistry departments we were feeling the need for some permanent laboratory rooms for these subjects.

Again, most of the students are attending the college by bi-cycles and there is no proper cycle shed in the campus. So, most of the cycles are to keep in the open space under the Sun and/or the rain. So, students are rightly demanding for a cycle shed.

Considering the urgency of the twin problems, in 2017 we had sent a proposal of Rs. 32 lakh for construction of cycle shed in the ground floor and two laboratory rooms for Physics and Chemistry departments in the 1st floor. Higher Education Department of State Government sanctioned Rs. 30 lakh for the same in last academic session. Using the fund we have completed the construction as per our proposed plan.

**Thirdly**, at the beginning of the last session we had planned to increase the library books when number of students in the college is increasing every year. We collected list of books from all the departments and planned to purchase the books.

In the meantime, we received XII Plan Development Grant from UGC and simultaneously we prayed for books, furniture etc. grant to the State Government. Out of these funds we purchased 1193 copies

of books of Rs. 3, 51,424 /- from UGC grant and Rs. 2 lakh from State Government grant.

**And lastly**, as a part of our initiatives for creation and building up of physical facilities for laboratory based subjects we are always trying to install necessary equipment and instruments in the laboratories. In the last year we had purchased laboratory equipment of Rs. 4, 73, 205 /- for Physics, Chemistry, Geography and Food & Nutrition laboratories and instruments of Rs. 35, 576 /- for Physical Education and Music departments.

8. Future Plans of action for next academic year (500 words)

Following activities are finalised for future plan of action keeping in view with the quality improvement of the institution:

(i) Firstly, our main focus will be to improve teaching - learning process in the college. Choice Based Credit System (CBCS) has been introduced for all courses with effect from 2018-19 academic sessions. Some changes in curriculum and evaluation process have been proposed vis-a-vis the previous system. We have planned to institutionalise the changes for qualitative improvement in this process.

It is planned to organise Parent -Teacher meetings from the beginning of the course to get parents' cooperation in ensuring students' regular classroom attendance and their adaptability to new course.

It is also planned to create more full-time teaching posts in Science subjects, like Physics, Chemistry and Mathematics and to take steps for recruiting teachers to these posts.

We feel that the introduction of more ICT enabled class is essential for modernising pedagogic techniques. So, more emphasis will be given in this respect for the coming session.

(ii) Secondly, we are still constrained by the shortage of classrooms and other physical facilities in our institution. So, in the coming session we have planned to build up some classrooms, a large students' common room, a spacious canteen for the staff and the students, some toilets for the staff and improvement in the college playground. Plans and estimates for planned construction are being prepared for the purpose.

(iii) Thirdly, we have planned to set up a book bank with a fund of Rs.10 lakh from which text and reference books can be given to the needy students. We know some students need more books for their learning which at present are not available in the library.

We have also planned to set up a separate reading room for the teaching staff in the library. It would help to promote research works among the faculty members.

(iv) Fourthly, we have planned to restructure two laboratories for Physics and Chemistry departments in the coming session. Two separate rooms for laboratories are in the last phase of construction. Hence, installation of equipment will be taken up soon. Some instruments for all laboratories will be procured if funds are sanctioned from UGC and State Government.

(v)   Fifthly, a vehicle shed for motor cycles, scooters and cars and an auditorium are planned to be constructed by using MPLAD fund for which proposals are being sent to the Honourable MPs of both 'Lower House' and 'Upper House'.

(vi) Sixthly, we have planned to introduce a 'health-care unit' in the college for medical treatment of the students and the staff.

A proposal with requisition of doctor once in a week or in a fortnight for the unit has been sent to the local hospital.

(vii)   Seventhly, we have planned to organise some seminars on different subject-specific issues by using own funds. Proposals for Seminars/ Conferences will also be sent to UGC and other institutions so that grants could be collected.

(viii)   Eighthly, we have planned to prepare our students for participation in District/ State level Cultural Competition and various Sports-Programmes, including Inter-College Athletics and Football Tournament organised by the Higher Education Department of State Government and Inter-College Sports Tournament of the University. Necessary training will be arranged for the students to prepare them.

Lastly, it is planned to prepare for submitting requisite data for NIRF. A Committee has already been formed for the purpose and it is collecting data for the NIRF format.

Name SREEMOYEE BANERJEE          Name ARABINDA GHOSH

_Sree Bjee._                          _Aghrah_

Signature of the Coordinator, IQAC           Signature of the Chairperson, IQAC
**Coordinator**                              **Principal**
**IQAC**                          **Udaynarayanpur Madhabilata Mahavidyalaya**
**Udaynarayanpur Madhabilata**               **Howrah - 711226**
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**Annexure I**

**Abbreviations:**

| | | |
|---|---|---|
| CAS | - | Career Advancement 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 |

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For Communication with NAAC

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