

NAAC SSR-DEC-2015



*Self Study Report
For
Assessment & Accreditation*

Submitted by:

Murshidabad Adarsha Mahavidyalaya

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MAM Self Study Report 2015

Preface.....

It gives me immense pleasure to publish the Self Study Report (SSR) of Murshidabad Adarsha Mahavidyalaya for the first cycle of accreditation by the National Assessment & Accreditation Council (NAAC). This report has been prepared by following the guidelines of NAAC thoroughly. The report is a reflection of the academic and administrative functions and activities happening during the past years in the College. The report mainly focuses on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises of Murshidabad Adarsha Mahavidyalaya. It is an endeavour which encourages us to examine our strengths, detect our weaknesses, accumulate the opportunities offered in higher education and prepare the challenges that lie ahead. A committee comprising of five faculty members has been constituted to complete the report. The committee has prepared the report through group discussions with its members and regular interactions with the Teacher-in-Charge and the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty members.

Basob Ghosh
Teacher- in - Charge
Murshidabad Adarsha Mahavidyalaya
Islampur, Murshidabad, WB - 742304

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EXECUTIVE SUMMARY

Introduction

Murshidabad Adarsha Mahavidyalaya is located at Islampur block in Murshidabad District, West Bengal. It is, in fact, a rural college having approximately 5000 students. It is a co-educational college which was earlier affiliated to the university of kalyani (1994), and then it came under the affiliation of Kalyani in 2000. The college received recognition from the University Grants Commission under 2(f) and 12 (B) as Murshidabad Adarsha Mahavidyalaya in the month of November, 1994.

Some local and eminent academicians and social activists felt the importance of higher education for the backward district like Murshidabad. They also realised that it is difficult and often impossible for the residents of Islampur and the nearby blocks to attend the colleges like K. N. College, Berhampore Girls' College and Berhampore College which are located some 30 to 50 kms. away at the district headquarter. Like all other good initiatives, this effort also faced many challenges. Finally, with the approval from the Government of West Bengal, the college was established on the auspicious day of 11 November 1981. Since then, it has been pursuing its much-cherished goal of imparting career-centric as well as value-based education to its beloved students. The college leaves no stone unturned to cater to the academic and co-academic needs of the students. This is a moderate effort towards the condition congenial to academic excellence which is constantly threatened in this backward district.

This institution since its inception has mainly been serving the first generation rural learners who come from various remote and underdeveloped corners of the area. About 90% of our students belong to the Scheduled Caste and Other Backward Class communities. Around 2000 students of different social orders get enrolled each year in this college. The vast departmental wings of Arts and Humanities of the College try their utmost to provide ample scope to these students to integrate their individual and social needs. In this way, our college aims to be the beacon of hope for the marginal classes of society in this part of the country.

Curriculum Aspects

The college offers 6 courses with Honours, 8 general courses (B.A) at U.G. level

- ❖ Murshidabad Adarsha Mahavidyalay follows the curricula designed by University of Kalyani. A faculty member of the college is in the Board of Studies of the university taking part in framing and modifying curricula as and when necessary.
- ❖ The College has eight self- financed courses, viz. History (Hons), Geography (Hons), Political Science (Hons), English (Hons), Philosophy (Hons), Geography (General), Education (General), Sanskrit (General).
- ❖ In general Degree Course one new subjects have been introduced this year, i.e. Geography in order to widen the range of option available.

Teaching, Learning & Evaluation

Efforts are constantly made to keep all the aspects of this most important facet of education on the desired level of excellence despite all circumstantial impediments.

- ❖ Absolute transparency is observed in all affairs relating to admission procedure, such as, advertising date and time, submission of application forms, Preparing Merit list and Counselling with alert attention to justice and student welfare.
- ❖ That the College is the first choice to majority of students is proved by high merit marks of the applicants admitted to this college.
- ❖ Attempts are made to identify and meet the individual requirements of both the advanced and backward students of a class through class tests and extra hours of teaching (tutorial).
- ❖ There is a seminar rooms equipped with projectors which are shared across the departments.
- ❖ There is a reading room with regular news paper and monthly magazine
- ❖ Arrangements for modern technology (computer lab) – aided teaching methods are made increasingly.
- ❖ Measures for encouraging students to use library facilities to its full extent are being adopted installation of computers with net connectivity and e-cataloguing facilities
- ❖ Teacher-parent meet at College level and grievance redressal mechanism in general are effective sources of feedback.
- ❖ Cultural Programmes, sports events and academic Seminars arranged on regular basis help to build up the students ‘personality.

Research, Consultancy and Extension

- ❖ The college encourages faculty to take part in the research activities viz. Seminar, Conference and workshop. Some of the faculty members are enrolled in Ph. D.
- ❖ Year wise seminar, publication of edited book with original research articles and special library facilities for faculties are efforts to encourage research activities in the college.

Infrastructure & Learning Resource

The infrastructure and learning resource of the college is an ongoing process of progression.

- ❖ Construction work is in progress for extension of office building. The construction work for two guest room and one conference room also are in ongoing process.
- ❖ Standard facilities available in the campus are Parking lot, Drinking water, Recreational spaces for boys and girls, Common rooms for both boys and girls, Grievance Redressal Intimation Box, Separate large notice board, Flower garden, one Seminar Room etc.
- ❖ College has a central library with adequate number of books, net connectivity and display boards, attached reading room etc.
- ❖ Number of computers used for different purposes within campus is 30, photocopier 3, scanner and printer 10 L.C.D. projectors 2 and OH projector 1.

Student Support and Progression

The college always tries to help the students to excel in their career.

- ❖ Tutorial classes are taken by the faculties
- ❖ Various scholarship are given through the college
- ❖ Student aid fund are given to the needy student

Governance, Leadership and Management

College recognizes good governance as the key to a successful institution.

- ❖ Sine 2012 College is using software from Aidni Infotech (CAS) for office automation. Very recent, college has procured KOHA software for Library Management and COSA software for office management.
- ❖ College has created relevant policies.

- ❖ Administrative Audit (financial) and Green audit are conducted.

Innovation and Best Practices

A number of innovative practices have been introduced.

- ❖ Inter disciplinary classes are held
- ❖ Year wise Question books are given to the students by the Department.
- ❖ Special class notes in both in hard and soft form are given to the Students by the faculties
- ❖ Save paper save trees is a campaign raised by IQAC.
- ❖ Minimal use of AC is another drive by IQAC

STRENGTHS-WEAKNESSES-OPPORTUNITIES-CHALLENGES ANALYSIS OF THE COLLEGE

Strengths:-

The college has strength in respect of –

1. The college has high enrolment of students through a transparent online admission process.
2. Above 95 percent students belong to Muslim minority community and other marginalised classes like SCs, STs and OBCs.
3. There is a great number of text and reference books with multiple volumes in the library of the college
4. There are white boards in all the classrooms for making the classes dust-free.
5. The college has a good number of computers to facilitate the students with practical knowledge.
6. There are a good number of computers with internet connection at different segments of the college for the usage of both the students and the staff.
7. There is Xerox facility inside the college campus for the students and staff alike.
8. There is a canteen to serve hygienic food (both vegetarian and non-vegetarian) to students and staff at a very reasonable price.
9. The college has one audio-visual class room.

10. There is a Student Book Bank section in the college.
11. Through the college the following scholarships and benefits are provided: i) SC/ST/OBC Scholarship ii) Post-matric scholarship for minority students iii) Kanyashree Prakalpa (K2) under WB State Government iv) poor and meritorious students get financial support from student –aid fund of our own college v) PH students get financial support from Govt. vi) Biri labours get financial support from Government.
12. Every decision is made through discussion with concerned body in healthy atmosphere.
13. There exists a good rapport between the students and the faculty members.
14. We have good number of quality faculty with research and publications.
15. We have a heritage of organizing voluntary blood donation camps. We also regularly participate in the sub-divisional blood donation camps.
16. We provide a completely ragging-free campus. Under the vigil of Anti-Ragging Cell, not a single incident of ragging has taken place in the college till date.
17. The Teacher-in-Charge of our college leads from the front and takes every challenge that threatens us. He inspires the college in every possible way with his honesty, sincerity and dedication.
18. The college has a well-secured boundary with high walls with tall green trees all around the walls. Besides we have huge green vegetation with flower gardens which also include some medicinal plants.
19. College has a very eco-friendly reading room.
20. College has ICT support system for imparting advancing education.

Weaknesses:-

The college has weaknesses in respect of –

1. As an affiliated college, Murshidabad Adarsha Mahavidyalaya has no autonomy in academic reforms. Being an Aided Government College, the institute faces a number of financial, administrative and academic bindings.
2. The college often suffers in regard to inadequate number of regular faculty members in many departments, lack of qualified technical and support staff especially in the college library and inadequate space in proportion to students' strength.

3. The college does not have adequate class room. There is no hostel as well as residential staff quarters in the college campus.

4. There is no statistical unit for properly recording all institutional co-curricular and extra-curricular activities happening in the college.

5. The College does not have career counselling and placement unit.

6. The absence of science stream in the college is a vital lacuna for flexible development among the local students.

7. Most of our students are first generation learners and belong to lower class family. Therefore, due to financial and family problem the number of dropout are very high.

Opportunities:-

The college has substantial potentiality for enhancing/expanding its educational operations by bringing about innovative changes in teaching-learning-evaluation, library resources and laboratory resources with the support of its qualified teachers. Of course if government provides a new academic block, it will enrich this potentiality. The college has opportunities for establishing additional linkages with other institutions/organizations of the state to enhance the quality of its outreach programmes.

Challenges:-

1. Being an affiliated and aided government college, infrastructure is a major challenge.
2. Students Demand and want of sufficient number of colleges in the district make it difficult for the college to impose limit to admission, particularly in general course.
3. A section of students are irregular in class attendance because of family condition and sometimes because of intellectual immaturity. Measures like Guardian-Teacher meet and Individual counselling do not click always in this regard.
4. Conventional examination system does not always create in the student a knack for free thinking which is important for personality development. Measures for developing intellectual power for applied purpose appear insufficient.

PROFILE OF THE AFFILIATED / CONSTITUENT COLLEGE

1. Name and address of the college:

Name: MURSHIDABAD ADARSHA MAHAVIDYALAYA		
Address: Islampur, Murshidabad		
Sub division: Dumkal	Pin: 742304	State: West Bengal
Website: www.murshidabadadarshamahavidyalaya.co.in		

2. For communication:

Designation	Name	Telephone with STD	Mobile	Email
Principal	NA			
Teacher-in-Charge	Basob Ghosh	03481-236327	9434856552	mam236327@gmail.com ghoshbasob@gmail.com
Steering committee Co-ordinator	Dr.Firoj High Sarwar		7699254821	firojhigsarwar@rediffmail.com

3. Status of the Institution:

• Affiliated College	<input checked="" type="checkbox"/>
• Constituent College	<input type="checkbox"/>
• Any other (specify)	<input type="checkbox"/>

4. Type of Institution:

- a. By Gender: For Men For Women Co-education
- b. By shift: Regular Day Evening

5. Details of Minority Status Recognition of the College:

Yes	√
No	

6. Sources of funding:

Government	
Grant-In-Aid	√
Self-financing	√
Any other	

7. a. **Date of Establishment of the College:** 11/11/1981

b. **University to which the College is affiliated:** University of Kalyani (WB)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd/mm/yyyy)	Remarks
i. 2 (f)	28/03/1994	-
ii. 12 (B)	28/03/1994	-

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

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

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

Yes

No

9. Details of the recognition of the College

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

Yes

No

b. For its performance by any other government agency? :

Yes

No

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

Location	Rural
Campus area in sq.mts.	7405 sq.mts approx (1.83 acre)
Built up area in sq. mts.	3030 sq.mts approx

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

❖ ***Auditorium/ seminar complex with infrastructural facilities***

1. An Audio Visual Seminar Hall having a seating capacity of 150 with LCD projector, Pulpit, Amplifier with cordless and collar microphones and furniture.
2. An advance conference room is under construction

❖ ***Sports Facilities***

a. *Play Ground*

1. Grounds for outdoor games with football courts and cricket pitch.
2. Indoor games: students have TT boards, caroms boards and chess boards

b. Swimming pool – Not Available

c. Gymnasium – Not Available

❖ ***Hostel Facilities***

- Not Available

❖ ***Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)***

- Not available

❖ ***Cafeteria***

- a. A canteen is available within the campus
- b. A cafeteria attached with conference room is under construction.

❖ ***Guest room***

Two guest rooms are under construction

❖ ***Health centre***

- a. Though the college does not have a health centre, but students are getting facilities from Students' Health Home.
- b. First aid, Sick bed and emergency care facility is available.

❖ ***Facilities like banking, post office, book shops***

- a. Not within the college campus as they are available very near.
- b. The process for installing a book shop within the campus is on the way

❖ ***Transport facilities to cater to the needs of students and staff***

As the college is located close to the Bus stand and well connected with the roadway, there is no requirement for special transport facilities

❖ ***Animal house-*** Not available

❖ ***Biological waste disposal***

A solid (tank) composting unit is present in the college campus for biological waste processing.

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

The college has the following facilities to manage power supply:

1. One 30 KVA capacity green generator
2. One 10 KVA diesel generator
3. College has own 3 phase transformer
4. All the computer of the college are supported by UPS backup
5. All the official and library rooms are supported by inverter

❖ ***Solid waste management facility***

The campus is plastic free. We dispose biodegradable waste biologically.

❖ ***Waste water management***

With the help of proper sewage and drainage system the waste water is channelled to nearby cultivated land

❖ ***Water harvesting***

The rain water from the roof tops of college buildings is channelized to the nearby cultivated land

12. Details of programmes offered by the college (Give data for current academic year 2015-2016)

Sl. No	Name of the Programme/Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ Student strength	No. Of students admitted*
Programme Level- Under Graduate						
1.	Bengali(Honours +General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	84	87
2.	English(Honours + General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	59	49
3.	History(Honours + General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	65	55
4.	Political Science(Honours + General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	39	37
5.	Geography(Honours+ General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	25	25
6.	Philosophy(Honours+ General)	3years	Passed in H.S with 45% in aggregate and 55% in subject for general categories & 5% relaxation for S.C , S.T s	Vernacular English /Bengali	65	44

*Based on 1st year admission 2015-2016

13. Does the college offer self-financed Programmes?

Yes

No

If yes how many

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Programmes	No. Of Courses
Hons.	5
Pass	3

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

Yes	√	No		Number	3
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15. *List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)*

Discipline	Department	UG	
		Hons	General
Arts	Bengali	√	√
	English	√	√
	History	√	√
	Political Science	√	√
	Philosophy	√	√
	Geography	√	√
	Education		√
	Sanskrit		√

16. *Number of Programme offered under*

a. Annual system:

b. Semester system:

c. Trimester system:

17. *Number of Programmes with*

a. Choice Based Credit System:

b. Inter/Multidisciplinary Approach:

c. Any Other:

18. *Does the college offer UG and/or PG programmes in Teacher Education?*

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes

No

20. Number of teaching and non-teaching position in the institution

Position	Teaching faculty*						Non-teaching staff		Teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor							
	M	F	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/University/State government Recruited	Nil	Nil	Nil	Nil	07	03	11	-	02	01	-	-
Yet to recruit												
Guest Teachers (Class wise payment) Sanctioned by the Governing body of the college									09	01		
Non-Teaching staff(Casual): Sanctioned by the Management							04	01				

21. Qualification of the teaching Staff

Highest Qualification	Professor		Associate Professor		Assistant Professor/SLGL/PTT/TT		Total
	M	F	M	F	M	F	
D.Sc/D.Litt./Post doctoral							
Ph.D.					01		01
M.Phil						01	01
PG					07	03	10
SLGLI							
Ph.D							
M.Phil							
PG/UG							
PTT(Part-Time Teachers Govt. Approved)							
Ph.D							
M.Phil					01		01
PG					02	01	03
TT[Temporary Teachers, Contractual Teachers, Guest Lecturer]							
Ph.D							
M.Phil							
PG					09	01	10

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

10

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

Categories	2012-13		2013-14		2014-15		2015-16	
	M	F	M	F	M	F	M	F
SC	89	64	100	88	102	83	86	65
ST	4	2	0	0	0	0	0	2
OBC	78	64	77	80	78	90	206	144
GENERAL	1636	1956	1602	2028	1470	2201	965	1634
OBC-MINORITY	-	-						
Minority	-	-						
P. H.	7	9	10	2	4	1	2	0

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

Type of Students	UG	PG	M.Phil.	Ph.D.	TOTAL
Students from the same state where the college is located	3094	Nil	Nil	Nil	3094
Students from other states of India	Nil	Nil	Nil	Nil	Nil
NRI students	Nil	Nil	Nil	Nil	Nil
Foreign students	Nil	Nil	Nil	Nil	Nil

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

UG: PG:

26. Unit Cost of Education

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

(a) Including the salary component

(b) Excluding the salary component

27. Does the college offer any programmes in distance education mode (DEP)?

Yes No

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

SI No	Programme	Students (1st, 2nd& 3rd years)	Teachers*	Teacher-Student Ratio
1	BA (Hons)	524	23	1:23
2	BA (General)	2570	23	1: 112

* include PTT and guest lecturers

29. Is the college applying for Accreditation?

Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

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

The college is applying for the accreditation for first time.

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

256 Days

32. Number of teaching days during the last academic year

183 Days

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

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

30/05/14

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

Not Applicable

35. Any other relevant data (not covered above) the college would like to include.

(Do not include explanatory/descriptive information)

CRITERION I CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Vision:

The academic vision of the college is guided as by the saying of Swami Vivekananda – “*Education is the manifestation of the perfection already in man.*” Our vision is to promote and spread that kind of education which not only offers knowledge, but also arranges for its cultivation and helps to promote the ultimate aim of civic life of Men through-

- To bring quality conscious in all the programmes for imparting new educational and cultural experience.
- To becoming more aware of the institutional as well as individual needs and thus working with intuition, innovation and insight.
- To moving beyond the targeted standard limits, through planning and efforts.

Mission:

Our mission is –

- To promote higher education across the eastern part of the Murshidabad district.
- To help the students to attain degrees in Arts and Social Science disciplines.
- To help and support through imparting quality education to the students of Minority Community and weaker section of the society.
- To uplift socially and economically backward students upon a strong foundation of secular and humanitarian world view
- To help the students to get firmly established in society.
- Train the students to serve the greater needs of the society.
- To develop MAM into a National centre of learning.
- To integrate Islampur and the rest of Murshidabad with the overall objective of nation building.
- To contribute the cause of Gender equality by promoting higher education among women
- To reach new peaks in teaching-learning, research and consultancy.

Aims and Objectives:

In order to fulfil its stated vision and mission the college is committed to:

- Providing a range of inclusive quality education, training and social care.
- Assisting students to achieve their full potential through the concepts of learning as a continuing and perpetual process and by the promotion of an inclusive learning culture.
- Incorporating individual learning and training programmes formulated to the needs of the students which will lead to the nationally recognized qualification.
- Providing behavioural strategies that support and help the students develop as great a degree of independence as possible.
- Managing college resources effectively and efficiently to meet the needs of the students and staff.
- Creating excellent human resources through integration of multidimensional Personality Development Programmes in order to produce world class professionals.
- Reviewing the college resources in order to meet global and national demands.

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

The institution follows the curriculum designed by the affiliating university, i.e., Kalyani University. Academic Sub-committee and Teachers Council ensure to effective implementation of the syllabus. Different stages in the process of implementation of the curriculum are as follows:

- At the beginning of each new session, the Academic Sub-committee, with the participation of the Heads of Departments, chalks out the general framework of academic activities for the coming year. Based on the expertise of individual teachers, the syllabus is allotted to them by the Head of the Department
- The Teaching and Curriculum Planning Cell and Academic Sub-committee prepare a master-routine and the same are circulated to the departments. This master-routine is prepared by following allotted curriculum by calculating the number of lectures/ practical available in a particular term. The Departments are then asked to prepare the departmental routine in consonance with the master-routine. When the feedback and inputs are received from departments the final master-routine is prepared and throughout the year, the same is followed.

- When the Academic Calendar of the Kalyani University is received, the same is circulated to all Heads of Departments.
- The Heads of Departments then details out assignments of respective teachers, lecture hours, topics to be taught and other co-curricular activities.
- The faculty members then are advised to prepare unitized/modular teaching plan and submit the same to the departmental heads.
- When the University results are published these are initially discussed in departmental committees and later a general survey is undertaken by the Teachers' Council. For example, as per the present university curriculum, four periodical tests in every Honours paper should be held at regular intervals for internal assessment. If a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges extra classes for his/her subject.
- Relevant books are also recommended by the teachers to the students along with the prescribed syllabus.
- Besides the class tests, house cum class project and departmental viva-voice are conducted by the college.

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

The College allows the teachers full liberty to devise their teaching programmes and lends full support by meeting their requirements. The teachers are encouraged to arrange for workshops and seminars and to utilize modern teaching aids, such as, Power Point Presentations that supplement the chalk and talk method of teaching.

- Keeping in mind the need of ingenious method of teaching, faculties try to use new teaching aids of delivering class room lectures.
- The teachers avail the facility of accessing Internet and a well-equipped library to keep themselves updated on the new teaching methodology.
- The University too hold Orientation and Refreshers' Programmes to enhance pedagogic capabilities of the individual teacher, which the majority of the teachers avail themselves of.
- In addition, the IQAC is planning to hold inter-college workshop on ICT technologies and innovative practices in teaching and learning

Procedural

- Communications received from the University regarding academic calendar, change of syllabus etc. are made available to the Departments
- News regarding workshops on Syllabus and curriculum are circulated among the faculty
- Model questions, when published by the university or whenever available, are collected and sent to the respective departments (this further percolates to the students)
- Schedules of OP/RC of different ASCs are displayed in the Notice Book of the Teachers' Council
- Schedules of Summer/Winter Schools and short-term courses of different research institutes are communicated to the teachers.
- Seminar/Workshop brochures are sent to respective departments
- Encouraging the teachers to participate in workshops / seminars on curriculum changes
- Encouraging the teachers to participate in workshops / seminars on the recent and emerging trends in different subjects and approving Duty Leaves for the same
- Allowing teachers to participate in OP/RCs of UGC-ASC

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

Apart from the initiatives as already stated in the immediately preceding section, the college regularly receives feedback from students (both formal and informal) regarding proper dissemination of knowledge. The college also hold meeting with the guardian of the student at the beginning of the session. The college further hold the meetings with the member of Governing Body in regular way so that college could cope up with the time based and need based facilities for the development and enhancement of teaching learning life of the campus. This regular monitoring and feedback ensure the effective delivery and transaction of the curriculum provided by the University of Kalyani.

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

- The institution maintains a continual communication with the University. Sometimes talks are organized by the college where eminent speakers are invited and guests are invited to deliver lectures.
- Meetings are conducted on a regular note throughout the academic session which helps in the updating of trends in the study field. The institution is also collaborating with other institutions and organisations where the faculty members are encouraged to actively participate.
- There is no formal or official network of interaction with the beneficiaries such as industry or research bodies. The faculty regularly take part in the Govt. Science Fairs, Books fairs, in some cases as Resource Persons. Moreover, most of our faculty members participate in workshops, seminars and conferences at State, National and International levels, thereby inculcating the ability for curriculum development and its

effective operationalisation. The Career Counselling Cell of the College organizes programmes related to various disciplines with different agencies (like RICE).

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

The college, being an affiliated one, cannot have its own curriculum. However whenever any change in contents of curriculum or the framework is proposed by the affiliating university the same is discussed in the appropriate forum (like the Teachers' Council, Academic Sub-Committee) and the resolutions adopted thereon are sent to the university authority. (e.g., the opinion regarding Internal Assessment was discussed in the Teachers' Council and the resolution was sent to the UG secretary of the university). When the University organizes workshops on contents of curriculum or the framework, the teachers of the college participate in those and present the opinions of the departments concerned. Some of our teachers are also members of the Undergraduate Board of Studies. They take active part in framing, modifying and the implementation of the university syllabi of the undergraduate courses and other related matters.

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

All the UG courses offered in our college are directly under the affiliation of Kalyani University. However, the institution is planning to introduce certificate course in computer literacy, environment awareness.

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

The increasing number of pass out students in various departments used to underline the fecundity of the academic environment within the campus. It is maintained mainly through the dedication of the teachers, commitment of the supporting staff and the effective vigilance of the Governing Body.

At a time when, in general, the campus of educational institutions of the state is increasingly experiencing the heat of political disturbance, the college authority ensures that ours remain a relatively less disturbed one. We try to cater to the needs of the students to the permissible limit. When passed out, all of them do not reflect the same academic proficiency, but most of them learn to face the challenges of the new age with greater grit and determination.

In order to ensure that the stated objectives of curriculum are achieved in the course of implementation, the college follows both formal as well as informal mechanism. As a part of the formal system, internal assessments are conducted in the midterm which includes class test, viva-voce, home assignments, projects etc. An informal record of the scholarly milestones achieved by the students is maintained by the teachers.

1.2 Academic Flexibility

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

The college does not have any course to offer at present. However, the institution is planning to introduce certificate course in computer literacy, environment awareness, and communicative English. The curriculum of which will be designed by the college itself. The courses will be of short duration.

The college used to arrange programme like Karate for skill development of the students in December, 2015.

College used to given space to the state level coaching organization (RICE) to conduct competitive exam in the college campus for the free and advanced tutorial support to the students of the college.

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

Not permitted within the statute of the University of Kalyani.

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

The curriculum is designed by the University of Kalyani with inherent flexibility. The college offers this curriculum to students in a manner that provides varied options to choose from as per their interests, aptitude and scope. However, the college has to abide by the rules and regulations of the affiliating university. Yet, within the limited scope the college offers a range of elective option as detailed in the following. At UG level the college offers 8 programmes in Arts, among which eight courses are self-financed. Honours Subject with one language, besides Compulsory English is being mandatory.

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

Students of any Honours subject may choose any *two* (2) General subjects taking one from each group:

Combination for Hons Course :

Bengali Hons :	History	Geography or Sanskrit
English Hons :	Bengali	Philosophy
History Hons:	Bengali	Education
Philosophy Hons :	Sanskrit	Political Science
Political Science Hons :	Bengali	History

Students of General programmes may choose any three (3) General subjects taking one (1) each from any three groups.

Combination for Gen/Pass Course :

1. Bengali, History, Philosophy
2. History, Philosophy, Political Science
3. Bengali, Political Science, History
4. English, History, Philosophy

Choice Based Credit System and range of subject options:

The University curricular structure does not allow choice-based credit system.

Courses offered in modular form

The university frames syllabi, and the offered courses are set to modules keeping a keen eye on flexibility and feasibility. Courses are provided unit wise and are arranged in the modular form at the U.G level by the BOS of the University. The modules so arranged are also used for testing the students in the Internal Assessments and for the University Exams.

Credit transfer and accumulation facility

No credit transfer and accumulative facility exists within the curricular framework of the university.

Lateral and vertical mobility within and across programmes and courses:

A student admitted to a particular course is permitted to change the subject/course within a stipulated time on payment of fees as fixed by the affiliated University. UG programme/course of 3 years duration has to be completed within 6 years of admission by a student. The College offers Undergraduate Programmes in Arts (BA) only.

Enrichment courses:

The curricula are designed/framed by the Boards of Studies of the Kalyani University. There is not much scope for the College for course enrichment as such. The College facilitates innovative teaching-learning process through seminars/workshops based on the curriculum, audio-visual mode of teaching, study tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories.

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

The college offers eight self-financed courses as shown below. All these courses follow the curricula offered and other norms set by the Kalyani University regarding criteria of admission to the programmes, process of evaluation, awarding of degree and qualification

of the teaching staff. Only the fee-structure for such programmes is fixed by the Governing Body of the college and the budget is sanctioned by the University.

Course	Subject	Type	Intake	Examination System
BA Hons	Bengali	General	84	Annual
BA Hons	History	Self-Financing	65	Annual
BA General	General	General	3500	Annual
BA Hons	English	Self-Financing	59	Annual
BA Hons	Philosophy	Self-Financing	65	Annual
BA Hons	Political Science	Self-Financing	39	Annual
BA Hons	Geography	Self-Financing	25	Annual
BA General	Geography	Self-Financing	70	Annual
BA General	Education	Self-Financing	25	Annual
BA General	Sanskrit	Self-Financing	25	Annual

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

The college does not have such regular skill development programmes.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

Not permitted by the University

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college has to work within the purview of the curricula for different courses framed by the Boards of Studies of the University. But within that framework, the college aims to impart such knowledge as may be necessary for the all-round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets.

Curriculum-Based field-work for the department of Geography and Study tours organized are by the departments of Geography for enrichment of the curriculum and experiential teaching.

There is a well-designed modern Central Computing Laboratory, Seminar room with audio LCD Projector facility, and computers room with Internet connections, well-equipped Reading Room. Innovative Teaching-Learning Procedure for most subjects with ICT based teaching aids like audio-visual mode of teaching (Flow Charts, Overhead Projector, LCD Projector, and Laptop).

The College provides ample opportunities for their career advancement by arranging career oriented counselling sessions.

The Institution contributes to nation building through Women's Cell, Plastic free campus initiative, eco-friendly campus, etc, as for a for community development and extension activities.

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

Introduction of ICT enabled conference room is about to complete.

Provision has been made of computer education, Internet, usage of ICT tools in teaching-learning and evaluation works.

Efforts have already been made for computerization of library cataloguing, examination work and database management.

There is a Computer Laboratory and computers connected reading room. There are 30 Desktop computers along with 15 laptops in the College at present. Thus there is provision of computers to all sections of administration and academics.

The faculty members actively participate in the seminars and symposiums conducted by the university for syllabus modification and make creative interventions. Teachers are regularly sent to refreshers and orientation courses.

Provisions have been made to organize seminars, project-works and Counselling camp on curriculum and employability options for students.

This year College has organized a counselling guidance meeting with the students.

Arrangement and requisite equipment are here for ample physical exercise of the students. There are indoors and out-door games and students regularly participate.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The institution is well aware of its responsibility in integrating the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum and the same is done in the following fashion :

As a co-educational college, the college is always highly sensitive to issues related to women – both students and staff. The college has established Women Cell for redressal of all issues related to dignity, safety, and security of the women in the campus.

Environmental Studies is a compulsory subject for all first year Undergraduate students inculcating Environmental awareness, Climate Change etc. The college further boasts of possessing a beautiful Green Campus. The college also does not allow plastic within the college premise and makes efforts to save tree by reducing paper usage. The college follows environment friendly method to dispose of its garbage and e-waste.

The Grievance Redressal Cell and the Anti-Ragging Cell of the college cater to the issues regarding Human Rights violations.

ICT has gradually becoming an integral part of delivery of knowledge and information in this institution. Every department is provided with computers and internet connectivity and one ICT room is being developed. The library has OPAC facility, e-cataloguing facility and bar-coding system.

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

Observance of Days of National Importance: Independence Day, Republic Day, Teachers day, World Environment Day etc are observed with due respect.

We encourage the following practices to generate social orientation among our students:

- ✓ Value based Surveys
- ✓ Planting trees
- ✓ Road Safety Awareness Campaigns
- ✓ Blood Donation Campaigns

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

Although the college doesn't have a formal mechanism to collect feedback from stakeholders, However meetings are conducted along with local persons and alumni for the enrichment of curriculum. Curriculum related issues are an integral part of the discussions under these meetings.

The college as an institution has no scope for enriching the curriculum which is developed by the university through a body of experts for the purpose in which the college teachers also participate as members. However, feedback is taken from the stakeholders on curriculum, through formal and informal meetings in various occasions. A form is distributed through which feedback is taken and the data is made available to the college management. Subsequently, it is intimated to the members of Board of Studies.

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

The Teacher-in-Charge along with Students' Union helps in monitoring and evaluating the quality of its enrichment programme. Various reports are shared with the Teacher-in-Charge and management for the entire enrichment programme conducted during the academic year. The IQAC cell evaluates the traits of various enrichment cultural programs (sports, social, fresher's, wall magazine, quizzes, essay writings, etc.) organized in the college.

Regular feedback is taken from the students and faculties by the IQAC to monitor the quality of enrichment programmes.

1.4. Feedback System

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

Being an affiliated college under the Kalyani University, the college cannot design the curriculum. The development of the curriculum is as per the guidelines of the University. However the members of the Board of Studies can actively participate in the implementation of the syllabus.

Teachers of almost all departments of the college take part in Workshops on curricular design when the same are arranged by the affiliating university and provide their valuable inputs. Sometimes, the university authorities seek the opinion of the statutory bodies of the college (viz. Governing Body, Teachers' Council etc.) regarding the general framework of the curriculum. The college on its part provides the same.

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

The institution doesn't have any formal mechanism to obtain feedback from students and stakeholders on curriculum. Informal student feedback is taken from the collegiate students only about the implications of the syllabus and others subjects. The feedbacks also are taken from the students directly in college level staff-student gathering. Thus college authority tried to solve the problem of the students. Nevertheless, it doesn't able to make any convenient change in the curriculum enrichment.

Feedback regarding other issues, particularly regarding introduction of new programmes is received primarily from other stakeholders (Faculty, guardians, management, alumni etc.) and same is discussed in different bodies like Teachers' Council and the IQAC and presented in the form of recommendations to the Governing Body, the highest policy-making body, which takes a final call on the issues taking all related matters into consideration.

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

Four new programmes/courses were introduced during last four years observing students' demand for these subjects.

<u>Subject</u>	<u>Year Introduced</u>
Geography (Hons)	2015
Political Science (Hons)	2012
Education (General)	2012
Sanskrit (General)	2012

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

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

The college follows the policy of the Government of West Bengal, UGC and University of Kalyani for the admission of students to various programmes. The institution gives wide publicity to the admission process through notification in local newspapers, college website and notice boards. The provisional merit lists are exhibited on the notice boards of the college, and in the website. Merit list is prepared as per a formula framed by the University. Complaints if any regarding the merit points assigned are considered and changes are affected, if required. Students are informed of the date of counselling, admission and other required information through prospectus/notice board/website.

From this year, the college authority has arranged for Online Admission process into different programmes. The entire application process is done online. The merit lists prepared exclusively on the basis of marks secured at the last public examination (following appropriate Government rules and regulations regarding reservations) are displayed on the notice boards as well as hosted on the website of the College sequentially up to the fulfilment of intake capacity. During the whole process of admission, the Admission Committee takes a zero-compromise policy regarding the quality of the student to be admitted.

The college has a well-arranged system of publicity of the admission process. Usually, the admission into undergraduate courses begins immediate after the publication of Higher Secondary results. The Admission Subcommittee supervises the entire process.

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

The admission procedure is as per the university schedule. For General UG courses (B.A. in Honours and General Courses) the admission is based on merit at the Higher Secondary (+2 qualifying) examination maintaining the order of Government of West Bengal regarding reservation.

The college follows the admission process as per the norms of the Kalyani University.

- Application forms are filled up online by the applicants.
- The Admission Committee takes responsibility of deciding the cut off marks for various courses.
- There are certain guidelines that are formulated for admissions under Sports quota and reserved categories as per HED and Government of West Bengal.
- Admission guidelines are strictly followed as per rules of Government of West Bengal and Kalyani University.

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

The selection criteria for different colleges within the district and even the sub-division do vary and vary on many counts from the eligibility criteria to calculation of Merit Point/Index marks. Therefore, presenting a comparison of the Merit Point/ index mark is not only difficult but may also be somewhat misleading. However, minimum and maximum percentage of marks in relevant subject for admission to different UG programmes offered by this College is provided below:

Session	Subject (Hons)	Highest	%	Lowest	%
2015-2016	Bengali	416	83	234	47
	English	425	85	281	56
	History	411	82	229	46
	Philosophy	385	77	218	44
	Political Science	386	77	231	46
	Geography	404	80	360	72
2014-2015	Bengali	387	77	331	79
	English	367	73	280	56
	History	364	72	204	41
	Philosophy	309	61	223	45
	Political Science	276	55	269	53

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

Yes, there is process of regular review of the Admission process in different committees of the college from the Admission Committee, through the Teachers' Council, IQAC to the Governing Body. Whenever there is proposal of a new system of admission, the same is discussed in detail in all such bodies. Moreover, the Academic Sub-Committee and the Admission Committee of the College (both chaired by the Teacher-in-Charge) play an important role in framing the admission criteria for both UG and PG courses based on the guidelines of the Kalyani University. The recommendations made by the departments based on the admission process of the previous year are taken into consideration. The departments review the student profile of the previous year and change the criteria for Index Marks, if necessary with a view to improve the process. This year also the admission committee took certain measures to give quality service to students and ensure a smooth and transparent admission process in this current academic session 2015-16.

This year, the entire process of application has been done online, at the same time keeping in view the predominantly rural catchment area, at a limited level, forms in hard copies were also issued and accepted. There were numbers of Help Desks which were always on to respond to applicant queries. With one Unique Student Id, the applicants were able to apply for multiple programmes of study.

- Single window for form submission for all streams to avoid long queues and ensure fast submission procedure.
- Customized software for cash handling in the admission process and quick data gathering of the students admitted.
- Complete lists of all applicants according to merit hosted in the website. These mechanisms have paid off as the admission process was conducted smoothly and appreciated by the applicants and other stakeholders.

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

****SC/ST***

****OBC***

****Women***

****Differently abled***

****Economically weaker sections***

****Minority community***

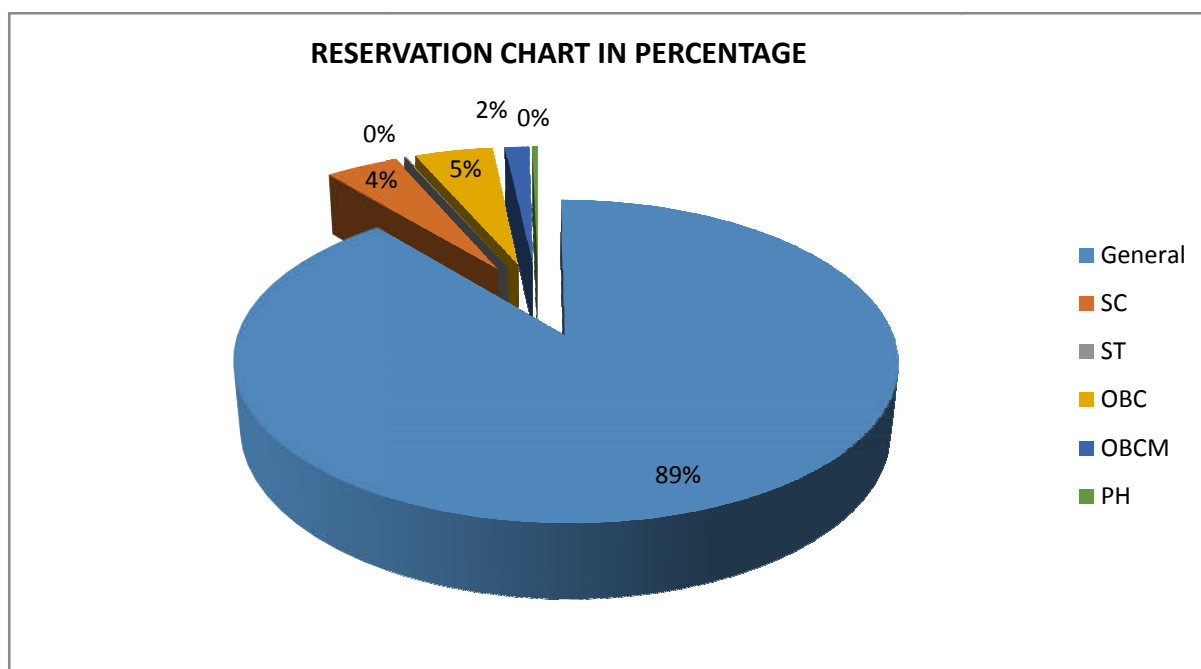
****Any other***

Comparison table showing female students:

Comparative Percentage of Female students			
Session	Total No. of Students	No. of Female students	% of Female students
2012-13	3945	1956	49.58
2013-14	4141	2198	53.08
2014-15	4262	2398	56.26
2015-16	3094	1843	59.57

Reservation table:

Session	Year	General	SC	ST	OBC	OBCM	PH	Total
2012-2013	1 st	1908	92	04	100	32	15	2151
	2 nd	1103	33	01	24	04	00	1165
	3 rd	581	28	01	18	02	01	631
Total		3592	153	06	142	38	16	3947
2013-2014	1 st	1664	92	00	78	45	03	1882
	2 nd	1446	78	00	67	31	09	1631
	3 rd	520	18	00	12	02	00	552
Total		3630	188	00	157	78	12	4065
2014-2015	1 st	1775	84	03	70	41	00	1973
	2 nd	1291	73	00	66	21	04	1455
	3 rd	605	28	00	32	08	05	678
Total		3671	185	03	168	70	09	4106
2015-2016	1 st	1256	81	00	293	03	02	1635
	2 nd	922	51	02	38	11	00	1024
	3 rd	373	19	00	19	06	00	417
Total		2551	151	02	64	20	02	2790



- More than 85% of total students are from Minority group
- The college follows the guidelines of the University and Government of West Bengal for reservation of seats for SC, ST and OBC
- The admission policy of the college is very much in keeping with the vision and mission of the college in providing equal opportunity to all, especially the disadvantaged sections of the society. The student profile of the college further reflects the national commitment to diversity and inclusion of all sections of the society.

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

The following table displays the Demand Ratio of different programmes offered by the college. Let us honestly confess that in certain programmes the demand ratio is declining, so much so that not even the allotted seats are filled. This has largely been due to a number of reasons. The first priority in terms of job-career still remains the school service. Hence, there is a growing demand for subjects in which vacancies are greater in school service. In subjects like History, Political Science, Philosophy, etc. the declining trend is quite evident. See the chart:

Following is a table regarding the details on the changing trends for various programmes offered by the institution during the last four years*:

Subject	Session	No. of Applicant	No. of Students Admitted	Demand Ratio
Bengali	2012-13	360	78	5:1
	2013-14	380	77	5:1
	2014-15	385	74	6:1
	2015-16	597	87	7:1
English	2012-13	400	43	10:1
	2013-14	350	48	8:1
	2014-15	400	42	10:1
	2015-16	200	49	5:1
History	2012-13	155	59	3:1
	2013-14	190	52	4:1
	2014-15	267	48	6:1
	2015-16	255	55	5:1
Philosophy	2012-13	180	57	4:1
	2013-14	120	26	5:1
	2014-15	91	33	3:1
	2015-16	170	44	4:1
Political Science	2012-13	42	05	9:1
	2013-14	50	05	10:1
	2014-15	25	04	7:1
	2015-16	150	37	5:1
Geography	2012-13	-	-	-
	2013-14	-	-	-
	2014-15	-	-	-
	2015-16	220	25	9:1

*Chart ratio based on only Honours course.

2.2 Catering to Student Diversity

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

The institution is sensitive towards the needs of the differently-abled students. Their applications for admission are considered and such students have been given admission in the previous years as per rules. Necessary arrangements for easy mobility and convenient seating of differently-abled students are made. The college has applied to facilitate the higher education for persons with special needs (HEPSN) scheme.

The College has always shown a favourable attitude to differently abled students. The Institution strictly follows all Government rules and regulations regarding admission of the differently-abled students. The College does not have all the facilities to cater to the needs of differently-abled students, viz. ramps. However, the authority tries to provide help as and when warranted.

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

On the first day of the session teachers of each department together meet the new students in an orientation programme to acquaint them to the campus life. On this occasion discussions regarding the course curriculum and its future prospect, individual knack and educational background of the students are held.

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

Slow and advanced learners are identified on the basis of classroom participation and internal assessments. To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, following actions are taken:

- Personal level interaction of students with the teachers to prepare model answers with a note of proper book sources.
- Revision of special chapters / text after completion of the stipulated syllabus.
- Communication to the parents of the backward learners.
- Students' progress is monitored through the continuous evaluation system.

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

The College takes special care to keep the campus green, clean and plastic free by regular vigilance and occasional drives and programmes. The college has already opened Anti-ragging Cell, Women's cell.

The students of this co-education college are particularly aware of the importance of maintaining modesty and dignity of women in the campus in particular and the larger society in general.

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

The institution identifies special educational/learning needs of advanced learners from class test results and day to day interaction of the teachers who directly interact with them. The institution responds to their special educational/learning needs by taking the following measures:

- Special books of more advanced level are recommended to them.
- Downloaded soft materials (notes, ppt, questions, and assignments) are provided.
- Some special interactive sessions are arranged to address their difficulties.
- Group discussion on selected reference topics are organized by some departments.
- Encouraging students for participation in Quiz, Debate, and Cultural competition in the College and other colleges and institutes too.
- Helping them to apply for higher studies and different scholarships and other universities.

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

The students who are at the risk of drop out are identified through regular interaction in classes as well as by analysing the student progression data of exam results. The college provides Book Bank facility to a number of needy students. They are also encouraged to apply in different Government schemes for financial help.

Disadvantaged sections of society

- To give advantage of reservation stipends and scholarships sponsored by the State Government and UGC are awarded to the students of SC/ST and OBC categories.
- Students from the Minority community avail stipends sponsored by Minority Affairs, Department of the Govt. of West Bengal.
- Kanyashree Scholarships offered by the State Government to the deserving girl students have been introduced from the current academic year.
- Concession of tuition fees are also provided by the College authority.
- Chief Minister Relief Fund
- Bidi worker scholarship
- Jindal Trust scholarship

Slow learners

- Personal and academic counselling.
- Revision of special chapters / text after completion of the stipulated syllabus.
- Bilingual explanation and discussions.

Economically weaker sections

- Students concessions, exemptions are available to students from BPL families.
- Free books, scholarships, student welfare fund and financial assistance are provided.
- Sometimes, departmental teachers personally extend their assistance.

2.3 Teaching-Learning Process

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

Teaching-Learning process is the soul of any educational institution. The College follows a well-planned schedule:

- The academic programmes of the college are based on the academic calendar of Kalyani University. A detailed academic calendar is prepared at the college level and at the department level. Modular curriculum plan is also developed. Teaching Plan is supplied to the students. Planning and preparation is done for laboratory works. Charts and procedures for all the experiments are prepared and made available to students. Test examination before the University Exam is regularly held. The final evaluation of students is done according to the university schedule. The results of examinations are declared and score cards are issued by the university.
- The institution follows the curriculum designed by the affiliating university, i.e., Kalyani University.
- At least one month prior to the beginning of the new session, the Academic Sub-committee, with the participation of the Heads of Departments and all teachers, charts out the general framework of academic activities for the coming year.
- The Academic Sub-committee prepares a master-routine and the same are circulated to the departments. This master-routine is prepared following the stipulated norms. The Departments are then asked to prepare the departmental routine in consonance with the master routine. When the feedback and inputs are received from departments the final master-routine is prepared and throughout the year, the same is followed.
- When the Academic Calendar, prepared by the university is received, the same is circulated to all HoD and to the students through college prospectus.
- The Heads of Departments then convened the meetings with the member of the Department to prepare the departmental syllabus distribution chart.
- The Academic Committees monitor the progress regularly and the same are reported in the Teacher's Council.
- Teacher's Council suggests conducting four periodical tests in every Honours paper at regular intervals for internal assessment. College also conducts annual test examination for each honours courses.
- Unitisation of syllabus is prepared by concerned departments in every academic year.
- Every teacher is supposed to submit class test reports to the TCS.
- At the end of the session all the department provides questions book to the students.
- Special class notes are given to the students.

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

- Organizing inter college workshops to enhance use of ICT facilities to improve teaching-learning.
- Encouraging teachers to use different methods for teachings.
- Ensuring availability of modern tools and techniques for Geography laboratory with reference to routine instruments, computers and high end instruments.
- Activating and facilitating all the committees of the college with regard to performance and provide support to the teachers for their academic, administrative and research endeavours.
- Monitoring academic activities throughout the year through frequent meetings with members of the departments and suggesting means for quality sustenance and enhancement.
- Collecting feedback from students and teaching staff.
- Motivating faculty members to participate in various seminars, workshops and conferences to enrich their knowledge.

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

Learner-centric education approaches are followed through methodologies given below:

- Interactive & instructional techniques like audio-visual mode of teaching.
- Projector & computer-based teaching-learning method and two LCD projector based classrooms (Geo. Lab., Seminar room).
- Encouraging the students to use more library resources (Computerized partially) at the time of leisure.
- Reading Room facility
- Geography Laboratory with modern and advanced equipment.
- Lectures are exchanged by the faculty member of other college (Dumkal College).
- Inter-departmental lecture exchange and presentations.
- Assuring participation of the students in group discussion, case studies, and project work.
- Right from the beginning of the session, they are guided and motivated which channelizes their energy in the best possible positive manner.
- Independent learning is encouraged by giving them class assignments which intensifies their learning.
- Internet facilities in Computer Lab in college hours.
- Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts and students are encouraged to ask questions.
- Computers with internet facility for laboratory based departments.
- Common internet browsing centre for teachers.
- Photocopy availability in office for teachers.

- College believes in the motto of building up personal relationship between teachers and learners. Usual chalk and talk method is supplemented by audio visual aids. All the departments take tutorial classes where elaborate interaction between students and teachers help the learners to discern and rectify their weaknesses. Students are encouraged to meet the teachers outside the class. All the departments are connected with internet facility along with at least one desktop. The college is going to introduce an ICT based conference room

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

The various academic and co-academic programs are conducted to help the students to improve their communication skill, analytical ability, moral code of conduct, decision making skill, self esteem and creative thinking. An interdisciplinary approach is encouraged among students through seminars and discussions with teachers of other departments. Occasionally a group of teachers meet the students of various departments to develop in them necessary awareness in academic and ongoing happenings. Leadership skill and management skill of the students are developed through works like campus beautification, plantation, etc.

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

The following technologies and facilities are available in the college and used by the faculties for effective teaching:

- One full-fledged general Computer Laboratory for Man-Machine interface.
- ICT based Geography Lab.
- LCD Projectors in the Seminar hall.
- There is an Overhead Projector.
- Computer with Wi-fi internet facility within the college campus.
- Net books for all full-time faculty
- Laptop has been given to all Assistant Professor.
- E-catalogue facility available in the library
- Dedicated server to library for data storage.
- COSA, CAS & KOHA software are used for data base management.

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

When the regional, national level seminars are conducted at the college students are allowed to participate to listen and a space for interact with the subject experts also arranged. The invite lecturer from neighbour college also interacts with the students on subject matter.

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

The institution extends support on various counts through different formal and informal mechanism:

- a) Academic Support:** The Academic support begins right from the admission process. At the time of admission application, Help Desks are opened to help students in making application in an easier way. Senior teachers are entrusted with Admission Counselling Cell to offer advice on the choice of course/programme to prospective applicants. After admission, academic support is offered in terms of classroom teaching, tutorial class and remedial classes, providing additional and rare study materials to supplement classroom teaching, discussion on performance at internal tests etc.
- b) Psycho-social support:** At a crucial juncture in their life do the pupils enter the college and at various moments during their stay at the college they are in need of psychosocial support. Since the college does not have a Psychology Cell, the departmental heads and other faculty members provide psycho social support when the students of the concerned departments face any psychological and social problem. Sometimes, the departments seek help from allied departments or specialists in the field of psychology. This goes on continually in an informal manner and no specific number and record keeping is possible for this.

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

The college is well aware of the rapid changes in the field of higher education and research keeping pace with the innovative teaching-learning practices. The following are the measures adopted

- The teaching community of the college duly encouraged and assisted by the management and support staff employs innovative teaching methods through both conventional and technological advantages. The available technological facilities are made best use of. Electronic gadgets are updated regularly.
- This is needless to mention that each teacher applies his/her own skill in the teaching learning system. To make the subject more interesting following strategies are adopted:
- One audio-visual enabled seminar room has been developed with all the facilities for use by the departments
- Departments occasionally use teaching aids such as LCD projector, Audio-visual system etc. to make the teaching learning process more meaningful.
- The College organizes interdisciplinary classes to open up new avenues of thinking for the students.
- Special lectures using power point presentations are delivered by faculties and external speakers to enhance the learning process.
- The college provides free internet and Wi-Fi facilities to all faculty

- The Head of the Institution promotes, encourages and helps the academic activities by arranging grants, contacting eminent academicians etc.
- Such innovative strategies have a positive impact on our students as is evident from their increasing interest in attending classes.
- Use of projectors is an integral part of the teaching-learning process.
- Study tours are organized which is considered as an ingenious teaching methodology to give practical exposure to the students
- Every department try to develop innovative methods for teaching like maps, charts and hands on training.

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

The library is the nerve-centre of a college and is a very important, if not the most important, component of the teaching-learning process. The library of this college has a huge collection of books and journals. The salient features of library augmenting the teaching-learning process are:

- Computerization of Library services.
- Reading room supply the latest arrivals Magazine and Job's Paper.
- Keeping digitized version of downloadable books (limited in number though).
- Making available the syllabus, model questions and old University questions.
- Reprographic services.
- The college library has more than 24000 books and various journals and periodicals. The library committee of the college looks after the purchase of books and journals every year. The Library committee collects the requisitions for the purchase of books from the Head of departments to augment the basic resources for teaching-learning process. There has been an addition of 1500 books/ reference books in the past four years. The Library has three separate computers with internet facilities. It has special software "KOHA". Study material such as notes, question banks, magazine, newspapers and reference books are also available for the students.
- New editions are added regularly and the library stock is updated with current volumes. Students are issued books both from the Central library and Book Bank.

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

There is no denying that departments find it difficult to complete the curriculum within the time-frame for reasons of various natures. The college has the practice of covering the syllabi as per lesson/modular plans made with a view to complete the syllabi within available working days, though sometimes classes are hampered due to unavoidable circumstances. Extra classes are held to compensate the shortfall. It has been noted that in most departments 90% of the scheduled classes are held.

Apart from this, the college shares with other colleges, the acute shortage of full-time faculty. The college authority tried to make up for this by appointing Guest teachers.

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

- The IQAC of the college is specifically meant to ensure quality in the teaching-learning process. The IQAC regularly collects feedback from the stakeholders and through regular consultation with faculty, management, and support staff charts out strategies for maintenance and improvement of the academic standard.
- Suggestions from all the stakeholders are collated and the same is discussed in detail with all those who are related to daily functioning of the college. All these efforts have helped the college to set its own standard that can only be improved.
- The academic results of the students are analysed which helps in evaluating the quality of teaching.
- Departmental heads have continual discussions with the faculty members to review the quality of teaching learning. They take measures to enhance the quality.
- After completion of every module IQAC organised class tests in every honours subject.
- Feedback for all subjects/ classes/ teachers is assessed by the IQAC and a report is prepared and submitted to the Teacher-in-Charge.
- The faculty members themselves are encouraged to collect the feedback of students to better the teaching learning practice. Faculty members are also advised to improve teaching strategies based on the result analysis of the concerned papers. Every year the college arranges for Guardian Meeting to collect feedback regarding the existing teaching, so that the teachers can take measures for making necessary changes in their teaching plan.

2.4 Teacher Quality

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

The faculty members of the college are recruited by West Bengal College Service Commission as per the norms framed by UGC and the Government of WB. Temporary lecturers are recruited by the Selection Committee consisting of the Teacher-in-Charge, the Head of the Department concerned and a subject expert by interviewing eligible candidates. Teachers regularly update themselves by attending orientation programmes, refresher courses, faculty improvement programmes seminars, workshops etc.

Teacher Profile:

The faculty of the college may broadly be categorized into three categories: Regular/Permanent Full Time Teachers, Approved Part-Time Teachers & Temporary/Guest Teachers. There are clear and well-defined appointment procedures for three categories of teachers:

Regular/Permanent Full Time Teachers:

The regular full-time faculty is employed strictly as per UGC, West Bengal Government and University rules and conditions. Appointment of teachers, whole-time including Teacher-in-Charge of affiliated colleges is made in accordance with the provisions

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of the West Bengal College Service Commission Act 1978 (West Bengal Act LXII of 1978), whereby the interview is carried out by the WBCSC and the college authority has no role except appointing the candidates as recommended by the WBCSC. The college of its own cannot appoint any full-time faculty.

Permanent teachers							
Highest qualification	Professor		Associate Professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
D.Sc/D.Lit							
Ph.D.					1		1
M. Phil.						1	1
P.G.					7	3	10

Approved part-time teachers:

As per the provisions of the Department of Higher Education, Government of West Bengal, the college authority employs approved Part-Time Teachers in the due process of selection as per the guidelines of the Department of Higher Education and Directorate of Public Instruction, Government of West Bengal. The financial liability of such Part-Time

Approved part-time teachers							
Highest qualification	Professor		Associate Professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
D.Sc/D.Lit							
Ph.D							
P.G.					2	1	3

Teachers is borne by the Government.

Temporary/Guest Teachers:

The college authority takes initiative to recruit Guest Faculty on temporary basis whenever in any subject faculty strength falls due to retirement/resignation of any teacher and the recruitment of new teacher does not take place in time according to the rules and norms laid down by the affiliating University and Department of Higher Education, Government of

West Bengal, and the rules made there-under. This also happens in case of the introduction of new academic programmes. The financial liability of such Guest Faculty is borne by the college.

Temporary/Guest Teachers							
Highest qualification	Professor		Associate Professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
D.Sc/D.Lit							
Ph.D							
P.G.					9	1	10

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

The college encourages existing faculty members to cope with the changes occurring in the syllabi from time to time. New faculty is recruited as guest lecturers whenever any new course is introduced in the college. Relevant portion of the syllabus of the new programme are taken up by the existing faculty of other departments as per convenience.

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

a) Nomination to staff development programmes:

As per UGC guidelines, the faculty members of this College are regularly sent to various faculty development programmes organised by UGC Academic Staff College, University and other reputed organisations approved by UGC. Along with it, the college authority also encourages teachers to participate in courses/programmes of allied fields of study

Nomination to staff development programmes:

Academic Staff Development Programmes	Number of Faculty Nominated
Refreshers Courses	2
HRD Programmes	
Orientation Programmes	1
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	4

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

- College has not organised as such training programme. However, the faculty members attend the training programmes conducted by the University on Evaluation and Assessment.
- The college authority used to publish books with ISBN number where all the teaching staff contributes articles
- The college subscribes to a number of journals related to different disciplines.

c) Percentage of faculty members:

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: 0%
- Participated in External Workshop/ Seminar/ Conferences recognised by national/international/ International professional bodies: 60%
- Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies: 50%

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

- The College as a seat of higher learning understands fully well its role in fostering and nurturing the research aptitude among its faculty. There is an informal Research Promotion Cell which motivates the teachers for academic advancements, and helps them to apply for research projects.
- The management has encouraged and has given enough opportunities by providing study leave to complete Ph.D. & M.Phil., and Research work. Leave (and research grant, wherever applicable) to present research oriented paper in national/international conference/seminars, training programmes. Necessary infrastructure and fund is going to raise for national/international/State level Seminars and Lectures. Adjustments are made in their time table and they are exempted from co-curricular and cultural work of the College.

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

Nil

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

There is no formal mechanism to take feedback for the evolution of teacher by the student and eternal peers.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stake holders of the institution especially students and faculty area ware of the evaluation processes?

The evaluation methods are informed to the students well in advance before the university examinations. The previous university examination question papers and model questions are made available to the students in the departmental libraries. The students are informed of class tests and assignments. Students are also informed of the schemes of evaluation, updates on curriculum revision, alterations in the question patterns and do's and don'ts during practical examinations.

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

Recently the college is following UG programme Annual System (1+1+1). In 2014, home centre has been abolished from the University Exam. The institution has adopted these reforms and follows the system meticulously.

Along with it, for continuous and regular assessment of students, periodical tests in each Honours paper has been introduced. During the session 2013-14, the syllabus revision process has taken place and once again the evaluation process is going to be reformed from 2014-15 sessions. The College, of its own, cannot initiate any examination reforms although inputs are given regularly to the University which in turn helps the authorities to reshape the system. On the other hand, within the framework of the University guideline the college authority develops its own mechanism for the most effective implementation of such reforms.

Being an affiliated college, the college strictly adheres to the norms of the University regarding evaluation reforms. The evaluation reforms are mentioned in the college prospectus. It is also hosted in the college notice board.

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

Being an affiliated college, it follows the rules prescribed by the university in connection with the implementation of examination. Exam Committee is constituted comprising teaching and non-teaching members of the staff for smooth functioning and implementation of the policies adopted. Teacher in Charge acts as centre in charge.

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

- Formative assessment- Tutorial class, class test after completion of few units, display marks and shown evaluation sheets.
- Summative assessment – University Examination specially designed in UG

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

The college observes strict discipline in the whole examination procedure. The students are encouraged to grow the habit of taking examination with full seriousness and integrity. The system of *away centres* in the examination has been implemented by the university in order to maintain sanctity of the examination system.

Since the Internal Assessment marks are part of the final University result, the college maintains strict rigor and transparency in the process. Some of the initiatives taken during last four years are:

- Maintaining separate registers for each batch of students and each course by the department concerned.
- Giving notification of the examination at least a week ahead of the scheduled test. Following the University question pattern strictly.
- Making a certain percentage of attendance mandatory for appearing in such tests.
- Discussing the outcome with the students within a month of the test.
- Though the college encourages students to participate in different intra and inter-college co-curricular and extra-curricular activities and weightages are assigned for the overall performance of students on the basis of these activities internally, there is no scope in the final level for assigning such weightages for evaluating students' performance.
- Students are allowed to view their marks of the internal assessments as they are hosted in the college website.
- Students can make changes and apply for re-evaluation if required before final examination.

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

Apart from the learning side of the curriculum as specified by the university college takes care of the building of the students' personality through various usual campus activities, such as cultural programmes, athletics organized by the Students' Union, extension programmes arranged by the college and academic programmes arranged by the departments.

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

In case of grievances regarding evaluation at the College level, following steps are followed:

- Written grievances (raised in campus) are submitted by the students to the Grievance Redressal Cell.
- The students may directly approach the Head of the Department with their grievance.
- The members of the Cell and Head of the Institution jointly take a decision.

For redressal of grievances with reference to evaluation at the University level, following steps are followed:

- The students may apply for scrutiny or re-examination of answer scripts in the prescribed proforma, forwarded by the College authority.
- The scripts are then scrutinized or re-examined, as the case may be, by a different scrutinizer or examiner.
- Under the RTI Act, the students may, if applied in the specified proforma with requisite fess, be supplied with a photocopy of the answer script. A Student may also apply for both Review and RTI.
- In exceptional cases, students can also directly approach the Controller of Examinations or the Vice-Chancellor for intervention on their part by submitting application through the head of the institution.
- The student has an option to apply for revaluation after filling a form if the candidate is not satisfied with the evaluation.
- Therefore, at many points to the student's queries are not only discussed but also resolved.

2.6. Student performance and Learning Outcomes

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

The college aims to orient the young students towards academic excellence, personality development and social commitment. The curriculum and the syllabi of the academic programmes offered in this college are transacted in such a way that these objectives are realized by the successful completion of the programmes. These learning outcomes are communicated to the students' right from the beginning of the academic programmes during the fresher's welcome and the departmental orientation session.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The departments prepare "subject wise" result sheets after the results are declared by the University. College also monitoring the result of the student with class room interaction and the development of the students through class tests.

A. Result Analysis of various program for Session 2014-15

Session	Course	Hons/Gen	Appeared	Passed	Pass %
2012	Part-I	BA Hons	235	60	25.5
		BA-Pass	1760	350	19.8
	Part-II	BA-Hons	156	98	62.8
		BA-Pass	745	263	35.3
	Part-III	BA-Hons	150	127	84.6

		BA-Pass	506	290	57.3
2013	Part-I	BA Hons	343	190	55.39
		BA-Pass	2222	750	33.7
	Part-II	BA-Hons	180	103	57.00
		BA-Pass	646	435	67.00
	Part-III	BA-Hons	102	88	86.00
		BA-Pass	418	360	86.00
2014	Part-I	BA Hons	229	102	44.54
		BA-Pass	2299	1578	68.63
	Part-II	BA-Hons	180	83	46
		BA-Pass	978	325	33.2
	Part-III	BA-Hons	138	124	89.85
		BA-Pass	378	335	88.62
2015	Part-I	BA Hons	219	NA	NA
		BA-Pass	2031	NA	NA
	Part-II	BA-Hons	154	NA	NA
		BA-Pass	1123	NA	NA
	Part-III	BA-Hons	133	107	80.45
		BA-Pass	446	363	81.39

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

The Institution, with a well-defined mission, promotes learning through a series of arrangements of curricular, co-curricular and extracurricular activities to facilitate the achievement of the intended learning outcomes.

Ours is an economically backward district where most of the students hail from the needy section of the society. Expenses of higher education are made bearable to the poor students by financial assistances granted by the college and different schemes of Government. As part of teaching-learning strategy, the institution provides the students with tutorial classes, special lecture, free internet access, photocopy facility at a minimum cost in the library.

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

As an affiliated college, the institution does not enjoy the liberty of having its own curricular design. However, within the curricular structure provided by the University, the college takes initiative to enhance social and economic relevance of the courses. This is done through a number of ways:

- In the introductory classes of any course, teachers make the new students aware of the social and economic relevance of the course.
- Teachers focus on how the study of the courses can be economically and socially significant by explaining the job opportunities and scope of further studies and research work in the subjects.

- Regular seminars and workshops are organized where interaction with experts regarding contemporary social and economic relevance of the courses are discussed.
- The project works undertaken by students as part of curricular requirement focus on recent needs.

2.6.5. How does the institution collect and analysed data on student performance and learning out comes and use it for planning and overcoming barriers of learning?

The institution collects data on student learning primarily on the basis of the result obtained in the examinations. The college offers academic guidance to those students who fail to complete their programmes through remedial coaching and counselling.

2.6.6. How does the institution monitor and ensure the achievement of learning out comes?

The institution has a clearly defined mechanism to monitor the learning outcomes. The performance of the student in class and examinations indicate to what extent learning outcomes are achieved. Attendance is compulsorily taken in every class. Based on the participation in the class and marks scored in the class tests and Test examinations, the students' level is judged by the faculty and appropriate action is taken under the guidance of Academic sub-committee and the IQAC.

Extra classes are taken for slow learners. Parents of such students are called to meet their respective faculty members, if required. The faculty members continuously conduct surprise tests, quizzes, debates, group discussions etc. to monitor the academic progress of each student.

Monitoring and ensuring the achievement of learning outcomes is done by undertaking the following measures:

- Effective implementation of the curriculum prescribed by Kalyani University.
- Specific mechanism (Academic calendar) followed for monitoring the curriculum implementation and evaluation system (Schedule for examinations).

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

There is no denying that assessment / evaluation outcomes are the most important indicators for evaluating student performance, achievement of learning objectives and planning but obviously it is not the only indicator. The teachers' regular interaction with the students in the class and outside always helps them in identifying the advanced and slow learners. The result of the students in college and university examinations are collated with those impressions gathered in personal interactions and strategic shifts, if necessary, in planning take place.

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

- The college strings together all its wings for the all-round development of the students.
- Special facilities, incentives and extra classes are provided for slow and advanced learners.
- A family-like environment has been created to monitor the progress of slow as well as advanced learners.
- To make teaching/learning effective and enjoyable, a combination of traditional and innovative methods is practiced, depending on the requirement of the subject and the mental ability of the learners and making changes according to the latest developments in all the subjects.
- The College utilizes all its resources and corpus funds to provide latest teaching / learning aids along with the reading material through its libraries.
- The evaluation processes are student-friendly and reliable.
- The college management with the help of IQAC strives to assure quality maintenance in teaching/learning.
- For Honours students, a continuous assessment method is followed. Students are evaluated based on their assignments, orals, presentations, library and project work. All these form part of their continuous assessment. Their performance is assessed and feedback is communicated to the students immediately.
- Subject wise analysis of results and mark lists showing comparative performance of students in internal assessment examinations are prepared. This data helps in understanding academic weaknesses of the students.

CRITERION III
Research, Consultancy and Extension

3.1 Promotion of Research

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

At present the College does not have any recognized research centre affiliated to the university. But the College always plays a positive role in promoting research interest among the faculties. Primarily, the main bottleneck to set up a research centre is the shortage of space and man-power.

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

Yes, the College has a Research Committee formed in accordance with UGC XII plan guidelines, representing the Arts streams whose composition is as follows:

Name	Designation	
Basob Ghosh	Teacher-in-Charge	Chairman
Firoj High Sarwar	Assistant Professor	Convenor
Biswarup Ganguly	Assistant Professor	Member
Payel Chattopadhyay	Assistant Professor	Member

The Committee has taken following initiatives for enhancement of research activities in the college:

- Identify potential researchers who are eligible for undertaking research.
- Conduct meeting in regular basis with faculties to disseminate research related information like preparation of minor research proposals, purchasing referred journals both in online and hard forms, and also to contribute research articles for college book publication.

Following results are found of the initiatives taken by RPC:

- Increased participation and submission of research paper in various seminar and conferences organised by the other institutions.
- Faculties are eager for applying the proposal of minor research under UGC
- The faculties of Bengali and English has organised national and regional level seminar
- All the departments of the college have submitted the proposal for seminar on various interdisciplinary themes.

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

a) Autonomy to the Principal investigator:

- The principal investigators of some of the faculty's research work are given freedom to carry out and complete their project with good outcomes.
- Teacher-in-Charge are permitted to purchase equipment and instruments as their needs

b) Timely availability or release of resources:

- College authority always permits to use the resources to conduct research works.

c) Adequate infrastructure and human resources:

- The college provides sufficient space for research, infrastructure and assistance needed for research. Departmental laboratories are made easily available for research.
- The college library are regularly updated according to the need of the research

d) Time-off, reduced teaching load, special leave etc. to teachers:

- Duty leave is sanctioned to teachers to participate in seminar, conferences accordingly

e) Support in terms of technology and information needs

The RPC plays important role in overall conduct of research activities in the college by-

- Wi-Fi facility is provided throughout the college to help the researchers of all departments.
- Release the fund for purchasing online and hard journal according to the need of the teacher
- Teacher are provided with laptop and tab
-

e) Facilitate timely auditing and submission of utilization certificate to the funding authorities:

- The college is always sincere to provide with full support for the preparation of utilization certificate and auditing of the research funds.

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

There is no as such programme for enriching research mind among the student because there are no PG courses in the college. However, The College has endeavoured to improve research aptitude among students by allowing them to attend college seminar and discussion.

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

Finished and ongoing research work

Faculties	Title of the research	Category	Duration
Dr. Firoj High Sarwar	Role of British in Educational, Social, and Cultural Activities in Bengal, 1765-1857	Ph. D.	5 years (completed)
Biswarup Ganguly	Pre-historic Settlement pattern in Birbhum	Ph. D.	4 years running
Joly Roy	Ethics in Administration: Problem and some ways to reinforce it	Ph. D.	3 years running
Payel Chattopadhyay	Bankim Chandra's analysis of Gita	M. Phil.	3 years (completed)

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

The college has already taken initiatives to organize seminars. See the below chart

Session	Theme of the seminar	National/Regional	Date
2013	Mityur Bichitra Rup: Rabindranather Kobita	Regional	23.03.13
To be organised	Somosamoic Bengali Silpo o Sonskriti: Sankot o Uttoron	National	Proposed date 2 nd February 2016

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

Following is the detail of the faculty members with regard to research areas and fields of expertise.

Sl. No.	Department	Name	Designation	Status	Research Interest	Area of Expertise
1	Bengali	Basob Ghosh	Assistant Professor	Full-Time	Modern Bengali Novel	Linguistics
2		Partha Das	Assistant Professor	Full-Time	Bengali Drama	Bengali Drama
3		Prasenjit Dey		PTT	Prose	Vaishnav Sahitya
4		Tarun Samui		PTT	Folklore	Folk Culture & Folk Literature
5		Pronati Chattopadhyay		PTT	Drama	Drama
6	English	Atanu Ghosh	Assistant Professor	Full-Time	Comparative Literature, Fiction, History of Sports	Comparative Literature, English Language Teaching, Linguistics
7		Sukanta Barman	Assistant Professor	Full-Time	Victorian Literature, ELT	American Literature, Linguistic and Phonetics, ELT, Literary Criticism
8		Md. Hafikul Alam Sarkar		Guest	Indian Literature, Tragedy, Fiction	Tragedy and Indian English Writing
9	History	Papia Biswas	Assistant Professor	Full Time	Peasant Movement in Murshidabad during Colonial Period	History of Ideas, Science & Technology in Colonial India
10		Biswarup Ganguly	Assistant Professor	Full Time	Prehistoric Archaeology	Archaeology, Digital Humanities
11		Firoj High Sarwar	Assistant Professor	Full Time	Bengali Education under Colonial Role	Modern Indian History
12		Prasenjit Chattopadhaya		Guest		Indian History

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13	Philosophy	Joly Roy	Assistant Professor	Full Time	Ethics	Applied Ethics
14		Payel Chattopadhyay	Assistant Professor	Full Time	Indian Philosophy	Western Ethics
15		Anjana Khanra		Guest	Indian Philosophy	Western Logic
16	Geography	Md Abdul Ukil		Guest	Environment	Agricultural Geography
17		Kailashpati Dey		Guest	Environment	Environmental Geography
18		Tasrif Hassan		Guest	Occupational Pattern of Murshidabad District	Settlement Geography
19	Sanskrit	Supriya Pramanik		Guest	Pratakshya Praman on Darshan	Nyaya darshan
	Political Science	Kunal Debnth (on lien)	Assistant Professor	Full Time	Political Sociology & theory,	Political Sociology,
20		Rakesh Chakraborty		Guest	Public Administration and Political Theory	State and Local Politics in West Bengal
21		Tawsif Ahemed		Guest	Local Politics	Local and Self Government in West Bengal

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

At the time of Seminar and others gathering some eminent resource persons were visited in the college. See the chart

Department	Name of Eminent Scholars
English	1. Dr. Rejaul Karim 2. Dr. Chittabrata Palit 3. Dr. Biswaranjan Chattopadhyay
Bengali	1. Dr. Saktinath Jha
Geography	1. Dr. Sasim Kabiraj Thakur 2. Dr. Harsha Das Gupta

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

NA

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

NA

3.2. Resource Mobilization for Research:

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

The college does not have an exclusive budget head for research activity. Minor requirements like computers, internet facilities etc are met by the college. Faculty members, on the other hand, have to meet the major expenditure through financial assistance from external funding agencies. However, the college authority always provides with the infrastructural facilities and administrative support to the faculty for their research work.

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

There was no provision in the institution to provide seed money to the faculty for Research

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

There is no such provision in the college to provide financial support for research work by students.

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

Regarding effective research or research proposal faculty members of various departments interact among themselves with a view to strengthening interdisciplinary point of view. For example Joly Roy, the Assistant Professor of Philosophy is working on the interdisciplinary topic of “Ethics in Administration: Problem and some ways to reinforce it”.

On the other side, the faculties of college used to attend the seminar and workshop of organised by the either streams. For example, Atunu Ghosh, the Assistant Professor of the English has attended the seminar on the theme of Sufism organised by the history department of Sripat Sing College.

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

- Computer and Internet facilities are made available to the students in an organized and systematic manner. Log books for use of internet are maintained.
- The college provides support system for research in the form of procurement of equipment, software, books and journals.

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

No, the Institute does not receive any special grants or finances from the industry or other beneficiary agency for developing research facility

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

NA

3.3 Research Facilities

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

The college has a Centralized Computing Facility (C-Lab) equipped with desk top computers, uninterrupted power supply and necessary software. Broadband internet connectivity, Wi-Fi facility, printing, copying and scanning facilities and an annually updated general library are available to students and researchers. The students utilize these facilities for carrying out their academic projects.

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

- The Teacher-in-Charge of the College has formed different separate academic and administrative subcommittees like “Research and Publication Committee”, “Library Committee” etc. to take care the separate needs of the researchers. The subcommittees work to chalk out plans for upgrading and creating infrastructural facilities in the new and emerging areas of research.
- The “Library Committee” subscribes new books, journals and keeping space with the demands of the researchers in the departments.
- The College encourages the faculties to participate in Orientation Programme, Refresher Course, Seminar, Workshops, Symposium, Conference, etc. to update themselves.

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

The college has never received any special grant / financial aid from the industry or others beneficiary agency for developing research facility.

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

There is no special research facility available to the students and research scholar outside the campus / other research laboratories. They can only enjoy the reading facility in our College library and internet facility. There is no formal documentation on the teacher’s visit at various districts and state level library and archive.

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

- The college has an automated central Library.
- Library Committee has been formed for smooth functioning of library work and to provide optimal facility to the students and staff. They ask the departments to provide the list of recent books or journals to be procured for research purpose. The Library Committee is functioning with the following members:

Library Committee

Sl. No.	Name	Designation	
1	Basob Ghosh	Teacher-in-Charge	Chairman
2	Swapan Kr. Karmakar	Librarian	Convenor
3	Firoj High Sarwar	Assistant Professor	Member
4	Partha Das	Assistant Professor	Member
5	Papia Biswas	Assistant Professor	Member
6	Payel Chattopadhyay	Assistant Professor	Member
7	Joly Roy	Assistant Professor	Member
8	Atanu Ghosh	Assistant Professor	Member
9	Madhu Mitra	Assistant Professor, Dumkal College	External Member

Library Committee performs following functions for providing best facilities to teachers and students to carry out their research.

1. To assist the Librarian as per requirement in all respects.
2. To implement a liaison between the students and the librarian.
3. To discuss the plan to upgrade the library facilities during consecutive academic years.
4. To prepare and implement rules & regulation for the Library.
5. To address difficulties of the library staff to the Teacher-in-Charge if necessary.

The Library of the College contains more than 24 thousands books. For the details see the following table.

SL No.	Subjects	No. of Titles	No. of Books
1	Bengali	3356	9967
2	English	1083	2687
3	History	879	3944

4	Philosophy	779	3994
5	Political Science	535	2100
6	Geography	316	1013
7	Education	15	75
8	Sanskrit	5	50
9	Environmental Science	30	210
Total Books			24,040

Library has the following general and special features:

- Library is automated by KOHA management software.
- The library use e-cataloguing and bar-coding system
- Reading Room Facilities for the staff and students
- Lending Facilities for the researcher and students
- Online and hard journals facilities
- Book Bank Facilities for the needy students
- Photocopy, printing and scanning facilities are available
- Bearing books to home for 15 days
- Partial Reference Services
- Reprography Services
- Information deployment and notification
- Download facility
- University old question paper service
- There are 4 desktop computers connected through LAN and 2 printers in the Library.

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

There is no such collaborative research facility developed / created by the research institutes in the college.

3.4 Research publications and awards

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

- ❖ Patents obtained and filed (process and product): Nil
- ❖ Original research contributing to product improvement: Nil
- ❖ Research studies or surveys benefiting the community or improving the services: Nil
- ❖ Research inputs contributing to new initiatives and social development: Nil

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

The College plans to publish an interdisciplinary peer-reviewed research journal.

3.4.3 Give details of publications by the faculty and students:

List of faculty publication

ATUNU GHOSH

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNI P	SJ R	Impact Factor	H-Index
1. Thomas Hardy ; Historian of changing Wessex	Corpus research institute ISSN 0976-075XCLIO	Jan-Dec,2012					
2. Cultural difference in Jhumpa Lahiri's short stories	Akhash publication ISBN NO-978-81-927259-0-1	2013					
3. Swami Vivekananda and his achievement as a traveller in India	Udar Akkash ISBN-978-93-82042-58-7	Feb,2014					
4. Suchitra Bhattacharya's Upanayas	Udar Akkash ISSN No-2320-3498	2014					
5. Rabindranath Chhoto Golpe Mritye: Prokito Prokarn	Murshidabad Adarsha Mahavidyalya ISBN NO 978-81-926963-9-3	April,2014					
6. Gram Banglar Khela dhular Bibortan: Binodoner notun matra	Panchuthupi Haripada Gouribala, ISBN no-978-93-84729-10-3	Oct,2014					
7. Bankim Upannayse Swadesh Chetona	Bangiya Sahitya Samsad, ISBN No-978-93-83590-76-6	March,2015					
8. Thomas Hardy: Modern Among Victorian Fiction writers	Hiralal Bhakat College, ISBN NO-978-81-922916-5-9	March,2015					

PARTHA DAS

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Rabindranather 'katha':Mrityu Anushanga	Murshidabad Adarsha Mahavidyalaya,ISBN No.978-81-926963-9-3	April,2014					

BASOB GHOSH

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Rabindra Bhabnai Mrityur Prasanga	Murshidabad Adarsha Mahavidyalaya,ISBN No.978-81-926963-9-3	April,2014					

PRONATI CHATTOPADHYAY

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
1.Natya Choritre Rabindranather Mrityu Chetana	Murshidabad Adarsha Mahavidyalaya,ISBN NO 978-81-926963-9-3	23.03.2013					
2.Somoyntare Bangla Natoker Provab	Maharaja Manindra Chandra College in Collaboration with Maharani Kaseswari College,	13.04.2013 & 14.04,2013					
3.Binodoner Porompura	Panchthupi Haripada Gouribala College In Collaboration with Raja Virendro Chandra College,ISBN NO-978-93-84729-10-3	26.08.2014 & 27.08.2014					
4.Deshattobodho Manobdharmer Preronai Bankim Chandra o Vivekananda	Lalgola College,ISBN NO-978-93-83590-76-6	27-08-2014 & 28-08-2014					

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5. Bangle natya sahitya samajikaran	Jatindra-rajendra mahavidyalaya, ISBN N NO-978-93-84383-20-6	27-11-2014 & 28-11-2014					
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PRASENJIT DEY

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
1. Bangla Goddya O Swami Vivekanda	Udar Aakash, ISBN No-978-93-82042-58-7	Feb., 2014					
2. Mrityur Nisangata: Ra bindra Jiban O Chhotogolpe	Murshidabad Adarsha Mahavidyalaya, ISBN No.978-93-82042-58-7	April, 2014					
3. Poribartane r Prekshite Aamar Dekha Ekti Gram	Panchthupi Haripada Gouribala College In Collaboration with Raja Virendro Chandra College, ISBN NO- 978-93-84729-10-3	26.08.2014 & 27.08.2014					
4. Bankimi Goddyer Prasangikata	Bangiya Sahitya Samsad, ISBN NO-978-93-83590-76-6	March, 2015					
5. Panasokti Birodhi Aandolan Bangala Samaj O Nattye	Shilpanagari, ISBN NO-978-93-84383-20-6	27-11-2014 & 28-11-2014					

DR. FIROJ HIGH SAROWAR

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	PSNIP	SJR	Impact Factor	H-Index
European Ideologies: Imperial Domination and Social	International Journal of Scientific and Research Publications, Volume 2, Issue 8, August 2012 1 ISSN 2250-3153	August 2012	OARD & BASE			Impact Factor 2.07 (2014)	

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Reforms in India, 1773-1857						
Europeans in Bengal Territory: the Pioneer and Translators of Oriental Writings, 1765-1857'	edited by N.R. Farooqi & S.Z.H. Jafri, Anamika Publishers, New Delhi, 2013, ISBN-10:8179754766					
A Comparative Study of Zamindari, Land Revenue Settlements: The Colonial Mechanisms of Surplus Extraction in 19th Century British India,	IOSR Journal of Humanities and Social Science (JHSS), ISSN: 2279-0837, ISBN: 2279-0845. Volume 2, Issue 4	Sep-Oct. 2012	Google Scholar			Impact Factor 1.607
Modern Education and Colonized Assam: an Experience of Progress under Britain's Rule,	Asia-Pacific Journal of Social Science, ISSN 0975-5942, Vol. IV (2)	July-December 2012	ROAD			

<p>Christian Missionaries and Female Education in Bengal during East India Company's Rule: a Discourse between Christianised Colonial Domination versus Women Emancipation</p>	<p>Understanding the Past: India in the Mirror of History' edited by N. R. Farooqi and S.Z.H. Jafri, Anamika Publisher, New Delhi, 2014 ISBN – 10:8179755916</p>	<p>2014</p>				
<p>The State of Education in Murshidabad, as it Describe in the 'William Adam's Reports on Education' during British East India Company's Rule in Bengal</p>	<p>Asian Journal of Research In Social Sciences and Humanities, AJRBEM, Volume 3, Issue 7 (July, 2013), ISSN: 2249-7307</p>	<p>July, 2013</p>	<p>ProQuest</p>		<p>Impact Factor - 0.897 (2015)</p>	
<p>Sultanate Period: A Brief Estimation of Bengali Literature</p>	<p>Central Indian Journal of Historical and Archaeological Research, volume 8, ISSN 2277-4157.</p>	<p>January-March, 2014</p>				

JOLY ROY

Title of publication	Publisher with ISSN/ ISBN	Year of publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Political & administrative corruption-The burning Issue Of Social System	The Journal Of Social Science Researcher. ISSN-2319-6181	2013	-	-	-	-	-
Corruption And Need Of Ethics	Asian Academic Research Journal Of Multidisciplinary. ISSN-2319-2801	2013	-	-	-	-	-
Gandhian Perspective Of Corruption	International Research For Multidisciplinary. ISSN-2320-5083	2013	-	-	-	-	-

PAYEL CHATTOPADHYAY

Title of publication	Publisher with ISSN/ ISBN	Year of publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Bankim Chandrer Mote Karmoyoga	Aantarjatic Pathsala ISBN14182012	2009	-	-	-	-	-
Nayaya Vaisesika Mote Samanya	Ekti Advaita Vadi Samikhya	2012	-	-	-	-	-
Satkaryavada And Asat Karyavada According to Nayaya And Vaisesika	Golden Research Thought ISBN 22315063	2012	-	-	-	-	-

3.4.4 Provide details (if any)

Faculty name	Award
Dr. Firoj High Sarwar	Late Smt. Vidya Srivastava Memorial Cijhar Awards for Best Research Papers, 2015, by CIJHAR published Vidya Career Research Foundation, Panna, M.P.

3.5 Consultancy**3.5.1 Give details of the systems and strategies for establishing institute industry interface?**

No such system formally exists. However, College has set up a unit “Career Counselling Cell” which primarily tried to guide the students according to their ability and interest

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

The institution gives freedom to faculty members of the Institution to provide consultancy services. Their expertise being widely known through various sources like the College website, different organizations/institutes avail of their services frequently.

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

The institution offers full support to the faculty members to utilize their expertise for consultancy service. The available resources are freely accessible to the faculty members for their consultancy works. Teaching loads of such faculty members are conveniently adjusted by the departments for pursuing their consultancy services.

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

NA

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

The College has not generated any financial revenue through consultancy services till date.

3.6 Extension Activities and Institutional Social Responsibility (ISR)**3.6.1 How does the institution promote institution neighbourhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The College is always aware of spreading higher education in the Murshidabad district of West Bengal. The college helps the students of socially backward class to get scholarship / financial help from Government. The College also encourages the economically backward students in studies by helping them in various means to get scholarship from other

sources. The major strength of this college is its ability to ensure holistic development of students by making them aware of socio-economic realities and giving them an in-depth exposure to the real world. The College promotes the idea of the responsible citizenship by inculcating among them a spirit of serving the disadvantaged sections of society. The College had organized blood donation camps in the past.

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

The college does not yet develop such system.

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

The feedback received from alumni, and the local eminent persons on the different programmes undertaken by the college provide adequate material for the assessment of the quality of the performance of the institution. The College gives due importance to the stakeholders' perception on the performance and quality of the institution and solicits their views and expectation. The stakeholders comprise of the students, staff, parents, and alumni. Effective measures are taken based on the feedback on the performance of the institution.

Parents are allowed to meet the teachers / HOD and Teacher-in-Charge on any day of the week at any time to make any suggestion. Feedback and suggestions from parents also are taken through parents-teachers meet (formal / informal) Staff:

Feedback from alumni through meeting also are taken

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

The college encourages the faculty and students to participate in extension activities like joining computer classes, and intra college cultural competition.

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

NA

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

NA

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

NA

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

NA

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

The college maintains a cordial relationship with other institutions of the locality. In the locality we have 4 higher secondary schools and regular interactions with them on various issues both academic and outreach activities are carried on. There is a College name Dumkal College is very near to our campus and the authority of the both colleges share the intellectual's faculties in different fields.

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

NA

3.7 Collaboration

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

Although there is no official collaboration with industry, the students have been greatly benefitted by the exposure to National Level seminars organized by the institution in collaboration with reputed institutions.

The college has signed MoU with Dumkal Collge, Basantapur, Murshidabad, for seminars. This collaboration will help to develop interactive session between the institutes. This will foster the development of the activities in terms of research and knowledge. Recently, both colleges in collaboration are going to organise a national seminar on 2nd February, 2016.

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

The institution has signed MoU with Dumkal Collge, Basantapur, Murshidabad.

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

The industry-institution-community interactions have not directly contributed to the establishment/creation/up-gradation of academic facilities, student and staff support or

infrastructure facilities of the Institution. But, the faculties exchange new ideas and thoughts that are disseminated among the students leads to overall knowledge up-gradation.

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

The college had organised one State Level UGC funded Seminar on “Mrityur Bichitra Roop” in 2012. See the table for details:

Date	Funding	Level	Resource Persons
2012	UGC	State Level	Dr. Saktinath Jha, Retd. Prof., KN College
			Dr. Avijit Kumar Ghosh, Asst Prof Kandra College
			Dr. Biswaranjan Chattopadhyay, Asst Prof, Serampore College
			Asutosh Biswas, Asst Prof, Manbhum Mahavidyalaya
			Dr. Chittabrata Palit, Emeritus Prof, Jadavpur Univ
			Dr. Rejaul Karim, Berhampur Girls College

The college has submitted proposals for national seminars for the year 2015.

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

The college has signed MoU with Dumkal Collge, Basantapur, Murshidabad for conducting seminars.

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

The college has signed MoU with Dumkal Collge, Basantapur, Murshidabad for conducting seminars.

The College was founded with the noble vision of spreading education in Murshidabad and providing higher education to young generation in this area. The special emphasis in the research, consultancy and extension activities is on holistic development of the students. The College intends to collaborate with other organizations for research and consultancy in near future.

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

CRITERION IV INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

The physical infrastructural facilities are vital to the development of any institution. Because, an adequate infrastructure can absorb every bit of new knowledge exposed to it. To ensure and sustain quality in need based higher education, physical facilities are always considered as prime important area. The IQAC reviews the utilization report of all facilities, by interacting with the faculty of the departments. IQAC also reviews the projected student strength for the next year. Accordingly, recommendation is made to the Teacher-in-Charge for creation and enhancement of infrastructure. The college has also appointed an architect to aid with the infrastructure planning.

The infrastructure of the institution is continuously enhanced with this view.

We have:

- We have one audio-visual seminar hall
- One Audio Visual Conference Hall (Under Construction)
- High Speed Internet facility
- Enrich college library
- Computer lab
- Reading room
- Guest House (under construction)

4.1.2 Detail the facilities available for Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

i) **Curricular and co-curricular activities:** Classrooms, technology enabled learning spaces (computer lab), conference room (under construction), laboratories, and specialized facilities (reading room).

ii) **Classrooms:** There are 15 class rooms, Seminar room and Computer and Geography laboratories. Each classroom can accommodate approximately about 120 students. The big classrooms are well ventilated, with lots of sunlight, ideal for a crowded classroom. One Classroom has ICT enabled facilities.

iii) **Central Library:** The College has a Library with a Reading Room for free access of students. The library area has been expanded to accommodate more books and journals. Significant initiatives have been implemented by the committee to render the library, student/user friendly. Complete Accession Numbering System & Cataloguing of all books

and journals and user friendly Multi-Digit Alpha Numeric Decimal based numbering system according to the latest 22nd edition of Dewey System are developed. KOHA software has been procured for automating in-house activities and services of the library. Three computers and with printing facilities is available. Information on Competitive Examinations is the unique facilities for career planning and development programs. The library has been upgraded with bar-coding system.

iv) **Central Computer Facility:** There is a well-designed modern central Computer Laboratory with 12 Computers with High Configuration of the Latest Generation with Internet connections. There is a technician to maintain the systems and to provide technical assistance to the faculty members and students.

v) **Server Room:** The College has installed LAN with a High Configuration Server to provide fast flow of data across computers of office, Internet connection in departmental computers are given to browse and download study materials, research papers etc.

vii) **Laboratories:** There is one laboratory for Geography. The laboratories are upgraded with advanced laboratory equipment and have given adequate space to carry out practical classes effectively.

viii) **Specialized facilities and equipment for teaching, learning and research etc.** The full-time teachers are provided with Lenovo G50 laptops as teaching learning aid

ix) **Seminar room:** The College has a seminar room with advanced audio-visuals multi-media facilities like LCD Projector, Laptop to organise seminars, lectures and other academic activities.

Buildings infrastructure:

Location	Infrastructure	No.
College Building	Teacher-in-Charge Chamber	1
	Staff Members Room	1
	Seminar Halls	1
	Class room	15
	Geo Lab Room	1
	Computer Room	1
	Reading Room	1
	IQAC Office	0
	Co-Operative Credit Society Room	1
	Girls Common Room	1
	Boys Common Room	1
	Office Room	1
	Guard Room	1
	Students' Union Room	1
Server Room	1	

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	Play Ground	1
	Store Rooms	2

Infrastructure of Smart Class Room

Sl. No	Name of Equipment's
1.	Sound System
2.	Micro Phone
3.	LCD Projector
4.	Projector Screen

Electronic Infrastructure of College

SL.NO	Name of Equipment's	Quantity
1.	Xerox Machine	02
2.	Printer	
3.	UPS	
4.	Green Generator 30 Kva	01
5.	Green Generator 10 Kva	01
6.	Refrigerator	05
7.	Computer	
8.	UPS	
9.	Electric Transformer	01
10.	C.C Camera	14
11.	3D LED TV (Sony 52 inch	01
12.	Inverter	06
13.	Fire Extinguisher	04
14.	Air Conditions	07
15.	Digital Camera	02
16.	Water Purifiers	04
17.	Type Writer machine	02
18.	Boys common Room	01
19.	Girls Common room	01
20.	Students Union Room	01
21.	Students cycle/Motor cycle Garage	01

Details of ICT facilities

Desktop Computers				
SL. No.	Department	Configuration	Printer/ Scanner	Quantity
1	Principal/Teacher-in-Charge Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD	1 Pcs. HP 1020 Laser Jet 1Pcs. HP Deskjet1515	2 PCs.

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2	Office Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7 & Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i5, 3.30GHZ , 6GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP LaserJet Pro 400 1 Pcs. Canon LBP 2900 B 1 Pcs. Canon LBP 3300 1 Pcs. Canon Scanner Lide 110	3 PCs 1 Pcs
3	Library	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet 1 Pcs. HP 1020 Laser Jet	3 Pcs
4	Staff Room			
5	Teaching Staffs Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs
6	Reading Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs
7	Computer Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7 Intel PDC 3.00, Gigabyte H81m-S, 2GB Starlit DDR3 RAM, 500GB WD, I-Ball with SMPS, Dell 19" LED, K/M Rapoo N1820 Windows 7	1 Pcs. HP 1020 Laser Jet 1 Pcs. Canon Scanner Lide 110	4 Pcs 12 Pcs
8	IQAC office	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD , Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs
9	Laptops	#Lenovo G50 8GB RAM 1 TB HDD Core(TM) i3 , Windows 10 #Dell N4050 Intel (R) Core(TM) i5, 2430M CPU2.40GHZ , 4 GB RAM # HP Pavilion Intel (R) Core(TM) i5- 3230M, 3.30GHZ ,		7 Pcs 1 Pcs 6 Pcs
10	Projector	Sony Projector Overhead Projector		1Pcs. 1Pcs
11	Sound System	Ahuja Sound System (6 Pcs Speaker)		1Pcs.
12	Seminar Room	Ahuja Sound System (3 speaker and amplifier)	Lcd projector	1 Pcs.

13	Canteen	-	-	-
The college has central Wi-Fi facility, Foot ball and Cricket ground, Carom and Voli ball facilities etc.				

Lab. Instruments of Geography Department

SL.No.		Name o the Instruments	Quantity
1		Prismatic compass,4 inch brass	2
2		Dumpy Level	2
3		Auto Level Stand	2
4		Levelling staff(4 meter)	2
5		Ranging Rod	5
6		Mirror Stereoscope	2
7		Pocket Stereoscope	2
8		Measuring Tape(30meter)	2
9		Prismatic Stand	2
10		Globe	1
11		Scientiic Calculator,model fx82 ms(casio)	2
12		Set square	2
13		Ten division Scale	2
14		Protector	2
15		Master circle	2
16		Compass set	2
17		Map storage Stand	1
18		Rocks(set of 20)	1
19		Minerals (set o 30)	1
20		Geographical Charts	
	a	Denodation	1
	b	Nitrozen Cycle	1
	c	Water cycle	1
	d	The structure of the Earth	1
	e	India Winter Rainfall, Temperature, Isobers and prevailing winds	1
	f	India Summer rainfall, Temperature, isobers and Prevailing winds	1
	g	India Mean Annual Rainfall and Temperature	1
21		Political Map of India	1
22		Aerial Photograph	
	a	Black & White(25*25cm)	4
	b	Colour (25*25cm)	10
23		Plumb Bob	1
24		Servey Pin	2
25		Optica Prismatic Compass with 12 inch with aluminium set	6
26		Optica Mirrer Streoscope	6
27		Planimetre	6
28		Screen	1
29		Sattellite Imagery LISS -3,P-6 mode,scale 1:50000,with CD	1
30		Casio Scientific Calculator, fx82ms	4

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31	<i>Diagonal Scale</i>	10
32	<i>Scale 18 inch</i>	2
33	<i>Rotring pen 0.1mm</i>	4
34	<i>Rotring pen 0.2mm</i>	4
35	<i>Rotring pen 0.3mm and 0.4mm</i>	4
36	<i>Rotring ink</i>	3
37	<i>Black Board Set</i>	2
38	<i>Steel Scale 18 inch</i>	2
39	<i>Gate way Tracing Paper (40*18.2 inch)</i>	2
40	<i>OHP Merker Pen</i>	5
41	<i>OHP Trans Print</i>	4
42	<i>Optica Brand Dumpy Level, 12 inch brass with wooden and aluminium stand</i>	6
43	<i>Alluminium Leveling Staff 4 mtrs(3 fold)</i>	6
44	<i>Alluminium Leveling Staff 4 mtrs(4 fold)</i>	18
45	<i>Ranging rod 2mtrs</i>	18
46	<i>Flexible Curve 12 inch</i>	30
47	<i>Set square 8*10 inch</i>	2
48	<i>Set square 10*12 inch</i>	2
49	<i>Half set compass</i>	3
50	<i>Pen holder</i>	3
51	<i>Sprit Level Magnetic</i>	8
52	<i>Plum Bob</i>	12
53	<i>Tape 50 mtrs</i>	4
54	<i>Tape 100 mtrs</i>	4
55	<i>Optica Brand Mirror Streoscope with 4x binocular with box</i>	1
56	<i>Garman GPS 30 SL-2dvoz7422</i>	1
57	<i>Map Measure</i>	20
58	<i>Optica Brandd Tracing Cable with light</i>	5
59	<i>Optica Bran Rocks and minerals</i>	46
60	<i>Surveying Umbralla (colour)</i>	2
61	<i>Ground Pin</i>	12
62	<i>North Compass</i>	5
63	<i>Pocket Streoscope</i>	6
64	<i>Magnifying Glass</i>	5
65	<i>Over Head Projector</i>	1
66	<i>L.C.D Projector</i>	1
67	<i>Map Stand Chart</i>	1
68	<i>Topo Map</i>	50
69	<i>A.P Map (black & white)</i>	10
70	<i>A.P Map (colour)</i>	10
71	<i>A.P Map Black& white)3no set</i>	10
72	<i>Map of west Bengal Political & Physical</i>	1
73	<i>Techno Colour ink</i>	3
74	<i>Tracing Paper A4</i>	2
75	<i>India history Eng</i>	17
76	<i>World History Eng</i>	10
77	<i>Struggle India Freedom 75*100cm</i>	14

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78	3D Raised Relief model map 75*100cm synthetic washable	5
79	3D Raised Relief Model 25*35cm(set of 8 no.)	1
80	Globe 2 in one light Washable	1
81	Map 100cm,world,India,W.B(Physical &political)	6
82	Weather Map(set of 12 no.)	1
83	Alidade full Brassbody with wooden box	4
84	Altimeter made in Japan	1
85	Chain pin	20
86	Olympus Binocular	1
87	Chain 30 mtrs	1
88	Beam Compass 28 inch	2
89	french Curve Set	2
90	Wet & Dry Bulb Thermometer	2
91	Maximum & Minimum Thermometer	2
92	Magnet	4
93	Forteens Barometer with glass box	1
94	Magnifine glass 3 inch	2
95	Roacks & Minerals	25
96	Optical square with case	2
97	Pantograph 18inch wooden box	1
98	Optical planimeter with box	4
99	Optical Prismatic compass 4inch brass with Alluminium Telescopic Stand	4
100	Soil testing Kit (A/o)	1
101	Sives 8 inch Brass (6 no. set)	1
102	Strick plate	4
103	Map pointer Ordinary	5
104	Mao pointer Light	5
	Wall thermometer	2
106	Black Board Set	1
107	Sun Auto Level 24x Magnification With box & Alluminium Telescope Stand	2
108	Garmin GPS Map 64 s	1
109	Garmin GPS Map 78s	1
110	HCL	1
111	Levelling Staff 4 mtrs(4 fold)	5
112	Sprit Level Magnatic	2
113	Casio Scientific Calculator Fx-82 ms	5
114	Cleotape(BOPP)	2
115	Map Stands	3

Maps in Cartography section of history department:

SL. NO	Name of the equipments
1.	Map of west Bengal Political & Physical
2.	Map of Indian history Eng
3.	Map of World History Eng
4.	Map of Struggle India Freedom 75*100cm
5.	Map Stand

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

The institution ensures the optimal utilization of the available infrastructure by the following effective planning.

- The IQAC collects information about utilization of facilities. It also reviews the current and projected student strength, and collects feedback from the departments about resource requirements. Accordingly, recommendation is made to the teacher in charge.
- The institution plans curriculum for the students of various combinations such that their schedule in laboratories and class rooms is staggered thereby putting the available infrastructure to maximum use.
- The common seminar hall harbours multiple activities such as co-curricular activities and staff meetings.
- The infrastructure is used by other government institutions, public sector units for conducting various competitive examinations.

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

There is no as such provision to facilities meet the requirements of students with physical disabilities

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

NA

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

Nothing special

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal Unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Important cells are:

- ❖ Internal Quality Assurance Cell (IQAC)
- ❖ Research and Consultancy Cell
- ❖ Counselling and Guidance Cell
- ❖ Grievance and Redressal Cell
- ❖ Women’s cell
- ❖ Alumni Association

Others facilities are:

- ❖ Separate common rooms for boys and girls
- ❖ Canteen
- ❖ Centralized Purified drinking water (RO) supply
- ❖ Separate parking shed
- ❖ CCTV Surveillance Facilities
- ❖ Suggestion and complaint box
- ❖ Two generators for uninterrupted power supply
- ❖ Sports ground
- ❖ Separates toilets for boys, girls and staff

4.2 Library as a Learning Resource

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

Yes, the library has an advisory committee which comprises of following members

Name	Designation	
Basob Ghosh	Teacher-in-Charge	Chairman
Swapn Kr Karmakar	Librarian	Convenor
Madhu Mitra	Asst. Prof., Dumkal College	External member
Partha Das	Asst. Prof.	Member
Papia Biswas	Asst. Prof.	Member
Atanu Ghosh	Asst. Prof.	Member
Firoj High Sarwar	Asst. Prof.	Member
Payel Chattopadhyay	Asst. Prof.	Member
Joly Roy	Asst. Prof.	Member

According to recommendation of the Library Committee following steps are taken.

- E-Cataloguing of Libraries
- Installation of Photocopier
- Computer with Broad Band Internet Facility
- Extension of Library Building
- Reading Room Facilities for the Students, Teachers and Others staff of the College
- Xerox Facility in the Office
- Reference service
- Journals facilities
- Printer facilities
- Book Bank Facilities for the poor Students

The Committee also recommends books which are needed by the students and also suggested by the teachers considering the up-to-date development of the subject concerned. It also monitors the purchase of latest edition of books, distribution of funds, selection of journals, maintenance of old books etc.

4.2.2 Provide details of the following:

Total area of the library (in Sq. feet.)	: 1800 approx
Total seating capacity	: 25
The No. of rooms in the library is	: 04
Working hours- on working days	
Monday to Friday	: 11.00 AM to 05.00 PM
Saturday	: 11.00 AM to 02.00 PM
During vacation	: Closed
During Examination Days	
Monday to Friday	: 11.00 AM to 05.00 PM
Saturday	: 11.00 AM to 02.00 PM

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

It is a regular practice of the Library Committee to prepare a budget and place the same to the IQAC and GB on the basis of recommendation of the list of books on current titles and journals covering the current syllabi by the respective departments. After obtaining approval and receipt of fund, books and journals are procured under the supervision of the librarian. After acquisition, accession and cataloguing of the books are done, the books are made available to the user. Teachers of this college have the freedom to purchase any book of their respective subjects for the library to speed-up the process of acquiring new titles.

Data of the College Library:

Year	Library Holdings	Titles	Total	Texts	Cost in Rs	Reference	Cost in Rs
2011-12	Bengali	51	331	305	26,125	26	9,685
	English	171	448	222	44,180	226	44,820
	History	49	611	366	67,445	245	27,790
2012-13	NA	NA	NA	NA	NA	NA	NA
2013-14	Education	12	75	52	8,220	23	3,622
	Bengali	71	596	466	36,196	130	11,710
	English	4	6	3	510	3	950
	History	4	6	3	700	3	225
	Philosophy	2	5	5	710	0	0
2014-15	NA	NA	NA	NA	NA	NA	NA

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

1. OPAC: Central Library - KOHA library software is used in the library
2. Electronic Resource Management package for e-journals: Not Available
3. Federated searching tools to search articles in multiple databases: NO
4. Library Website: NO

- 5 In-house/remote access to e-publications: No
- 6 Library automation: - Software KOHA version-3.16.04 and bar code system
- 7 Total number of computers for public access: 01
- 8 Total numbers of printers for public access: 01
- 9 Internet band width/ speed: 2 mbps
- 10 Institutional Repository: No
- 11 Content management system for e-learning: No
- 12 Participation in Resource sharing networks/consortia (like INFLIBNET): No

4.2.5 Provide details on the following items:

1. Average number of walk-ins : 600 Per Month.
2. Average number of books issued/returned : 60 Per Month.
3. Ratio of library books to students enrolled : 1:3
4. Average number of added during last three years : 200
5. Average number of login to OPAC : NA
6. Average number of e-resources downloaded/printed : 20 per month.
7. Number of information literacy training organized : 01 per year

4.2.6 Give details of the specialized services provided by the library

1. Manuscripts : No
2. Reference Services. : No
3. Reprography Services. : No
4. Information deployment and notification. : Yes
5. Download. : Yes
6. Printing. : Yes
7. University Old question paper service. : Yes
8. User Orientation and awareness. : Yes
9. Assistance in searching Databases. : No
10. INFLIBNET/IUC facilities : No
11. Book Bank facility : Yes

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

- Lending service.
- Reading room service.
- Awareness service to the newly come up Students.
- Xerox Service.
- Newspaper & magazine Service.
- Reference Service.

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

The library has no provision for visually challenged person but library staffs are heartily helping physically handicapped students and giving first priority, if any requirement generated. The visually/physically challenged students are lent a hand by the staff in many ways like aiding in finding a book and searching books, etc.

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

A feedback register is kept in the library reading room. The library committee meets to discuss grievances and takes measures to improve the library service.

4.3. IT Infrastructure

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

Desktop Computers				
SL. No.	Department	Configuration	Printer/ Scanner	Quantity
1	Teacher-in-Charge/TIC Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD	1 Pcs. HP 1020 Laser Jet 1Pcs. HP Deskjet1515	2 PCs.
2	Office Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7 & Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i5, 3.30GHZ , 6GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP LaserJet Pro 400 1 Pcs. Canon LBP 2900 B 1 Pcs. Canon LBP 3300 1 Pcs. Canon Scanner Lide 110	3 PCs 1 Pcs
3	Library	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet 1 Pcs. HP 1020 Laser Jet	3 Pcs
4	Staff Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7		
5	Teaching Staffs Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs

6	Reading Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs
7	Computer Room	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD Windows 7 Intel PDC 3.00, Gigabyte H81m-S, 2GB Starlit DDR3 RAM, 500GB WD, I-Ball with SMPS, Dell 19" LED, K/M Rapoo N1820 Windows 7	1 Pcs. HP 1020 Laser Jet 1 Pcs. Canon Scanner Lide 110	4 Pcs 12 Pcs
8	IQAC office	Dell Inspiron 620s Desktop PC Intel (R) Core(TM) i3, 3.30GHZ , 4GB RAM 64 Bit Operating System , 500GB HDD , Windows 7	1 Pcs. HP 1020 Laser Jet	1 Pcs
9	Laptops	#Lenovo G50 8GB RAM 1 TB HDD Core(TM) i3 , Windows 10 #Dell N4050 Intel (R) Core(TM) i5, 2430M CPU2.40GHZ , 4 GB RAM # HP Pavilion Intel (R) Core(TM) i5-3230M, 3.30GHZ ,		7 Pcs 1 Pcs 6 Pcs
10	Projector	Sony Projector Overhead Projector		1Pcs. 1Pcs
11	Sound System	Ahuja Sound System (6 Pcs Speaker)		1Pcs.

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

The faculty and students of the college enjoy Computer and internet facility within the campus. Internet access through the departmental terminals is provided to staff and students. The library also extends computers and Internet facility and bibliographic databases.

Computer student Ratio- 1: 200

LAN facilities – Available in Library, Office and Computer Lab

Wi-Fi facilities- Available in campus

Licensed software - COSA for accounts and KOHA for library. All other necessary PC software and Antivirus packages

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

With increase in student-strength and inclusion of computer aided teaching learning approach by the faculties, the need for more computers has been ever-increasing. The requirement is assessed on yearly basis and arrangement is made for new procurement. Rapid

development in IT sector also leads to compatibility issues regarding new software and up gradation remains a continuous process at definite intervals. The college is planning to

1. Build department wise smart class rooms
2. Provide LED smart screens and laptops with internet connection for each teaching faculties
3. Provide class notes online

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

The allotted annual budget for procurement, upgrading, deployment and maintenance of the computers and their accessories are as follows:

Year	Total fund utilised for computers and accessories (Rs.)
2015-16	708050
2014-15	150914
2013-14	290500
2012-13	1630046

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

To facilitate ICT for teaching and learning:

1. A few departments are using LED projectors.
2. All departments are provided with Desktop /laptop computers.
3. High speed Broad Band internet facility is available.
4. Wi-Fy facility Printing, scanning and photo copying facility is provided for staff.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Technological advancement and innovations in educational transactions have been undertaken by the College to make a visible impact on academic development as well as on administration & governance of the college.

Parallel to the traditional method of teaching with white board, audio visual modes of teaching are being adopted by many departments. There is one ICT based classroom. There are one additional LCD that can be used as and when required and can be requisitioned for departmental use.

To enrich the learning experience of the student computer aided teaching/learning materials are being encouraged. Internet connection in the computer laboratory and all the

computers help the faculty to browse and download study materials. PowerPoint presentation by faculty improves the quality of the classroom lectures and influences students towards academic and research.

The website of the college provides all relevant information. This becomes very helpful for outstation students especially during admission procedure. The college is adopting online application facility and merit list in admission from 2015-2016 sessions.

With a view to maintaining transparency and effective governance management adopts the application of IT at different academic and administrative levels.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college does not avail the connectivity through National Knowledge Network.

4.4 Maintenance of Campus Facilities

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

The college is managed by Governing body that oversees the utilization of available allocation of budget. The realization of anticipated income as well as actual expenditure is chalk out each year. The finance committee which looks into the requirements of departments and if it is justified, then it is forwarded to the GB for approval and final purchase.

Table showing utilisation of fund

SL. No.	Particular of head	2012-13	2013-14	2014-15	Total (Rs)
1	Electrical Exp.	478233	0	5630	483863
2	Electric Charges	92366	63718	45807	201891
3	Furniture and Fixture	349156	150828	289598	789582
4	Printing and Stationary	57043	45194	37839	140076
05	Travelling	33910	37428	63240	134578
06	Telephone charge	3778	14894	8738	27410
07	Contingencies	295390	160731	240939	697060
08	Books and Journals	1350	43741	1020	46111
09	Building	883493	616891	579962	2080346
10	Equipment	1630046	0	0	1630046
11	Computer	0	290500	150914	441414
12	Gardening	0	0	0	0

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

The college has an effective building committee to look after the maintenance, repair and constructional work related to the college building. Construction, repair and maintenance

of the main building and physical infrastructure like water, power supply and gas is also looked after by this committee. All work is done through tender system as per standard norm.

BUILDING SUB-COMMITTEE

Convenor: Teacher-in-Charge
Members: Dr. Jayanta Biswas (University Nominee)
Firoj High Sarwar
Partha Das
Papia Biswas
Payel Chattopadhyay
Joly Roy
Atanu Ghosh
Madhu Mitra

Maintenance and upkeep of the infrastructure, facilities and equipment of the college done by:

1. There is a full time electrician to attend regular basis problems.
2. The security guard and night guard looks after the security of the campus on regular basis.
3. CCTV cameras are also installed for security purpose. All minor faults in wooden items are attended and repaired by a carpenter on contractual basis.
4. A permanent non-teaching employee of the college is given responsibility to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed.
5. The problems encountered with regard to computers and other equipment is solved by hired technicians.
6. Daily maintenance of toilets and service areas are done by one sweeper appointed on temporary basis, and cleaning once in a week is outsourced through an external agency.
7. The laboratory equipment is maintained at the departmental level by the concerned teacher or through hired technicians annually and/or whenever necessary.

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

Periodical supervision of the different equipments and systems is done by hired technicians available.

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

- The College has appointed support staff at the places for the sensitive equipment like electricity generators.
- The college electrician is responsible for the upkeep of electrical equipment and their maintenance.
- Voltage stabilizers and transformers for equipment are installed to control voltage fluctuations.

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- The college maintains uninterrupted supply of electricity during load shedding and power cuts with soundless green generator facilities.
- There is an overhead water tank with submersible water pump for constant supply of water.
- The college has a tie up with the dealer of the RO water purifiers who takes care of purchase, repair and maintenance of the system.
- For UPS and batteries proper safety measures are taken to prevent a fire-hazard.
- Fire extinguishers are installed in strategic places.

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

Nil

**CRITERION V:
STUDENT SUPPORT AND PROGRESSION**

5.1 Student Mentoring and Support

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

Yes, the institution publishes its updated prospectus annually. The prospectus reflects the brief history of the college since inception along with the aims and objectives where the future vision and the mission are clearly stated. The Prospectus further details out the Governing Body, The Departmental Profile, Faculty Profile, Profile of the Non-teaching employees, various administrative organs (like Anti-Ragging Cell, Women Cell etc.). It also provides important details regarding the programmes of study offered, intake, combinations available, admission procedures, the fee-structure and refund policies, financial aid and student support services, scholarships to be availed. The Prospectus also briefly holds up the record of the performances of the students in Academic, Cultural and Sports activities. In a nutshell, the Prospectus attempts to provide the student with all requisite information before their entry into the college.

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

Different types of scholarship and free ship schemes introduced by central and state governments are made available to the students by the institution. The following are the main scholarships and free ships disbursed among the students. See the chart:

Financial Year	Name of the Scholarship	No. of Beneficiaries	Amount inRs.
2011-2012	Scholarship from Government	650	13,56,900
	Scholarship from Institution	150	1,12,500
2012-2013	Scholarship from Government	520	9,44,050
	Scholarship from Institution	100	60,000
2013-2014	Scholarship from Government	1350	24,05,950
	Scholarship from Institution	220	1,00,000
2014-2015	Scholarship from	1420	25,34,600

	Government Scholarship from Institution	310	1,39,000
Total		4720	75,53,500

The college offers financial assistance to the financially weak and meritorious students from Students' Aid Fund. Usually students from the BPL families are provided with this aid. However, students who are meritorious yet do not belong to BPL families also receive such aid if Students' Aid Fund Committee deems it fit. It is primarily generated out of the Tuition Fees collected by the college.

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

The following table displays the number of students receiving financial assistance from different state government, central government schemes and other national and non-govt. agencies:

Year	Total No. of Students	Total no of Students Received	Percentage of Students
2011-2012	3438	800	23.26
2012-2013	3945	620	15.71
2013-2014	4141	1570	37.91
2014-2015	4262	1730	40.59

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

1. Students from SC / ST, OBC and economically weaker sections?

- Scholarship is given by the state government
- Reservation in admission is provided
- The College has a Students' Aid Fund for needy students for books, tuition fees and also for medical help

2. Students with physical disabilities

- College assists in receiving financial assistance from the Govt. organizations & NGOs

3. Overseas students

- The college has no overseas students for the last four years

4. Students to participate in various competitions / National and International

- The College duly encourages, informs, motivates, guides and helps the students to prepare and participate in various competitions of National, State and University level.
- When the students represent the college in different competitions usually they are guided by teacher(s) entrusted with it.
- The annual games & sports meet is also held.

5. Medical assistance to students: health centre, health insurance etc.

- The college has First Aid facility and Sick Bed to meet the needs regarding health.

6. Organizing coaching classes for competitive exams

NA

7. Skill development (spoken English, computer literacy, etc.,)

NA

8. Support for 'slow learners'

- Departments arrange Extra classes for the slow learners.

9. Exposures of students to other institution of higher learning/corporate/ business house etc.

- The College organizes seminars, workshops at regular intervals to apprise the students about the scope of higher studies. Teachers of the departments diligently inform, motivate and orient the students to avail various opportunities regarding higher studies.
- The Career Counselling Cell of the college too helps the students in this regard

10. Publication of student magazines

- In each academic year the college union publishes a student magazine. The editorial board includes editor, student and staff representatives. This annual publication provides opportunity to the students to express their creativity and ideas.

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

There is no such arrangement.

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

1. Flexibility in examinations:

Though there is very little formal provision for exemption from examination, the college adopts a flexible approach in matters of percentage of attendance in classes.

2. Sports uniform and Materials:

Sports kit with uniform & Sports Material for sports like Cricket, Table Tennis, Carom Board, football etc. is provided.

3. Additional academic support, flexibility in examination:

The students are made familiar with the different activities that happen in the college. Extra classes are organized for slow learners. Internal assessments and house tests are organized on a regular note. It is ensured that exam dates don't match with the co-curricular activities date.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE /TOFEL / GMAT / Central /State services, Defence, Civil Services, etc.

The students are continually motivated to prepare for the competitive exams. Special journals are provided to them. There is no formal record for number of students who got qualified in various competitive exams.

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

The institution extends support on various counts through different formal and informal mechanism:

- The Academic support begins right from the admission process. At the time of admission application, Help Desks are opened to help students in making application in an easier way. After admission, academic support is offered in terms of Classroom teaching, providing additional and rare study materials to supplement classroom teaching, discussion on performance at internal tests etc.
- The Career counselling cell takes care of providing guidance to the students in terms of which course to take, placement etc.
- The admission committee depending on the profile of the students guides them on the preference of course.

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

- The Career Counselling Cell had organised a competitive exam for RICE coaching
- In order to facilitate the placement of its students, the college has a Career counselling Cell which provides different job information of different companies / concerns and information regarding government projects to the students.

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

Yes, the college has its own mechanism to deal Grievance Redressal to look after the grievances of all the stake holders, particularly students. For students especially, there is a Drop Box where a student can drop his/her grievance. All such complaints/grievances are discussed and attempts are made to redress the grievances.

The composition of the Students' Grievance Redressal Cells is as follows:

DISCIPLINARY CELL

Convenor: Partha Das
Members: Atanu Ghosh
Firoj Gigh Sarwar
Tarun Samui

ANTI-RAGGING CELL

Convenor: Sukanta Barman
Members: Biswarup Ganguly
Partha Das

WOMEN GRIEVANCE REDRESSAL CELL

Convenor: Joly Roy
Members: Papia Biswas
Payel Chottopadhyay.

STUDENT WELFARE CELL

Convenor: Sukanta Barman
Members: Papia Biswas
Joly Roy

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

- Keeping in mind that it is a co-educational college, the authority is highly sensitive to the issue of sexual harassment and adopts a ZERO tolerance approach to it.
- The college has established its Women Grievance Redressal Cell following the guidelines of the Hon'ble Supreme Court and the UGC.
- The Cell is chaired by the Teacher-in-Charge with one Female Faculty member (nominated by the TC) as its convenor.

WOMEN GRIEVANCE REDRESSAL CELL

Convenor: Joly Roy
Members: Papia Biswas

All these initiatives have paid off as there has not been a single case of complaint of sexual harassment of women in the campus. The primary objective is to spread awareness among the women students and to ensure a bias free campus. Gender sensitization programs are also conducted in order to achieve the goal.

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

- Ragging in any form is banned in the campus & hostels.
- The college authority has formed an Anti-Ragging Cell following “*UGC Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions*”.

ANTI-RAGGING CELL

Convenor: Sukanta Barman
Members: Biswarup Ganguly
Dr. Firoj High Sarowar

- The existence and function of Anti-ragging cell has clearly been described before students through the Prospectus of the college.
- At the time of admission, the candidate and the guardian have to sign in the Anti-ragging declaration, as mandated under the guidelines.
- The details of the cell are displayed on the notice board. The cell functions regularly and no ragging case have been reported so far.

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

The welfare schemes available to the students outside regular academic activities are as follows:

- Students’ Aid Fund
- Scholarships under different Govt. and Non-Govt. schemes
- Encouragement for participation in intra- and inter-college cultural and games
- Canteen facilities
- Purified Drinking Water (Every block of the college has arrangement of RO Water Purifier)
- Playground
- Well-ventilated clean toilet facilities
- Anti Ragging Committee
- Well stocked Library and laboratory facilities
- Organisation of various co-curricullur and extra –curricular activities.
- Grievance Redressal Committee
- Cafeteria is available at affordable prices
- Merit Scholarship
- Student Health Home

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

The college has an Alumni Association. But the Registration not yet done. The Aim of the Alumni Association has always been extending all sorts of support as would be

warranted by the college authority and further organizing different philanthropic and social service activities. The present office bearers are

5.2 Student Progression

5.2.1 providing the percentage of students progressing to high eradication or employment (for the last four batches) highlight the trends observed.

The college does not maintain record on student progression. Since it is primarily a UG college, it is hard to enumerate exact data concerning student progress after they have left the college.

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

The following table presents the pass percentage of the programmes offered by the college. A comparative study with university results is also provided.

Department Of Geography	Course/programme year	Appear	Pass percentage
	2015-2016	25	NA
	2015-2016	38	NA
	2014-2015	162	58.8
	2013-2014	194	28.5
	2012-2013	263	92.8
Department of History	Course/programme year	Appear	Pass percentage
	2015-2016	55	NA
	2014-2015	48	64.8
	2013-2014	52	96
	2012-2013	59	77.7
Department Of Philosophy	Course/programme year	Appear	Pass percentage
	2015-2016	44	NA
	2014-2015	33	70.5
	2013-2014	26	65
	2012-2013	57	55
Department Of Political Science	Course/programme year	Appear	Pass percentage
	2015-2016	37	NA
	2014-2015	04	100
	2013-2014	05	-
	2012-2013	05	-

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

The Institution strives towards equipping the students with the best in academics. The latest researches in the subjects are incorporated, supported by requisite reading material. The college has a close and cordial relation with student and their parents/guardian. Each and every teacher of the department has well-defined responsibility pertaining to a group of students. The teacher and students meet informally and the students share their academic problems and areas of concerns with their teacher. The teachers deal constructively with the emotional and academic problems of their students. They also guide the students in making the right choices regarding the future programme. The teachers recommend the deserving students for different scholarships to the authority through departmental head. The college arranges a Parent-Teacher meet once a year informally, to evolve a rapport with the parents and to keep them informed of the academic progression of their children.

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

The institution facilitates student progression to higher level of education/employment in the following ways:

- Regular conduct of internal exams, preparation of progress reports, open house programmes with parents etc., instilling an achievement drive in students.
- Campus atmosphere of study, research, interaction with eminent persons, exposure to various programmes.
- Guidance in selecting organizations for student internship eventually leading to Placement.
- Financially weak students are given help from the Students' Aid Fund and other appropriate scholarship sources.
- They are provided 1 (one) book from Book Bank facility in addition to usual facilities to college library.
- The students who are financial weak also get departmental support.

5.3. Student Participation and Activities

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

The College organises various extra-curricular activities throughout the year, which are given below.

- Cultural and Extra-curricular activities: The College promotes cultural and extracurricular activities to students.
- At the beginning of the Academic Session, after admissions are complete, the Students' Union organizes Fresher's Welcome for the newly admitted students in the month of December. Lunch is provided to all the students and the Faculty, non-teaching employees to strengthen the bonding among all concerned.

- Students' Union arranges Intra-college sports competitions in the month of January.
- The Students' Union actively participates in socio-cultural upliftment. Students' Union organises Annual Cultural programme in the month of November / December.
- The College celebrates the important days like Republic Day, Independence Day, Foundation Day (11 November), Teachers Day, Rabindra Jayanti and National Youth Day (21 Jan) with significant importance.
- The College regularly displays the dates of different seminars / workshops to be organised in the premises or by any other institutions and encourages the participation of the students.
- The College regularly informs the students in due time to participate in different cultural and sports competitions of affiliating University, Inter-University competitions and Karate coaching programme.

Details of Excursion of Geography Department

Year	Excursion Place	Total student visit	Topic of survey
2012-2013	Digha	25	Socio-Economic survey
2013-2014	Jalangi and Domkal locality	53	Socio-Economic survey
2014-2015	Lalbagh	07	Socio-Economic survey
2015-2016	Puri(odisha)	25	Puri tourism problem and prospects.

Sports:

A playground is available within the main campus, where the students go for daily practices and annual sports meet is conducted every year. The students avail indoor games like Table Tennis, Carom and Chess in the Common Room. The cultural activities, special programmes and students' extension activities are held within the College campus and Seminar Hall. Fresher's Welcome, Farewell programmes, and the annual College fest are organised every year. The students actively participate in these programmes. Annual Cricket and Foot Ball Match: The annual cricket and football matches between Teaching & Nonteaching staff and students of this college are organized as stress releasing factor as well as to develop collective spirit.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different level: University / State/ Zonal / National / International, etc. for the previous four years.

Students of this college regularly participate in the State Level sports and Youth Parliament.

Detailed list of successful students is given below

Sl. no	Name	Subject	Current Status	Address
1	Kaberi Ghosh	Bengali (Hons.)	B.D.O	Krishnagar,Nadia,West Bengal
2	Bilkish Begam	Bengali (Hons.)	Staff Nurse	Islampur Rural Hospital,Murshidabad,WB
3	Pronati Chattopadhyay	Bengali	Govt. Approved PTT	Murshiddabad Adarsha Mahavidyalaya, WB
4	Anisur Rahaman	General	Teacher	Kalikapur high School,Murshidabad.WB
5	Alauddin Mondal	General	Cleark	Nashipur high School,Murshidaba,WB
6	Mojibur Rahaman	General	Teacher	Gangaprasad high Madrasha,Murshidabad,WB
7	Marjina Khatun	General	ICDS Super visor	Islampur,Murshidabad,WB
8	Sachidananda Kandari	General	Ex-Savadhipati	Murshiddabad zilla porisad
9	Bornali Debnath	Bengali (Hons)	Teacher	Gangadaspur Gopimohan Vidyapith,Murshidaba,WB
10	Mohidul Islam	General	Teacher	Jalpaiguri high School,Galpaiguri, WB
11	Sima Das	History(Hons)	Teacher	Kutubpur,Msd,WB
12	Prakash Halder	Bengali (Hons)	Cleark	Bamnabad high school
13	Bappa Das	Bengali (Hons)	Teacher	Jangipur B.ed college,msd,WB
14	Mojibor Rahaman	General	Lawyer	Judge Court ,Berhampur,Msd,WB
15	Muktar Hossain	General	Teacher	Kalikapur high School,Msd,Wb
16	Nripen Mondal	General	Primary Teacher	Sukhdebmati,Msd,WB
17	Anarul Islam	General	Primary teacher	Goas .Msd.WB
18	Imran Sarkar	General	Teacher	Kalikapur High School,Msd,WB
19	Serajul Islam	General	Para Teacher	Goas Kasba,Msd,WB
20	Tuhina Khatun	General	Para Teacher	Nabab Ganj
21	Sima Khatun	General	ICDS	Islampur,Msd,WB
22	Bapi Das	Bengali(Hons)	Cleark	Swaruppur High School
23	Pupa Ranu	Bengali(Hons)	Teacher	Jalpaiguri,WB

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

There is no formal way of taking feedbacks from the graduates. However, the college collaborates with the alumni by conducting meetings. The alumni put forward their perception and feedback on various institutional provisions during these meetings. Necessary steps are taken to ameliorate the institutional provision on the basis of the feedback received from the graduates and employers.

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

The institution involves and encourages students to publish the college magazine. The students of our college actively involved in the publication of the Annual College Magazine showcasing the literary and artistic talent of students, teachers and staff. A faculty member is given charge of guiding and supporting students in the publishing of a college magazine. Students are also encouraged to write on subject-related as well as contemporary issues, departmental activities and news regarding subject/faculty in wall magazines.

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

Every year the Students' Union is constituted through the election process guided by Rules & Regulations of the Kalyani University. Students' Union plays a significant role in all academic and other activities of the College. It actively participates in the programmes organised by the College like Annual Sports, Programmes on Independence Day, Republic Day, College Foundation Day, etc., whereby continuously maintaining an effective liaison between the teachers and the students. Students' Union also organises programmes like, the Annual College Cultural Fest, Freshers' Welcome for the First Year students. The College can boast of the role of its Students' Union with regard to all-round development. The Students' Union also extends their help to the needy students through the Students' Aid Fund and Students Book Bank. Students' Union maintains harmony and brotherhood and promote academic environment in the college campus.

The main source of funding is collected as the union fee from the students during admission.

Students Union is involved in-

- Publication of college magazine
- Facilitating the various programmes undertaken by the college
- Conduct of Annual Cultural programme
- Organization of Annual Sports Meet

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

The following academic and administrative bodies have students' representatives on them:

- Governing Body [General Secretary, Students' Union]
- IQAC [General Secretary, Students' Union]

- Green Audit Cell
- Student Support and Progression Cell

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

The institution has an Alumni Association. The college convenes meetings of the Alumni Association and they actively participate in various activities of the college. Former faculty members and the Alumni are invited for all college functions. Regular meetings are held with the alumni. Feedback is taken from them during these meetings on various institutional aspects.

Any other relevant information regarding Student Support and Progression which the college would like to include.

The Alumni Association was established aiming at the noble cause of bringing the ex-students into the premises of the College and to utilise their expertise in various fields for the betterment and welfare of the College. The Association is actively involved in the extension activities treating the institution as a venue. The alumni of the College are roped in to lend their professional expertise to the present students.

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

6.1 Institutional Vision and Leadership

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

Our vision is:

- To provide quality and value based higher education irrespective of caste, creed or religion.
- To provide higher education to students from lower economic strata.
- To contribute to the all-round development of this section of society.
- To inculcate a civic sense in the students and help they grow into good citizens.

Our mission is:

- To offer innovative and socially relevant job.
- To empower young boys and girls to face the challenges of life with courage and commitment.

The following strategies/mechanisms defines how the institution tries to implement its missions and addresses the needs of the society, students, the institution's traditions value orientations and future vision:

1. Initiatives are taken to satisfy the needs of the students from diverse backgrounds including socio-economically backward community complying with all the norms of the Government.

2. With a view to adopting Learner-centric education approach, academic planning and use of modern teaching-learning aids and application of ICT resources are encouraged to make the curriculum interesting and effective for the students.

3. The college authority is alert to extend the scope of the infrastructure facilities and promote the optimum use of the same to maintain the quality of academic and other programmes.

4. Several wings are activated to promote participation of students in community services through extension programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry amongst its student community.

5. Participation of the students in various cultural and sports activities is encouraged to foster holistic personality development of students

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

The Governing Body, the Teacher-in-Charge, the IQAC and the faculty members lay emphasis on quality of education, formulate proper strategic action plans and keep strong vigil in fulfilling the same. Several committees are constituted by the Governing Body of the College for overall management of the admission, academic coordination, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, appointment of staff, maintenance of service records, encouraging cultural activities, maintenance of healthy campus life and inculcation of the spirit of National Integrity. The strong academic environment is ensured by the Heads of the different Departments along with the faculty members. The leadership of the Institution shows strong commitment to incorporate the culture of excellence by providing ICT based technical support to the teaching and supporting staff for improving their efficiency in discharging responsibilities. A Research Committee actively looks into multi-faceted issues with a focus on capacity building in terms of research and imbibing research culture and scientific temperament among faculties and students of the college.

- The top management of the institution is Governing Body (GB). The GB seek a regular, comprehensive and strategic plan from the Teacher-in-Charge about the overall development of the college. This plan which is presented before the GB, involves the perspective vision, planning and implementation of initiatives for the future.
- The Teacher-in-Charge of the institution, who is a management representative in the college, supervises the construction of this Strategic Plan which is based on the inputs of HODs and faculty.
- The IQAC of the college is actively involved in the design and implementation of quality policy of the college through its meetings, recommendations, data collection and storage, observation of evolving trends in Higher Education and planning institutional activities accordingly.
- Several committees are constituted under the leadership of the Teacher-in-Charge of the college to continuously guide, monitor, and assess the execution of various activities as planned and scheduled.

6.1.3 What is the involvement of the leadership in ensuring?

- **The policy statements and action plans for fulfilment of the stated mission:**

The policy statements and action plans are sought from the institution by the Governing Body. This is done through the Strategic Plans submitted by the college which are periodically reviewed by Governing Body. The Teacher-in-Charge in collaboration with different academic and administrative committees formed by the Governing Body, preside over the day-to-day functioning of the college. Plans and policies adopted by the authority are communicated to the relevant sections of the student and the staff immediately, through notice-board, over phone or through SMS to keep the teachers and students updated regarding tit-bits of important college affairs. Teacher-in-Charge keeps constantly in touch with the staff council and students' Union.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:**

The leadership observes whether all areas of institutional development consisting curricular, co-curricular and extra-curricular domains have been given due importance in the action plan. According to the instructions of the management the action plans for all operations are prepared by the college and the same is incorporated in to the institutional strategic plan.

- **Interaction with stakeholders:**

The college management takes in to account the views of all stakeholders (employees, students, parents, alumni, representatives from the public etc.) for all the relevant decisions. These views of the stakeholders are obtained through the constant interaction of management representatives, the Teacher-in-Charge, and HOD's with the stakeholders.

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

Regular meeting with all Staff, Teachers' Council meeting, and Internal Academic Audit through departmental inspections by the Teacher-in-Charge, etc. are ways and means by which need analysis is done.

- **Reinforcing the culture of excellence:**

The leadership continuously nurtures and reinforces excellence by rewarding achievements through a number of scholarships. For faculty, there are several welfare schemes like advance salary payment (for New faculties), Festival Advance for non-teaching staff, etc., and provision of opportunities for advanced learning.

- **Champion organizational change:**

The leadership is in tune with changes in systems and practices of higher education and accordingly champions organizational changes to cope with it. New measures for dealing with various difficulties are always adopted on trial and error basis in quest of an effective organizational strategy. Teacher-in-Charge collects feedback from all stakeholders, reviews it and accordingly, initiates changes at the academic level and the infrastructure level. Some of the examples of changes include

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

- Periodic review meetings are organized at various levels to monitor, evaluate policies regarding quality, implementation of decisions of the management and the Government, curriculum delivery, improving various processes and procedures etc.
- Regular feedback at various levels from all the stakeholders also helps in this regard.
- Teacher-in-Charge is in charge of coordinating the activities of such executive bodies through formal meetings and informal interactions. Feedback is collected from all stakeholders regularly and based on the feedback; policies are reviewed by the

Teacher-in-Charge with the IQAC and in the Governing Body.

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

- In consultation with the higher authorities of the college, the top management provides academic leadership to the faculty through well-structured systems and procedures.
- The Management also provides ample opportunities for acquiring higher qualifications, pursuing research activities and excelling at all levels of institutional operations.
- Complete transparency and adherence to rules are maintained while promoting faculty to higher positions, assigning important duties, etc.
- The management provides absolute autonomy to the Teacher-in-Charge and teachers in matters of academics and innovation is always encouraged.

6.1.6 How does the college groom leadership at various levels?

- Besides the Management, the direct leadership of the College lies with the Teacher-in-Charge, and the Head of the Department
- Various Committees are constituted involving teachers and non-teaching staff which directly take care of implementation of various programs senior faculty, by virtue of their experience and wisdom are made conveners of important committees like Anti-Ragging Committee, Women Grievance Redressal Cell, Research Committee, etc.
- Head of the Department are provided leadership to ensure smooth conduct of classes, curriculum delivery, conduct of tests etc. on time according to the Academic Calendar of College.
- Student leadership is ensured through election and subsequent inclusion of the elected students in different committees so that they are involved in decision making.

Most of the permanent and contractual staff of the college are engaged in multifaceted activities, both academic and administrative, in various capacities. Charges and assignments are distributed by the Teacher-in-Charge taking into consideration the knacks and aptitudes of a person. The service requisitioned by the college proves beneficial both to the institution and person. Personal development in experience and expertise is consequent upon the rise in the level of institutional excellence. The college encourages the growth of leadership qualities in the staff by entrusting the right person with the right assignment. Each faculty is provided with an opportunity to be a member of various subcommittees. Subsequently, they are also provided with an opportunity to be the convenor of the committee. Senior faculties are also provided with an opportunity to be selected as the Head of The Department on a rotational basis.

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

- Though the top management supervises the design of plans and policies, the actual governance of the institutional affairs is brought about by a decentralized system which gives autonomy to departments at operational levels.
- The Teacher-in-Charge is the highest authority at the college. The Teacher-in-Charge has all the administrative and financial powers, although financial approval by the finance committee is necessary for purchases over a certain amount. Financial autonomy for all routine operations within the budget approved by the top management, all external correspondence, co-ordination with regulatory bodies and affiliating University are the privileges of the Teacher-in-Charge. Teacher-in-Charge is in charge of appraisal and is the disciplining authority.
- Departments have full freedom in dealing with various affairs of teaching, such as making lesson plans, conducting class tests, counselling advanced or backward students of the class and holding guardians' meeting periodically. Separate departmental rooms, equipped with desk-tops with net-link, and enough arrangements for meeting students outside the class widen the scope of serving the needs of the learners as per a department's own requirements. A considerable amount of autonomy granted to every sector of college-functioning is the only solution for ensuring unity in diversity.

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

Administration of an institution is a wide network of collective efforts directed to the maximum possible welfare of the students and the staff. Cooperation and contribution of the students, staff and the stakeholders, on various levels, are obtained through constant exchange of views with mutual understanding. Reactions and suggestions from students, their guardians, alumni and well-wishers from different levels of the society are collected and considered periodically with a strong zeal for self-improvement. Contact with and appeal to the persons in relevant administrative posts is made in order to put the college into the mainstream of society life.

6.2. Strategy Development and Deployment

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

- The quality policy of the institution is to sustain and enhance the overall quality through bringing about positive developments in areas of teaching and learning, research, infrastructure, student progression and governance.
- The Quality Policy is developed by IQAC in consultation with the Teacher-in-Charge, and other members of the IQAC and Teachers' Council Secretary including students and non-teaching staff.

- The IQAC is committed to follow the principles enunciated by NAAC for achievement of quality, its sustenance and enhancement. The Quality process is driven through the Teacher-in-Charge, HODs, faculty and supporting staff. It is deployed through financial, academic and administrative operations that benefit all the stakeholders. The quality policy is reviewed from time to time based on feedback from different stakeholders and the changes are incorporated.
- To achieve all-round development in consonance with the changing scenario of academic world at present is the policy of the college that is more demonstrated in its activities than stated formally anywhere.
- To offer the benefits of education to the people of a backward area with a sizable population of minority group is the professed aim of the institution and the requirement of the society. Efficacy of the measures taken and plans devised are constantly tried by the published result of the students' performance and by annual feedback of the students.

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

The institution's development is elaborated in the Perspective Plan. It includes extension of building, providing additional facilities, introduction of new courses, employing highly qualified teachers and support staff, etc. Different sub-committees are formed for further academic growth and infrastructure development of the college. The members of these committees consider several factors while preparing future plans.

Some aspects considered for inclusion in the plan are:

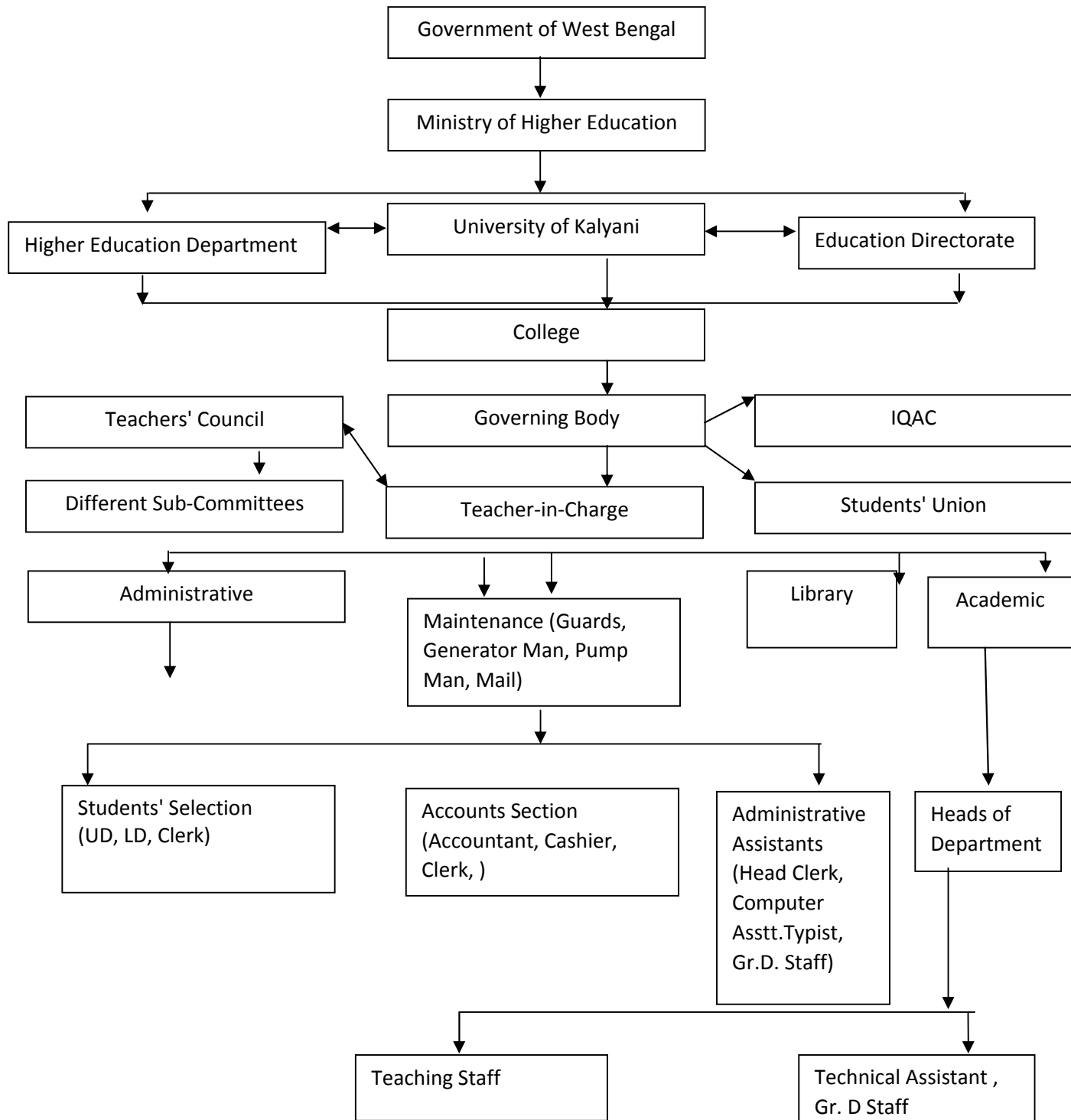
- Widen the scope and range of the courses offered by introducing more subjects for Degree and Post Graduate courses. Introduce viable and relevant carrier oriented /skill development courses.
- Enhance ICT based teaching in departments.
- Purchase more Books, Journals and modern Laboratory equipment's.
- Extend the range of Wi-Fi connection in the Campus.
- Promotion of Research and Publications.
- More extension activities.
- To introduce science subjects
- To construct hostel for students and accommodation for staffs
- To extend the library

6.2.3 Describe the internal organizational structure and decision making processes

Table 6.2.3: Organizational Structure of College

The internal organizational structure of the college has the Governing Body as the apex of the decision making authority. It empowers the Teacher-in-Charge to implement plans and policies adopted. The Teacher-in-Charge is assisted by different committees formed by the G.B. Secretary, Teachers' Council acts as the link between the Teachers and the Teacher-in-Charge. Similarly the Teacher-in-Charge gets the administrative affairs superintended through the Head Clerk of the office and the Bursar. IQAC has been formed to superintend all academic and administrative affairs in the college

Organization Structure of College



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

Teaching & Learning

The quality of the teaching learning process depends on two points: on the teaching ability of the teachers and on the intake ability of the students. The teachers are recruited by the Government through West Bengal College Service Commission. The teaching ability of an in-service teacher is improved by the participation of the teachers in Orientation Programmes and Refresher Courses. Besides these, the quality of teachers is increased by their continuous research activities. The college is situated in a remote location and most of the students are admitted intake ability of the students is heterogeneous. However the college introduce on-line admission process to implement a transparent and equity based admission process with proper vigilance until the admission process ends. In order to overcome the said heterogeneity teachers specially guide the weaker students outside the class hours.

- Every year the college increases intake capacity in different subjects to accommodate more students, which on the one hand helps to exploit its infrastructure and resources lowering the unit cost of education but creates a pressure on the quality on the other.
- Students from the low income family are given support by way of sanctioning full and half free studentships. The college arrange many other stipends and scholarships awarded by various Government and Non-Government organizations.
- The college has opened new courses in Geography, Political Science, Education and Sanskrit in Under Graduate. The college has also future plan to open P.G. courses in Philosophy, History and Bengali. The college pays special attention while introducing a new subject so that the academic standard doesn't become questionable.

Research & Development

- The college is very much aware with the faculty development programmes for its teaching staff and students. Different departments regularly take initiative to arrange Seminars (National, State level) and Workshops on different current issues.
- The college also encourages faculties to participate in Refresher Courses and Orientation programmes and also in Seminars, Workshops, and Symposiums and also to stay updated and share their research findings.
- The teaching staff are increasingly bringing in research projects
- Teachers publish their papers on current issues of research in international national peer reviewed journals bear evidence of academic contribution of this college to the global knowledge base.

Community engagement

- The college helps to arrange its public examinations and election. The teachers and non-teaching staff of the college extend their active participation to conduct those examinations.

Human Resource Management:

- The Teacher-in-Charge therefore provides continuous feedback to the teachers and find ways to provide them with professional development opportunities, both in-house and off campus.
- Feedback system” from regular students helps in the identification of the lacunas on the part of a teacher or staff. Once the gaps or lacunas are identified, appropriate strategies are planned for closure of the gaps and removal of the mismatches. This ultimately improves the basis purpose and outcomes of teaching-learning.
- The Teacher-in-Charge encourages and motivates the faculty members for undertaking research and extension activities.
- The non-teaching staffs are also assessed by the concerned department and the Teacher-in-Charge also takes adequate care to examine the performances of the staff. The Teacher-in-Charge interacts when required for the improvement of the performances of those staff members. During their promotion o placement to higher scale of pay the Teacher-in-Charge has to send their performance report to the Director of Public Instruction, West Bengal.

Industry interaction: NA

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

- All official letters, requests, proposals, reports are prepared through a run through session involving management representatives, Teacher-in-Charge, faculty, non-teaching staff and students. Then they are conveyed to the top management through proper channels.
- “Feedback forms” are circulated amongst students which help the Teacher-in-Charge to identify and assess the problems.
- The College has its Women Grievance Redressal Cell and Students’ Union which also provide the authority with valuable information on various matters related to students’ interest.
- The feedback obtained from external examiners of practical examination of the University on the occasion of their visit to the college often help the authority about the need of the hour and also to review the activities and determine the priority list of actions.

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

- Both teaching and non-teaching staff are involved in various activities in order to improve the efficiency of the College. The College authority always tries to provide support to the teachers they need for education and the development of the students. There is no provision for award of prizes to teachers for their innovative teaching. But the innovative teaching of the teachers help student for better result in university examination and shine in life. This motivates teachers in involvement in improving the effectiveness and efficiency of the College.

- In the process of improvement of College administration, a vital role is played by the nonteaching staff. The non-teaching staffs are directly involved in providing various services. The authority arrange for special training sessions for them when they need, e.g. during the introduction of COSA software in College.

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

The Governing Body of the College, during the year 2015, adopted quite a few resolutions for developing infrastructure and increasing academic opportunities. Work is in progress for materializing the plans. A few of them are extension of library building, restructuring of the administrative building, installation of drinking water equipments, submitting proposal for more P.G. Courses, building a Conference Hall Come Smart Class Rooms, etc.

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

There is no such application for autonomy.

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

The institution has a Grievance Redressal Cell. The College has a Complaint or Suggestion Box, where students, teachers, employees and others may drop their grievances or complaints or suggestions. The Cell functions –

- To make every stakeholders of the College aware of their rights, powers and responsibilities
- To invite written complaints/grievances of any kind.
- To redress the problems of the aggrieved through its own machinery.
- To refer any serious problem for necessary administrative action to the Teacher-in-Charge.

The Grievance Redressal Cell is entrusted with the power to take immediate steps in case of unwanted obstacle in the way of offering due facilities to the students of the college. Often interference of authority is sought by the Cell. Suggestion for effecting necessary changes in policy is also made by the Cell. As for example, College is reviewing its existing library facility in view of an online complaint lodged by a student. To the needy students books borrowed from library cannot serve purpose if it is to be returned before examination as per the prevailing rule.

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

No court case has been filed against the college during the last four years.

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

The feedback of the Students' Union on day-to-day performance of the institution provides information regarding the functioning of the different components of the institution. The Teacher-in-Charge regularly meets the Students' Union secretary, conveners of different subcommittees. The feedback, particularly from the staff and students are utilized for decision making and performance improvement. Teachers' Council resolves different decisions and suggestions which are considered by the Teacher-in-Charge for improvement.

6.3 Faculty Empowerment Strategies

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

- The teachers regularly participate in Orientation Programmes and Refresher Courses conducted by different Academic Staff Colleges of the Universities.
 - The teachers are encouraged to be members of PG and UG Board of Studies of the affiliating University and also the Head Examiner, Examiner, Scrutinizer, Paper Setter, Moderator of different Universities.
- For financial work non-teaching staff have been trained in the use of COSA software and e-Bantan system.
- Most of the Group-C staff members are computer literate.
- Office software (College Automation Software) related to collection of fees and students' database management have been developed and are being used in the financial and administration management system of the college.
- Teachers participate in UGC prescribed short term trainings such as Refreshers /Orientation Courses. They are also given leave and financial assistance as per rule for attending seminars and workshops related to their particular area of interest. Office staff also undergoes training programmes conducted by the University. As a result the major portion of administrative work has already been automated

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

- The policy of the college is to motivate its staff for active participation in each and every side of the multi-layered daily activities and specialized developmental programs taken as per requirement. Teachers are often deputed to oversee a particular function related to various administrative affairs. The office staffs is also deputed to render help to the management of pedagogic functions
- For the promotion through CAS, the teachers have to participate refresher courses and orientation courses. The college cannot release all the teachers of a department at a time to participate in these courses. Teachers are being released ensuring that their classes will be taken by the rest of the teachers so that students are not deprived of their regular teaching routine.

- To the teachers the major motivating factor is the success of their students. The acceptance of research article by peer reviewed international journals motivates teaching staff to more involvement in research activities. College authority always try to provide updated research facilities like equipment, maps, journals, internet facilities etc. which attempt to empower the faculty to participate in higher level research.
- The non-teaching staffs are overburdened with their jobs and so there is very little scope to release them to participate in any training.

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

Information regarding performance appraisal system required mainly for CAS (Carrier Advancement Scheme), regularly and meticulously collected and recorded by the IQAC cell.

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

The Governing body can issue “Show Cause” letter of any allegation against teaching union-teaching staff.

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

The college has a Credit cooperative Society (Murshidabad Adarsha Mahavidyalaya Employees’ Credit Co-operative Society Ltd.). Permanent faculty and Part-time faculties of this college are the members of this society. Loans for different purpose can be availed from this society. The non-teaching staffs are offered bonus and Advance Salary during the festive Puja season. Almost 80 percent staff avail the above mentioned welfare schemes.

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

Since it is a Government Aided Institution the Teacher-in-Charge and the Governing Body of the College have no power to attract or retain any whole time faculty. However, after retirement of any eminent teacher, if there is scarcity of teachers in the respective department, the college can engage them as Guest Lecturer with an honorarium. The College authority can make appointments of Guest faculties to fill in the vacancies based on the workload. To attract eminent, qualified faculty, advertisement is placed in print media with proper job-descriptions and preferred higher qualifications following UGC norms.

6.4. Financial Management and Resource Mobilization

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

The Governing Body of the College, which is the premier body in the hierarchy to monitor the functioning of the College, has constituted a Purchase Committee and Finance Committee which watch over the UGC fund utilization under different proposals, monitoring the implementation process and ensuring that the work is completed properly. The college has a purchase committee and several other consisting of teaching and/or nonteaching staff are constituted every year to ensure democratic decision making regarding purchases and to monitor the utilization of resources.

FINANCE SUB-COMMITTEE

Chairman:	Teacher-in-Charge	
Convenor:	Partha Das	
Members:	Abdul Goni Biswas	Govt Nominee to GB
	Subhasree Chakraborty	University Nominee to GB
	Biswarup Ganguly	Teacher Representative
	Firoj High Sarwar	Teacher Representative
	Md. Mainul Islam	Non-teaching Representative

PURCHASE SUB-COMMITTEE

Convenor:	Biswarup Ganguly
Members	Partha Das
	Firoj High Sarwar
	Payel Chattopadhyay
	Joly Roy
	Swapan Kr. Karmakar
	Md. Mainul Islam
	Bhupen Chandra Sarkar

- For purchases of Book and Journal for library, “Library Committee” is constituted to do the needful.
- Salary is billed through the COSA software. Financial resources are being received directly into bank accounts and the State Government has introduced the mechanism of e-bantan there by making the system computerized.
- Records of purchases, bill and cheque registers, stock books, scholarship registers showing receipts and disbursements are maintained and regularly updated. Each committee has its own registers for maintaining records.
- College Automation Software version-4.1 is used to automate the office work.

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

Internal audit are regularly audited by the College and External audit is performed by the Govt. nominated auditors. External audit is done every year. The External Audit was done in 08th December, 2015 for the period 01.04.14 to 31.03.2015. The observation made by the external auditor provides no objection.

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

The major source of institutional receipts is the grant in aid received from the state government for salary and non-salary expenditure of Grantable section. College also receives UGC plan development grants for several co-curricular and extra-curricular activities and instruments, books and journal purchases for UG.

The audited income and expenditure statements of academic and administrative activities for each of the previous four years is available and can be examined during the Peer Team Visit. The statements are too large and do not fit into the format of the SSR.

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

The college is managed by the College Governing Body. All the recurring expenditure is borne by the College itself. The UGC extends financial support for various academic developmental activities. Apart from the regular sources of income, the college explores alternative sources of additional funding. The college IQAC plays a proactive role in writing proposals for funding to various agencies under different schemes.

Sl. No.	Name of Grant	Period	Amount
1	UGC XIth Plan: Books & Journals & Equipment	2007-2008	83,232
2	UGC XIth Plan: Books & Journals & Equipment 2 nd instalment	2008-2009	83,232
3	UGC XIth Plan: Books & Journals & Equipment	2008-2009	5,03,654
4	UGC XIth Plan: Merged Scheme XIth Plan: 1 st Installment	2011-2012	23,7000
5	UGC XIth Plan: Books & Journals & Equipment Backward Area 1 st instalment	2009-2010	10,00000

6	UGC XIth Plan: Additional Grant 1 st instalment	2012	13,45,500
7	UGC XIth Plan: Additional Grant-Equipment	2012	10,00000

6.5 Internal Quality Assurance System (IQAC)

6.5.1 Internal Quality Assurance Cell (IQAC)

a.) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes

Yes. The college has established an Internal Quality Assurance Cell (IQAC) on 30/05/2014. The college IQAC has played vital role in designing/ framing and implementing the policies of the college. The institutional policy with regard to quality assurance is as follows:

- Motivation and appreciation of teachers to develop professional skills and encourage them to conduct research.
- The Governing Body and IQAC meet at regular intervals to monitor the implementation of the programs.
- The IQAC plays a more active role to motivate the Faculty members and students to realize the targets while fulfilling regular academic obligations.
- The IQAC assists the Teacher-in-Charge in following up with government authorities for erstwhile rules and regulations and issues like funding for infrastructural development.
- The IQAC and the Governing Body are always responsive and supportive for the various programs.
- Involve in co-curricular and extra-curricular activities and contribute to overall development of students.
- Develop innovative teaching methods with use of modern technology.
- Sharing of resources and infrastructure for their optimal utilization.
- Systematic efforts to mobilize resources, which enhance the quality of the institution.
- Implementation of systems and processes that has increased efficiency of institutional academic and administrative processes.
- Enhanced teacher participation in research, which is evident in the number of projects funded by various funding agencies and publications of faculties in various reputed peer reviewed international journals.
- Orient newly recruited teachers through in house induction programmes / faculty development programmes, which have strengthened the vision and mission of the institution.
- Development and establishment of special infrastructure in terms of high end equipment, laboratory infrastructure, software, high computing machines for professional programmes etc.

- Research projects (short term) for undergraduate students, which has propagated a culture of Mentor and Mentee and strengthened the student-teacher relationship.
- Focus on development of e-resources and its integration in classroom teaching.
- Practical Support to teachers and students in all their endeavours leading to excellence in education.

Members of IQAC

1. Chairman: Teacher-in-charge Basob Ghosh
2. Senior Administrative Officers: S.D.O. (Dumkal), B.D.O. (Islampur) and O.C. (Islampur Police Station)
3. Teacher Members: Atanu Ghosh
Papia Biswas
Biswarup Ganguly
Firoj High Sarwar
Joly Roy
Payel Chattopadhyay
Sukanta Barman
4. Member from the Management: G.B. Govt. Nomine Abdul Goni Biswas
5. Nominees from local society, students and alumni: Subhas Chandra Ghosh,
(Secretary, Bibhushan Khadi Shilpa Society)
Kaberi Ghosh,
(Ex-student, Bengali Department)
6. Student with top mark from each year:
7. Nominees from Employers, Industrialists, Stakeholders: Abul Bashar,
(Guardian of Student)
Zakaria Hossain,
(Owner of Brick Field)
Riajul Alam,
(Owner of Foodies Agro)
8. Coordinator of the IQAC: Partha Das

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

IQAC and Teacher-in-Charge interact regularly with regard to academics as well administration. There is also considerable time spent on discussing and implementing new schemes for teachers and students. Some of the decisions approved by the management are as follows:

- Feedback system on teaching for all programmes and recent implementation of on-line feedback system on teaching.
- Major and minor infrastructural changes in science laboratories for their effective utilization.
- Submission of research projects, settlement of accounts and auditing, purchases to be made through research schemes and other grants/ schemes, import of equipment.
- Initiative taken for Promotion and placement of faculties through CAS. PBAS and API score are scrutinized by IQAC and provide advice for needful correction.

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

Yes, there are total 9 external members of the IQAC. They help college as:

- The external experts help the college IQAC in terms of understanding the concepts of academic autonomy.
- They also provide valuable suggestions for improvement in the overall functioning of the IQAC.

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

- The IQAC is composed by eight members in whom one is alumni member. (Dr. Priti Kumar Roy Chowdhury). He constantly provides support to IQAC coordinate for various aspects regarding the overall development of the quality of the institution.
- The present students give direct feedback (although in an informal way) on the academic and infrastructural needs. This feedback has helped in enhancing the quality of the academic and administrative processes.

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

- IQAC has organized different Meeting with faculties of the college to discuss different aspects for development the academic and research environment of the college.
- The IQAC is responsible for monitoring all the institutional processes. The IQAC communicates with other Statutory and Non Statutory sub-Committees and also evaluates their performance.
- If need arises, the composition of certain committees is altered for achieving the objectives of the committee.
- It also helps the Research and Publication Committee in dissemination information with respect to research schemes, orientation of researchers and effective operational processes.
- It also communicates with the Heads and participates in academic and administrative decision-making process.
- Procedural and practical support to teachers is provided to teachers in any academic and administrative process/ procedure.

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

The IQAC and different subcommittees is in charge of ensuring quality in all academic and administrative activities of the institution. IQAC collects input from all departments and the stakeholders. In addition, IQAC also collects feedback, formally as well as informally, from various stakeholders. Recommendations are made by the IQAC to the Teacher-in-Charge and actions are taken accordingly. Besides IQAC, Different Committees have been formed which take all the necessary steps/actions for successful implementation of the plan/decisions and provide feedback to the Forum for monitoring the activities.

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

No such measures have been taken in this regard. However, different trainings for efficiency improvement of the staff offered by the Government and by different organizations are availed regularly. Orientation and Refresher Courses for the teachers are compulsory. College is planning to arrange for necessary office management and Computer–trainings for the non- teaching staff.

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

No formal provision for Academic Audit has been introduced yet. However, external review of academic quality is ensured in the following ways:

- Papers of many teachers have been published in refereed journals.
- For the students class tests and tutorials are held and students' seminars are organized. The first year students of all the departments submit projects on environmental studies.
- Opinions regarding the current academic ambience and facilities available are sought in Guardians' Meeting. Suggestions for improvement are considered in the Academic Council and in IQAC meetings, for future action plan

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

- The IQAC works smoothly with the Governing Body, and gets support and cooperation from the Department of Higher Education, West Bengal and the UGC.
- The Governing Body, the highest advisory body which gives advice and support to the institution from time to time.
- The University Grants Commission as has extended its hands to this institution for high standard of teaching and research.

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

- Internal quality assurance mechanism of the college has been devised in consonance with formula prescribed by UGC/NAAC
- The departmental teachers monitor the performance of the students by their response in the classrooms as well as by their performance in the class tests conducted by the department.
- The Teacher-in-Charge ensures effective teaching-learning in the college by constant interaction with the Departmental Heads and with individual teachers, as and when required. In every Teachers Council meeting, the broad discussion is made in this regard also.

- The IQAC also suggests the departments the effective methods to be adopted for teaching-learning process. The performance of the teachers gets reflected in the Annual Quality Assurance Report.
- Assessments of feedbacks from different stakeholders like the students and the Students' Union, parents, Alumni Association also help the process of monitoring the teaching-learning in the college.

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

- The IQAC generally communicates its policies and decisions to various stakeholders' through notices and letters.
- Regular meetings are held among teachers and students on various important issues like admission, examination, cultural programme, beautification etc.
- There are inter departmental and intra departmental meetings.
- The meetings are also held with the members of the non-teaching staff.
- Notices are posted on the notice board, notice book and in many cases in the college website.
- For quality assurance students can get the help of Career Counselling Cell, Anti-Ragging Cell, Women Grievance Redressal Cell and the like.
- The Alumni Association and the guardians are contacted as and when required.

Teacher-in-Charge of the College, Secretary of the Teachers 'Council and the Co-ordinator of IQAC, jointly supervise the progress of the different departmental works related to teaching learning process. Academic Committee meets at regular intervals to review situation. Suggestions of the Academic Council are communicated to the teachers in meetings.

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

Policies adopted and operational procedures followed for ensuring required level of excellence in functioning of the college are always widely circulated among people concerned through meetings, notices served, website information and electronic media.

**CRITERIA VII:
INNOVATION AND BEST PRACTICES**

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a green audit of its Campus and facilities?

The institution has conducted green audit of its campus in the year of 2015.

SI No	Common Name	Scientific Name	No of Trees
01.	Lambu	Ailanthus Exelsa	31
02.	Polony	Paulownia Genus	20
03.	Mahogany	Swietenia Genus	1
04..	Neem	AzadiractaIndica	59
05.	Dalhia	Asteraceal Dicotyledonous	30
06.	Banyan Tree	FicusBenghalensis	01
07.	Pansy	Pansy Melanium	30
08.	Gladiola	GlaodiolusCommunis	30
09.	Aster	Eucephalus Brewer	30
10.	Chrysanthemum	ChrysanthemumGrandiflorum	80
11.	Marigold	TagetasTenifolia	30
12.	Rose	Rosa Multiflora	30
13.	Calendula	Calendula Officinalis	02
14.	Devadaru	<i>Cedrusdeodara</i>	12
15.	Sojne	Moringaoleifera	8
16.	Shirish	Albizzialebeck	1
17.	Bakul	<i>Mimusopselengi</i>	1
18.	Kadam	<i>Neolamarckiacadamba</i>	2
19.	Sisu	<i>Dalbergiasissoo</i>	1
20.	PataBahar	<i>Codiaeumvariegatum</i>	2
21.	Inka	-	54
22.	Jhau	<i>Casuarina equisetifolia</i>	6
23.	Blue Jhau	-	2
24.	Golden Jhau	-	2
25.	Cock Colima	-	4
26.	Koliconda	-	2
27.	Tikma	-	2
28.	Capsicum	Capsicum annum	4
29.	Lanka	-	4
30.	Latinium	-	2
31.	Sicus	-	6

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

At present tree plantation within the college campus are the only activities to make the environment eco – friendly. But possibilities of water – harvesting are being considered along with the recently proposed construction of a large water tank.

7.2. Innovations

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

The following innovative practices were introduced in the college in the last four years

❖ Save paper save trees

The IQAC has started a campaign on — Save Paper, Save Trees. Under this campaign, IQAC has directed all departments to use electronic documents as much as possible and avoid printing, and if printing is absolutely necessary, take a double side printing. As a result of the campaign, paper usage has been reduced in the college campus

❖ . Save energy

For the better management of energy saving college has decided to install solar lamp within campus. Centralized power switches are installed at the College Baranda. When the classroom is not in use, the centralized power switch could be turned off to switch off all bulbs and other electrical appliances.

7.3. Best Practices

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

1. Title of the Practice

- Inter-disciplinary approach in teaching

2. Goal

To add the spice of variety to the dish of knowledge and to develop in the students a vision of knowledge as an indispensable part of the daily life are the two main objectives. The process of teaching and learning often tends to turn monotonous and tiring. Interest in the day –to-day academic routine is likely to fall, both in case of the teacher and students, if adequate measures are not adopted with prudent planning. A section of the students appears to be slow in realizing the utility of keeping pace with the regular progress in study within the framework of prescribed syllabus. Such state of academic inertia needs preventive treatment through measures for generating interest in the apparently dull routine of intellectual exercise. We introduced a few practices in the teaching learning process so that it also appeals to the heart while stimulating the brain. Goal of campus teaching is to enhance, not only students grasp of their subject, but also their affection for knowledge, perception of its relevance in life and power to draw pleasure from instruction.

3. The Context

A necessity arose to devise a measure against sagging enthusiasm of the students regarding teaching – learning in campus. A section of the students are found to waver in their

dedication to their studies. An attempt at counselling such truants reveal that many of them find the chalk and talk method dull. Bookish learning cannot stimulate their mind consistently for long. It appears to be a common practice to defer serious involvement in hard study as long as is possible. This situation led us to contemplate on a remedy that can revive their enthusiasm by making them see their syllabus in a new light. Students should not view the academic life as a dull labour to learn theories and formulas by rote. They must develop an emotional attachment to the things they learn. What they learn must not be kept apart for cramming before examination. One must be aware of their relevance in day-to-day life. So the two new practices were introduced for adding a colour of variety to the dull canvas of syllabus oriented teaching plan.

4. The Practice

Inter- disciplinary teaching plan:

The practice of exposing the students of one discipline to the leaning of related disciplines has been introduced recently. All the different departments of Arts are brought within the purview of this experiment. Classes of the students of one subject are taken sometimes by the teachers of another department. Such classes are arranged periodically on issues that correlated two different disciplines. Viz. students of geography attend lectures delivered by the faculty of History and Political Science. The teachers of the department of philosophy shares knowledge that is relevant for the students of Sanskrit. There are such many points of mutual interest between many pairs of departments. And pedagogic exchanges have been recently introduced among different departments of late with encouraging response from the students and teachers. Evidently the practice is beneficial for both the teachers and students of both of the two associated departments.

Constraints and Limitation:

Inter- disciplinary exchange programme within the college faculties must be kept within a moderate bound, in view of the scarcity of teaching days available throughout the year. Sometimes the number of classes available is not adequate for designing an effective lesson plan. In such cases it difficult to add any elaborate enrichment division to the conventional routine.

Problems Encountered and Resources Required:

Inter- disciplinary exchange in teaching can be extended further if financial and human resources can be drawn on larger scale. Experts in different branches of knowledge can be invited to enlighten the students on relevant topics. Students can be taken to places or sites for documents, people, samples or events that develop a concrete idea regarding what they read in books and gather from class – lectures. Such excursions are, at present limited to a few departments and constrained to operate within a scanty budget. So college is contemplating to enlarge the scope of facility in this regard. It is a recreational counterpart of the staff academic pursuit. College sanctions a grant to each department to meet the expenditure of the presentation. But the amount of the grant is not enough to allow the young people to give free play to their imagination. College is considering to raise the grant for facilitating the performance of the students. College intends to give free rein to their creative talents.

3. Evaluative Report of the Department:

Department of Bengali

1. Name of the Department: **Bengali**

2. Year of Establishment:

UG General: 1981

UG Honours: 1996-1997

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

4. Names of Interdisciplinary Courses and the Departments/Units Involved: Nil

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes, our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects.

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst.Professors	03	02
Others/PTT	03	03

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

Name	Qualification	Designation	Specialization	No.of years of experience	No.of Ph.D. Students guided for the last 4 years
Permanent Faculty:					

Partha Das	M.A.	Asst.Professors	Drama	15 years	Nil
Basob Ghosh	M.A.,B.Ed.	Asst.Professors	Linguistics	11years	Nil

Part time Faculty (PTT):

Pronati Chattopadhyay	M.A.	P.T.T	Drama	16years	Nil
Prasenjit Dey	M.A.,	P.T.T	Vasrab	14years	Nil

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	M.Phil.		Sahitya		
Tarun Samui	M.A.	P.T.T	Folk Literature	12years	Nil

Temporary Faculty:

NIL	NIL	NIL	NIL	NIL	NIL
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11. List of senior visiting faculty: Nil

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

13. Student-Teacher Ratio (Programme Wise)

Class		Ratio
Academic Session	Programme	
2014-2015	UG Honours	39:01
	UG General	733:01
2013-2014	UG Honours	37:01
	UG General	700:01
2012-2013	UG Honours	33:01
	UG General	664:01
2011-2012	UG Honours	30:01
	UG General	660:01

14. No. of Academic Support Staff (Technical) & Administrative Staff: Sanctioned and Filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

15. Qualifications of teaching Faculty with D.Sc./D.Lit./Ph.D./M.Phil./P.G/NET/SET/SLET.

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D.	00
M.Phil.	01
PG	05
NET	02
SLET/SET	01

16. Number of faculty with ongoing projects from:

a) National.

b) International funding agencies and grants receive:

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Ongoing	Proposed
Nil	Nil

17. Departmental Projects Funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre/facility recognized by the university: National Recognition: Nil

19. Publication:

a) Per faculty:

Partha Das

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Rabindranath 'Katha':Mrityu Anushanga	Murshidabad Adarsha Mahavidyalaya,ISBN No.978-81-926963-9-3	April,2014					

Basob Ghosh

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Rabindra Bhabnai Mrityur Prasanga	Murshidabad Adarsha Mahavidyalaya,ISBN No.978-81-926963-9-3	April,2014					

Pronati Chattopadhyay

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
1.Natya Choritre Rabindranather Mrityu Chetana	Murshidabad Adarsha Mahavidyala,ISBN NO 978-81-926963-9-3	23.03.2013					
2.Somoyntare Bangla Natoker Provab	Maharaja Manindra Chandra College in Collaboration with Maharani Kaseswari College,	13.04.2013 & 14.04,2013					
3.Binodoner	Panchthupi Haripada	26.08.2014					

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Porompora	Gouribala College In Collaboration with Raja Virendro Chandra College,ISBN NO-978-93-84729-10-3	& 27.08.2014					
4.Deshattobdho Manob dharmer Preronai Bankim Chandra o Vivekananda	Lalgola College,ISBN NO-978-93-83590-76-6	27-08-2014 & 28-08-2014					
5.Bangle natya sahitya samajikaran	Jatindra-rajendra mahavidyalaya,ISBN NO-978-93-84383-20-6	27-11-2014 & 28-11-2014					

Prasenjit Dey

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJ R	Impact Factor	H-Index
1.Bangla Goddya O Swami Vivekanda	Udar Aakash,ISBN No-978-93-82042-58-7	Feb.,2014					
2.Mrityur Nisangata:Rabindra Jiban O Chhotogolpe	Murshidabad Adarsha Mahavidyalaya,ISBN No.978-93-82042-58-7	April,2014					
3.Poribartaner Prekshite Amar Dekha Ekti Gram	Panchthupi Haripada Gouribala College In Collaboration with Raja Virendro Chandra College,ISBN NO- 978-93-84729-10-3	26.08.2014 & 27.08.2014					
4.Bankimi Goddyaer Prasangikata	Bangiya Sahitya Samsad,ISBN NO-978-93-83590-76-6	March,2015					
5.Panasokti Birodhi Aandolan Bangala Samaj O Natty	Shilpanagari,ISBN NO-978-93-84383-20-6	27-11-2014 & 28-11-2014					

20. Area of consultancy and income Generated:

Nil

21. Faculty as members in

- a) National Committees: Nil
- b) International Committees: Nil
- c) Editorial board: Nil

22. Student projects:

a) Percentage of students who have done in house projects including inter departmental/ programme: 100% of Hons. Students are doing ENV5 compulsory projects and also the class project.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students

Students are given awards by the College authority during cultural programme and on the basis of subject wise session topper. But the documentation is not available.

24. List of eminent academicians and scientists/visitors to department: Nil

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

- a) National: 01(UGC Sponsored)
- b) International: Nil

26. Students profile programme/course wise*

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	597	87	51	36	NA
2014-2015	385	74	41	33	78.9
2013-2014	380	77	39	38	95
2012-2013	360	78	38	40	95

*Percentage has been produced on the basis of 3rd year admission of the students and their passing rate.

27. Diversity of Students:

Name of the course	% Of students from the same state	% Of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SET/SLET, GATE, Civil services, Defense services etc.: Data is not available

29. Student progression:

Student progression	Against % enrolled
UG to PG	Data is not available
PG to M.Phil.	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship/ self- Employment	Nil

30. Details of Infrastructural facilities:

- a) Library: Central Library and student book bank with reading room
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Nil
- d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Department wise data is not available.

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

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method, white board
- Providing lecture notes
- Class Test
- Year Wise Question Book
- Special lecture are given by projector

34. Participation in Institutional Special Responsibility (ISR) and extension activities: Nil

35. SWOC analysis of the Department and Future Plans:

Strength:

1. The nature of the subject is interesting; hence students are keen to join the course
2. Teacher Student good relationship.
3. There are sufficient books of Bengali in the college Library for UG students.
4. Faculty members are completely dedicated to their work.

Weakness:

1. Shortage of classroom.
2. Shortage of Faculty member.
3. Shortage of Departmental Library.

Opportunities:

1. The subject offers good chances in the employment market particularly in teaching and Research.
2. To provide value base education
3. Faculty members interact with students regular.

Challenges:

1. To make the department as the department of excellence.
2. To bring about all round development of the student.

Future Plan:

1. Organizing department Remedial coaching.
2. Digital Classroom for the Department.

Department Of English

1. Name of the Department: **English**

2. Year of Establishment:

UG General: 1981

UG Honours: 2008-2009

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

UG (General & Honours)

4. Names of Interdisciplinary Courses and the Departments/Units Involved: Nil

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

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9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	02	02
Others/PTT/Guest	01	01

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

Name	Qualification	Designation	Specialization	No. of years of experience		No. of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Permanent Faculty:						
Atanu Ghosh	M.A., B.Ed.	Asst. Professor	Comparative Literature, ELT, Linguistic	13 Years and 6 months	Nil	Nil
Sukanta Barman	M.A., B.Ed.	Asst. Professor	American Literature , Linguistic and Phonetics, ELT, Literary Criticism	1 year	Nil	Nil
Part time Faculty(PTT):						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Temporary Faculty:						
Md. Hafikul Alam Sarkar	M.A., B.Ed.	Guest	Tragedy, Indian English Literature	5 years and 2 months	Nil	Nil

11. List of senior visiting faculty:

- a) Dr. Rejaul Karim.
- b) Dr. Chittabrata Palit.
- c) Dr. Biswaranjan Chattopadhyay.
- d) Dr. Shaktinath Jha.

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

UG Honours: 33%
UG General: 33%

13. Student-Teacher Ratio (Programme Wise):

Academic Session	Programme	Ratio
2015-2016	UG Honours	13:1
	UG General	10:1

*The Ratio Has Been Produce on the basis of the total no of students from 1st year, 2nd year & 3rd year.

14. No of Academic Support Staff (Technical) & Administrative staff sanctioned and filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

15. Qualifications of teaching Faculty with D.sc./D.litt./Ph.D./M.Phil./P.G/NET/SET/SLET:

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D.	00
M.Phil.	00
PG	03
NET	02
SET/SLET	00

16. Number of faculty with ongoing projects a) National & b) International funding agencies and grants receive:

Ongoing	Proposed
Nil	Nil

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

18. Research centre/facility recognized by the University: Nil

19. Publication:

a) Per faculty

Atanu Ghosh

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	SNIP	SJ R	Impact Factor	H-Index
1.Thomas Hardy ; Historian of changing Wessex	Corpus research institute ISSN 0976-075XCLIO	Jan-Dec,2012					

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2.Cultural difference in Jhumpa Lahiri's short stories	Akhash publication ISBN NO-978-81-927259-0-1	2013					
3.Swami Vivekananda and his achievement as a traveller in India	Udar Akkash ISBN-978-93-82042-58-7	Feb,2014					
4.Suchitra Bhattacharya's Upanayas	Udar Akkash ISSN No-2320-3498	2014					
5.Rabindranath er chhoto Golpe Mritye:Prokiti o Prokarn	Murshidabad Adarsha Mahavidyalya ISBN NO 978-81-926963-9-3	April,2014					
6.Gram Banglar Khela dhular Bibortan:Binodoner notun matra	Panchuthupi Haripada Gouribala,ISBN no-978-93-84729-10-3	Oct,2014					
7.Bankim Upannayse Swadesh Chetona	Bangiya Sahitya Samsad,ISBN No-978-93-83590-76-6	March,2015					
8.Thomas Hardy: Modern Among Victorian Fiction writers	Hiralal Bhakat College,ISBN NO-978-81-922916-5-9	March,2015					

20. Area of consultancy and income Generated: Nil

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards d) Others: Nil

22. Student projects:

a) Percentage of students who have done in house projects including inter departmental/programme: 100 percent of Hons. Students are doing ENVS compulsory projects and also the class projects.

b) Percentage of students placed for projects in organizations outside the institution. i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students: Yes

Students are given awards by the College Authority during Cultural Programme on the basis of subject wise session topper. But the documentation is not available.

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

1. Dr Rejaul Karim
2. Dr. Chittabrata Palit

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

- a) State: Yes, 01 UGC Sponsored
- b) National: Nil
- c) International: Nil

26. Students profile programme/course wise*:

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	200	49	30	19	NA
2014-2015	400	42	25	17	58.8
2013-2014	350	48	24	24	28.5
2012-2013	400	43	22	21	92.8

*Percentage has been produced on the basis of third year admission of the students & their passing rate.

27. Diversity of Students

Name of the course	% of students from the same state	% of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SET/SLET, GATE, Civil services, Defense services etc: Data is not available

29. Student progression:

Student progression	Against % enrolled
UG to PG	Data is not available
PG to M.Phil.	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship/ self- Employment	Data is not available

30. Details of Infrastructural facilities:

- a) Library: Central Library and Student book bank with reading room
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Nil
- d) Laboratories: Nil

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

Department wise data is not available.

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

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method, white board
- Providing lecture
- Providing lecture notes.
- Class Test
- Year wise question books.
- Special lectures are given by projectors.

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

35. SWOC analysis of the Department and Future Plans: Nil

Strength:

5. Student and Teacher relation in this department is very friendly.
6. Faculty members are completely dedicated to their work.
7. Syllabus wise reference books are available in the library.
8. Reading room with computer.

Weakness:

4. Lack of advanced infrastructure.
5. Lack of teachers.

Opportunities:

1. To Provide value based education
2. Faculty members interact with student regular.

Challenges:

1. To bring about all round development of the student.
2. To provide value based education.
3. To make the department as the department of excellence.

Future Plan:

1. Department plan to start PG course
2. Organizing Departmental Remedial Coaching.
3. Digital class room for the department.
4. To establish ICT enabled classroom.

Department Of History

1. Name of the Department: **History**

2. Year of Establishment:

UG General: 1981

UG Honours: 2003-2004

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

UG (General & Honours)

4. Names of Interdisciplinary Courses and the Departments/Units Involved: Nil

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	03	03
Others/PTT	01	01

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

Name	Qualification	Designation	Specialization	No. of years of experience		No. of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Permanent Faculty:						
Papia Biswas	M.A., B.Ed	Asst. Professor	Modern India	5 Years and 5 months	Nil	Nil

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Biswarup Ganguly	M.A.	Asst. Professor	Archaeology, Epigraphy And Numismatics	1 year 5 Months	Yes , 4 years	Nil
Dr. Firoj High Sarwar	M.A., Ph.D.	Asst. Professor	Modern India	1 year 5 Months	Yes, 5 years	Nil
Part time Faculty(PTT):						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Temporary Faculty:						
Prasenjit Chattopadhyaya	M.A, B.Ed., M.Ed.	Guest	-	5 years 2 Month	Nil	Nil

11. List of senior visiting faculty: Nil

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

UG Honours: 25%

UG General: 25%

13. Student Teacher Ratio (Programme Wise):

Academic Session	Programme	Ratio
2015-2016	UG Honours	27:1
	UG General	640:1

*The Ratio Has Been Produce on the basis of The total no of students from 1st year, 2nd year & 3rd year.

14. No of Academic Support Staff (Technical) & Administrative Staff, sanctioned and filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

15. Qualifications of teaching Faculty with D.sc./D.litt. /Ph.D. /M.Phil./P.G/NET/SET/SLET:

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D.	01
M. Phil.	00
PG	04
NET	01
SET/SLET	02

16. Number of faculty with ongoing projects a) National & b) International funding agencies and grants receive:

Ongoing	proposed
Nil	Nil

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

18. Research centre/facility recognized by the University: Nil

19. Publication:

a) Per faculty:

Dr. Firoj High Sarowar

Title of the publication	Publisher with ISSN/ISBN	Year of the publication	Indexed in international data base	PSNIP	SJR	Impact Factor	H-Index
European Ideologies: Imperial Domination and Social Reforms in India, 1773-1857	International Journal of Scientific and Research Publications, Volume 2, Issue 8, August 2012 1 ISSN 2250-3153	August 2012	OARD & BASE			Impact Factor 2.07 (2014)	
Europeans in Bengal Territory: the Pioneer and Translators of Oriental Writings, 1765-1857	edited by N.R. Farooqi & S.Z.H. Jafri, Anamika Publishers, New Delhi, 2013, ISBN-10:8179754766						
A Comparative Study of Zamindari, Land Revenue Settlements: The Colonial Mechanisms of Surplus Extraction in 19th Century British India,	IOSR Journal of Humanities and Social Science (JHSS), ISSN: 2279-0837, ISBN: 2279-0845. Volume 2, Issue 4	Sep-Oct. 2012	Google Scholar			Impact Factor 1.607	
Modern Education and	Asia-Pacific Journal of Social Science, ISSN	July-December	ROAD				

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Colonized Assam: an Experience of Progress under Britain's Rule,	0975-5942, Vol. IV (2)	2012					
Christian Missionaries and Female Education in Bengal during East India Company's Rule: a Discourse between Christianised Colonial Domination versus Women Emancipation	Understanding the Past: India in the Mirror of History' edited by N. R. Farooqi and S.Z.H. Jafri, Anamika Publisher, New Delhi, 2014 ISBN – 10:8179755916	2014					
The State of Education in Murshidabad, as it Describe in the 'William Adam's Reports on Education' during British East India Company's Rule in Bengal	Asian Journal of Research In Social Sciences and Humanities, AJRBEM, Volume 3, Issue 7 (July, 2013), ISSN: 2249-7307	July, 2013	ProQuest			Impact Factor - 0.897 (2015)	
Sultanate Period: A Brief Estimation of Bengali Literature	Central Indian Journal of Historical and Archaeological Research, volume 8, ISSN 2277-4157.	January-March, 2014					

20. Area of consultancy and income Generated: Nil

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards d) Others: Nil

22. Student projects:

a) Percentage of students who have done in house projects including inter departmental/programme: 100 percent of Hons. students are doing ENVS compulsory projects and also the class projects.

b) Percentage of students placed for projects in organizations outside the institution. i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students: Yes

Faculty name	Award
Dr. Firoj High Sarwar	Mulana Azad National Fellowship for Minority Scholar, UGC, 2010
	Late Smt. Vidya Srivastava Memorial Cijhar Awards for Best Research Papers, 2015, by CIJHAR published Vidya Career Research Foundation, Panna, M.P.

*Students are given awards by the College Authority during Cultural Programme on the basis of subject wise session topper. But the documentation is not available.

24. List of eminent academicians and scientists/visitors to department: Nil

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

- a) State: Nil
- b) National: Nil
- c) International: Nil

26. Students profile programme/course wise*:

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	255	55	41	14	NA
2014-2015	267	48	32	16	64.8
2013-2014	190	52	31	21	96
2012-2013	155	59	37	22	77.7

*Percentage has been produced on the basis of third year admission of students and their passing rate.

27. Diversity of Students

Name of the course	% Of students from the same state	% Of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SET/SLET, GATE, Civil services, Defense services etc: Data is not available.

29. Student progression

Student progression	Against % enrolled
UG to PG	Data is not available
PG to M.Phil.	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship/ self- Employment	Data is not available

30. Details of Infrastructural facilities:

- a) Library: Central Library and Student book bank with reading room
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Nil
- d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Department wise data is not available.

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

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method, white board
- Providing lecture
- Providing lecture notes & maps
- Class Test
- Year wise question books
- Special lectures are given by projectors.

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

35. SWOC analysis of the Department and Future Plans: Nil

Strength:

- 9. Student and Teacher relation in this department is very friendly.
- 10. Faculty members are completely dedicated to their work.
- 11. Syllabus wise reference books are available in the library.
- 12. Reading room with computer.

Weakness:

6. Lack of advanced infrastructure.
7. Lack of teachers.

Opportunities:

3. To Provide value based education
4. Faculty members interact with student regular.

Challenges:

1. To bring about all round development of the student
2. To provide value based education.
3. To make the department as the department of excellence.

Future Plan:

1. To start PG course
2. To organizing Departmental Remedial Teaching.
3. To establish ICT enabled classroom.
4. To establish separate cartography lab.

Department of Philosophy

1. Name of the Department: **Philosophy**

2. Year of Establishment:

UG General: 1981
UG Honours: 2003-2004

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

UG General and Honours

4. Names of Interdisciplinary Courses and the Departments/Units Involved: Nil

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	02	02
Others	02	01

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

Name	Qualification	Designation	Specialization	No.of years of experience		No.of Ph.d.Students guided for the last 4 years
				Teaching	Research	
Permanent Faculty:						
Joly Roy	M.A.	Asst. Professor	Applied Ethics	1 year 5 Months	3 years	Nil

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Payel Chattopadaya	M.A, M.Phil	Asst. Professor	Western Logic	1 year 5 months	4 year	Nil
Part time Faculty(PTT):						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Temporary Faculty:						
Anjana Khanra	M.A., B.ed	Guest	Western Logic	5 years and 2 months	Nil	Nil

11. List of senior visiting faculty: Nil

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

Academic Session	Programme	Total No. of lectures		% of lectures	
		Theory	Practical	Theory	Practical
2015-16	UG Honours	45	-	85	-
	UG general	15	-	90	-
2014-15	UG Honours	222	-	80	-
	UG general	74	-	90	-
2013-14	UG Honours	257	-	70	-
	UG general	86	-	80	-
2012-13	UG Honours	320	-	70	-
	UG general	113	-	90	-

13. Student Teacher Ratio (Programme Wise):

Class		Ratio
Academic Session	Programme	
2015-2016	UG Honours	24:1
	UG General	384:1

14. No of Academic Support Staff (Technical) & Administrative Staff: sanctioned and filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

15. Qualifications of teaching Faculty with D.sc./D.litt./Ph.D/M.Phil/P.G/NET/SET/SLET:

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D.	00
M.Phil	01
PG	03
NET	01
SET/SLET	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants receive

Ongoing	Proposed
Nil	Nil

17. Departmental Projects Funded by DST-FIST; UGC,DBT, ICSSR, etc. and total grants received: Nil

18. Research centre/facility recognized by the university: National Recognition: Nil

19. Publication:

a) Per Faculty:

Joly Roy

Title of publication	Publisher with ISSN/ ISBN	Year of publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Political & administrative corruption-The burning Issue Of Social System	The Journal Of Social Science Researcher. ISSN-2319-6181	2013	-	-	-	-	-
Corruption And Need Of Ethics	Asian Academic Research Journal Of Multidisciplinary. ISSN-2319-2801	2013	-	-	-	-	-
Gandhian Perspective Of Corruption	International Research For Multidisciplinary. ISSN-2320-5083	2013	-	-	-	-	-

Payel Chattopadhyay

Title of publication	Publisher with ISSN/ ISBN	Year of publication	Indexed in international data base	SNIP	SJR	Impact Factor	H-Index
Bankim Chandrer Mote Karmoyoga	Aantarjatic Pathsala ISBN14182012	2009	-	-	-	-	-
Nayaya Vaisesika Mote Samanya	Ekta Advaita Vadi Samikhya	2012	-	-	-	-	-
Satkaryavada And Asat Karyavada According to Nayaya And Vaisesika	Golden Research Thought ISBN 22315063	2012	-	-	-	-	-

20. Area of consultancy and income Generated: Nil

21. Faculty as members in:

- a) National Committees: Nil
- b) International Committees: Nil
- c) Editorial Boards: Nil

22. Student projects:

- a) Percentage of students who have done in house projects including inter departmental/programme: 100 percent of Hons. students are doing ENVS compulsory projects and also class projects.
- b) Percentage of students placed for projects in organizations outside the institution. i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students: Yes

Students are given awards by the College Authority during Cultural Programme on the basis of subject wise session topper. But the documentation is not available.

24. List of eminent academicians and scientists/visitors to department: Nil

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

- a) National: Nil
- b) International: Nil

26. Students profile programme/course wise:*

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	170	44	16	18	NA
2014-2015	91	33	15	18	70.5
2013-2014	120	26	18	08	65
2012-2013	180	57	27	30	55

*Percentage has been produced on the basis of third year admission of students and their passing rate

27. Diversity of Students

Name of the course	% Of students from the same state	% Of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

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

29. Student progression

Student progression	Against % enrolled
UG to PG	Data is not Available
PG to M.Phill	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship/ self-Employment	Data is not Available

30. Details of Infrastructural facilities:

- a) Library: Central Library and Student Book Bank
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Nil
- d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Department wise data is not available

32. Details on student enrichment programme special lectures/ workshops/ seminars) with external experts: Nil

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method, white board
- Providing lecture
- Providing lecture notes and year wise question book
- Class Test
- General Discussion
- Project Work

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

35. SWOC analysis of the Department and Future Plans:

Strength:

- The nature of the subject is interesting and students are eager to join the course.
- Homely atmosphere at the department.
- Intimate and Friendly relationship between students and teacher.
- Experienced, Innovative and Committed teachers.
- Innovative and sincere students.
- Sufficient books of Philosophy are available in College Library.

Weakness:

- Insufficient number of teachers
- Presently the Department has only two Assistant Professors and one Guest Teacher.
- Lack of Class Room.
- Maximum Student are first generation learners.
- Maximum students come from poor family so they have some economical problem.
- Burden of extra curriculum activities.

Opportunities:

- To Provide value based education
- Faculty members interact with student regular.
- Plans to prepare students for NET and SET on an increased level.
- This subject offers good chances in the employment particularly in teaching.

Challenges:

- Enhance the percentage of attendance of the students in classes.
- First generation learners face difficulties with new technologies and English language.
- To motivate the students to perform better in University examination.
- To prepare students for different competitive examination.
-

Future Plan:

- Department plan to start PG course
- Organizing Departmental Seminar.
- Organizing Departmental Remedial Coaching.
- Department Library.

- Digital Class Room for the Department.
- Hostel Facilities for Student.

Department of Political Science

1. Name of the Department: **Political Science**

2. Year of Establishment:

UG General: 1981
UG Honours: 2012-2013

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

UG (General and Honours)

4. Names of Interdisciplinary Courses and the Departments/Units Involved: Nil

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc: Nil

8. Details of courses/Programmes discontinued (if any) with reasons: Nil

9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	01	01
Others/PTT/Guest	02	02

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

Name	Qualification	Designation	Specialization	No. Of years of experience		No. Of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Permanent Faculty:						
Kunal Debnath	M.A., B.Ed.	Asst. Professor	Political Sociology	1 year	Nil	Nil
Part time Faculty(PTT):						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Temporary Faculty:						
Rakesh Chakraborty	M.A., B.Ed.	Guest	State and Local Politics	Nil	Nil	Nil
Tawsif Ahmed	M.A, B.Ed.	Guest	Local self government of West Bengal	Nil	Nil	Nil

11. List of senior visiting faculty: Nil

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

UG Honours: 100%

UG General: 100%

13. Student Teacher Ratio (Programme Wise):

Class		Ratio
Academic Session	Programme	
2015-2016	UG Honours	20:1
	UG General	722:1

*The Ratio Has Been Produce on the basis of the total no of students from 1st year, 2nd year & 3rd year.

14. No of Academic Support Staff (Technical) & Administrative Staff: sanctioned and filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

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15. Qualifications of teaching Faculty with D.sc./D.litt./ Ph.D./M.Phil. /P.G/NET/SET:

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D.	00
M.Phil.	00
PG	03
NET	01
SET	00

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

Ongoing	proposed
Nil	Nil

17. Departmental Projects Funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research centre/facility recognized by the University: Nil

19. Publication:

a) Per faculty: Nil

20. Area of consultancy and income Generated: Nil

21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards d) Others: Nil

22. Student projects:

a) Percentage of students who have done in house projects including inter departmental/programme: 100 percent of Honours Students are doing ENVIS compulsory projects and also the class projects.

b) Percentage of students placed for projects in organizations outside the institution. I.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students: Yes

Students are given awards by the College Authority during Cultural Programme on the basis of subject wise session topper. But the documentation is not available.

24. List of eminent academicians and scientists/visitors to department: Nil

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

- a) State: Nil
- b) National: Nil
- c) International: Nil

26. Students profile Programme/Course wise*:

Name of the course/Programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	150	37	22	15	NA
2014-2015	25	04	03	01	100
2013-2014	50	05	02	03	-
2012-2013	42	05	04	01	-

*Percentage has been produced on the basis of third year admission of students and their passing rate.

27. Diversity of Students

Name of the course	% Of students from the same state	% Of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SET/SLET, GATE, Civil services, Defense services etc: Data is not available.

29. Student progression

Student progression	Against % enrolled
UG to PG	Data is not available
PG to M.Phil.	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship/ self- Employment	Data is not available

30. Details of Infrastructural facilities:

- a) Library: Central Library and Student book bank with reading room
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Nil
- d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: 3087

32. Details on student enrichment Programmes special lectures/ workshops/ seminars) with external experts: Department wise data is not available.

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method(white Board)
- Providing lecture
- Providing lecture notes
- Class Test
- General Discussion
- Project Work
- Educational Tour
- Year wise question books
- Special lectures are given by projectors.

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

35. SWOC analysis of the Department and Future Plans: Nil

Strength:

- The nature of the subject is interesting so students are eager to join the course.
- It helps the Students to acquire the contemporary and practical knowledge of politics.
- Intimate and Friendly relationship between students and teacher.
- Experienced, Innovative and Committed teachers.
- Innovative and sincere students.

Weakness:

- Insufficient number of teachers
- Insufficient books of Political Science are available in College Library.
- Lack of class room.
- Maximum students are first generation learners.
- Maximum Students come from poor family so they have some economical problem.

Opportunities:

- To Provide value based education
- The subject offer good chances in the employment market and helps various competitive exams.
- Students acquire the knowledge about Indian Constitution.

Challenges:

- Enhance the percentage of attendance of the students in classes.
- First generation learners face difficulties with new technologies and English language.
- To motivate the students to perform better in University examination.
- To Prepare students for different competitive examination.

Future Plan:

- To start PG course
- To organizing Departmental Seminar.
- To organizing Departmental Remedial Class.
- Department Library.
- To establish ICT enabled classroom.
- Hostel Facilities for Student.
- Creating awareness about local self government through study and survey research Project.

Department of Geography

1. Name of the Department: **Geography**

2. Year of Establishment:

UG General: 2008-2009
UG Honours: 2015-2016

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

4. Names of Interdisciplinary Courses and the Departments/Units Involved: NIL

5. Annual/Semester/Choice based credit system (Programme wise): Annual

6. Participation of the Department in the Courses Offered by other Departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest. Faculties are also involved in conducting certain learning process of the students of other disciplines/subjects

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

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9. Number of Teaching Post:

Faculties	Sanctioned	Filled
Professors	00	00
Associate Professors	00	00
Asst. Professors	00	00
Others(PTT/Guest)	03	03

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

Name	Qualification	Designation	Specialization	No. of years of experience		No. of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Permanent Faculty:						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Part time Faculty(PTT):						
Nil	Nil	Nil	Nil	Nil	Nil	Nil
Temporary Faculty:						
Md Abdul Ukil	M.Sc., B.Ed.	Guest Lecturer	Agricultural Geography	1years 2 months	Nil	Nil
Kailashpati Dey	M.A. ,B.Ed.	Guest Lecturer	Environmental Geography	1years 2 months	Nil	Nil
Tasrif Hassan	M.A., B.Ed.	Guest Lecturer	Settlement Geography	-	Nil	Nil

11. List of senior visiting faculty:

- a) Dr. Sasim Kabiraj Thakur
- b) Dr. Harsha Das Gupta

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

Academic Session	Programme	Total No. of lectures		% of lectures	
		Theory	Practical	Theory	Practical
2015-16	UG Honours	90	50	89	92
	UG general	60	62	78	84
2014-15	UG general	227	131	80	90
2013-14	UG general	42	37	85	90
2012-13	UG general	103	72	80	90

13. Student Teacher Ratio (Programme Wise*)

Class		Ratio
Academic Session	Programme	
2015-2016	UG Honours	09:01
	UG General	17:01

*The Ratio Has Been Produce on the basis of The total no of students from 1st year, 2nd year & 3rd year.

14. No of Academic Support Staff (Technical) & Administrative Staff; sanctioned and filled:

Category Of Staff	Sanctioned	Filled
Technical	00	00
Administrative	00	00

15. Qualifications of teaching Faculty With D.sc./D.litt./Ph.D./M.Phil./P.G/NET/SET/SLET.

Qualification	Number
D.Sc.	00
D.Litt.	00
Ph.D	00
M.Phil	00
PG	03
NET	02
SET/SLET	01

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

Ongoing	Proposed
Nil	Nil

17. Departmental Projects Funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research centre/facility recognized by the university: National Recognition : Nil

19. Publication (Per faculty): Nil

20. Area of consultancy and income Generated: Nil

21. Faculty as members in a) National Committees b) International Committees C) Editorial boards d) Others: Nil

22. Student projects

a) Percentage of students who have done in house projects including inter departmental/programme: 100 percent of Hons. students are doing ENVS compulsory projects and also the class projects.

b) Percentage of students placed for projects in organizations outside the institution. i.e. in Research laboratories/Industry/other agencies: Nil

23. Awards/Recognitions received by Faculty and students: Yes

Students are given awards by the College Authority during Cultural Programme on the basis of subject wise session topper. But the documentation is not available.

24. List of eminent academicians and scientists/visitors to department: Nil

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

- a) State: Nil
- b) National: Nil
- c) International: Nil

26. Students profile programme/course wise:

Name of the course/programme	Applications received	Selected	Enrolled		Pass percentage
			Male	Female	
2015-2016	220	25	19	06	NA
	45	27	15	12	
2014-2015	20	07	07	-	NA
2013-2014	62	53	34	19	NA
2012-2013	72	59	26	33	NA

27. Diversity of Students:

Name of the course	% Of students from the same state	% Of students from other States	% of students from abroad
UG Honours	100	00	00
UG General	100	00	00

28. How many students have cleared national and state competitive examinations such as NET, SET/SLET, GATE, Civil services, Defense services etc: Data is not available.

29. Student progression:

Student progression	Against % enrolled
UG to PG	Data not available
PG to M.Phil.	Nil
P.G to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed Campus selection/ Other than campus recruitment	Nil
Entrepreneurship / self- Employment	Data not available

30. Details of Infrastructural facilities:

- a) Library: Central Library and Student book bank with reading room
- b) Internet facilities for staff & students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies: Department wise data is not available.

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

33. Teaching methods adopted to improve student learning:

- Regular Chalk and board method, white board
- Providing lecture
- Providing lecture notes & maps
- Class Test
- Year wise question books
- Special lectures are given by projectors.

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

35. SWOC analysis of the Department and Future Plans: Nil

Strength:

- Student and Teacher relation in this department is very friendly.
- Faculty members are completely dedicated to their work.
- Syllabus wise reference books are available in the library.
- Reading room with computer.
- Geography is the only department which conduct maximum field visit and study tours. These tours are very useful in developing the interest of students to take up higher studies in Geography.
- With the upcoming fields of remote sensing, GIS development, Tourism industry etc., Geography has an increasing employability and the govt. embarking upon ICT and NSDI geographers in the professional area a good scope.

Weakness:

- Presently the department has no permanent faculty. The department handled by guest faculties.
- The socio-economic background of many of the students (some of them are first and second generation learners) admitted in the College is face two major problems- English language and poor knowledge base. These are the major constraints in teaching at UG level.
- Most of the students are belongs to Bengali Medium background. They usually face difficulties with enrich geography study material written in English.

Opportunities:

- The subject offers good chances in the employment market particularly in teaching and scientific fields.
- The Short term courses such as Introduction to Remote Sensing Elementary GIS, Map and Satellite Imagery interpretation, Tourism management etc. may be started for the in house students.

Challenges:

- To bring about all round development of the student
- To provide value based education.
- To make the department as the department of excellence.

Future Plan:

- To start PG course
- To organizing Departmental Remedial Teaching.
- To establish separate cartography lab.

DECLARATION BY THE HEAD OF THE INSTITUTION

MURSHIDABAD ADARSHA MAHAVIDYALAYA

Ph: 03481-236327
E-mail: mam236327@gmail.com
www.murshidabadadarshamahavidyalaya.in



Islampur
Murshidabad
Pin- 742304 (W.B.)

Memo No: MAM / /

Date: / /

Declaration by the Head of the Institution

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

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

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

Basob Ghosh 28.12.15
Signature of the Head of the Institution with seal
(Basob Ghosh, TIC)

Date: 28/12/2015

TEACHER-IN-CHARGE
MURSHIDABAD
ADARSHA MAHAVIDYALAYA
Islampur, Msd.

Annexure -(a)

UGC 2 (f), 12 -B CERTIFICATE OF THE COLLEGE

UGC Application

UNIVERSITY GRANTS COMMISSION
BA-BADUR SHAH ZAFAR MARG
NEW DELHI-110002.

F.No. 8-30/91 (QPP-I)

March, 1994

The Development & Planning Officer
Calcutta University
Calcutta.

28 MAR 1994

Sub:- Inclusion of College under Section 2 (f)/12-B of the
UGC Act, 1956.

Sir,
I am directed to refer to your letter No. UGC/2221/L-8 dated 8th February, 1994 on the subject cited above and to inform you that the following college has been included in the above list under the head " Non-Govt. colleges teaching up to Bachelors degree " as detailed below :-

<u>Name of college</u>	<u>Year of Estt.</u>	<u>Remarks</u>
Murshidabad Adarsha Mahavidyalaya Murshidabad (Having continuous affiliation) (Dr. Mozibur Rahaman)	1981	The college has not been declared fit to receive central assistance from UGC and other central sources under Section 12-B of the UGC Act, 1956, pending grant of "permanent " affiliation.

Yours faithfully,

R L Sondhi
(R L SONDHI)
UNDER SECRETARY

Copy forwarded to :-

1. The Principal, Murshidabad Adarsha Mahavidyalaya Murshidabad (West Bengal).
2. The Secretary, Govt. of India, Ministry of Human Resource Development (Deptt. of education, T-14 Section New Delhi.
3. All Officers/Sections in the UGC Office.
4. S.O., FD-III/S.O., CD-IV UGC Office.
5. Computer Cell.
6. Guard file.

D D Mehta
(D D MEHTA)
SECTION OFFICER

Annexure -(b)

UNIVERSITY AFFILIATION OF THE COLLEGE

CU Affiliation

Dr. M. S. Chatterjee, M.A., Ph.D.
Inspector of Colleges
Calcutta University.

Senate House
Calcutta-73.

No. C/1232/236-Aff.

Dated the 11th August, 1994.

To

The Principal/Teacher-in-charge,
Murshidabad Adarsha Mahavidyalaya,
po. Islampur, Murshidabad.

Sir/Madam,

I am desired to inform you that the Syndicate dated 10.5.94 while accepting the guidelines as forwarded by the Jt. Secretary, University Grants Commission in his D.O. letter No.F.8-14/92(CPP-1) dated 8/23.4.94 resolved to grant permanent affiliation to the following Colleges/Institutions which have completed at least 5 years of satisfactory performance and have fulfilled the conditions of affiliation and have attained the prescribed academic and administrative standards :

<u>Name of the colleges</u>	<u>Year of Establishment</u>
1. Azad Hind Fouz Smriti Mahavidyalaya Domjur, Howrah.	1986
2. Baruipore College Baruipur, 24-Parganas(S).	1981
3. Bidhannagar College Block-BF, Salt Lake, Calcutta-64.	1984
4. Charu Chandra College 22, Lake Road, Calcutta-29.	1948/bifur- cation 1985
5. Dr. Kanailal Bhattacharyya College Satragachi, Howrah.	1986
6. Gangadharpur Mahavidyamandir PO.Gangadharpur, Dist.Howrah.	1988
7. Syamadas Vaidya Shastrapith 294/3/1, Acharya Prafulla Chandra Road, Calcutta-9.	1973
8. J. B. Ray State Ayurvedic Medical College & Hospital, 170-172, Raja Dmendra Street,, Calcutta-4.	1977
9. Joypur Panchanan Roy College, PO.Joypur Fakirdas, Amta, Dt.Howrah.	1986
10. Jatindra Rajendra Mahavidyalaya, Amtala, Murshidabad.	1986
11. Kalinagar Mahavidyalaya, Kalinagar, Dt. 24-Parganas(N).	1985

.....P/2.

Annexure -(c)

GRANT IN AID EVIDENCE

UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector III Salt Lake, Kolkata 700 098

AGW-308/11-12 (ERO)
The Accounts Officer
University Grants Commission
Eastern Regional Office, Kolkata 700 098

Date: 30-Dec-11
S.No. 208241

Sub : Release of Grant-in-Aid during the Current financial year, during Xith Plan, to
Murshidabad Adarsha Mahavidyalaya

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. **1345500** towards the scheme **Additional Grant (Equipment)** to the Principal, **Murshidabad Adarsha Mahavidyalaya** for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant	Approved allocation	Amount already sanctioned	Amount being sanctioned now	Total grant including the grant now being sanctioned
M	(Rs.)	(Rs.)	(Rs.)	(Rs.)
1st instalment	1495000	0	1345500	1345500
Additional Grant (Equipment)				
Total			1345500	

The College is requested to note:

- A. From 2011-12, for all sanctions, the sanctioned amount is divided into three heads in proportion of 77.5% for General, 15% for SC and 7.5% for ST.
- B. No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

- The sanctioned amount is debit to the major head 1.B-(i) and valid for payment during the current financial year only.
- The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Demand Draft.
- The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.
- The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure.
- The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.
- The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed of encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
- A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
- The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
- The University/College shall follow strictly all the instructions issued by the Government of India from time to time with regard to reservation of posts to Scheduled Castes and Scheduled Tribes.
- The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
- The sanction issues in exercise of the delegation of powers vide Commission Office Order No. 25/92 dated May 01, 1992.
- An amount of Rs. _____ out of the grant of Rs. _____ sanctioned vide letter No. F. _____ (ERO) dated..... has been utilized by the College for the purpose for which it was sanctioned and noted in the Grant-in-Aid Register.
- The funds to the extent are available under the Scheme.

Copy forwarded for information and necessary action to :

1. Principal
Murshidabad Adarsha Mahavidyalaya
Murshidabad Chak Islampur
West Bengal 742304

He/She is requested to abide by these instructions/Guidelines of sanction order.

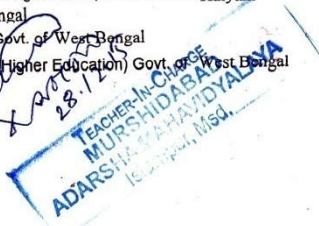
- Registrar/ Director, Co-ordinator, College Development Council, Kalyani
- Auditor General, Govt. of West Bengal
- The Secretary, Higher Education, Govt. of West Bengal
- The Director of Public Instructions (Higher Education) Govt. of West Bengal
- M

Yours faithfully,

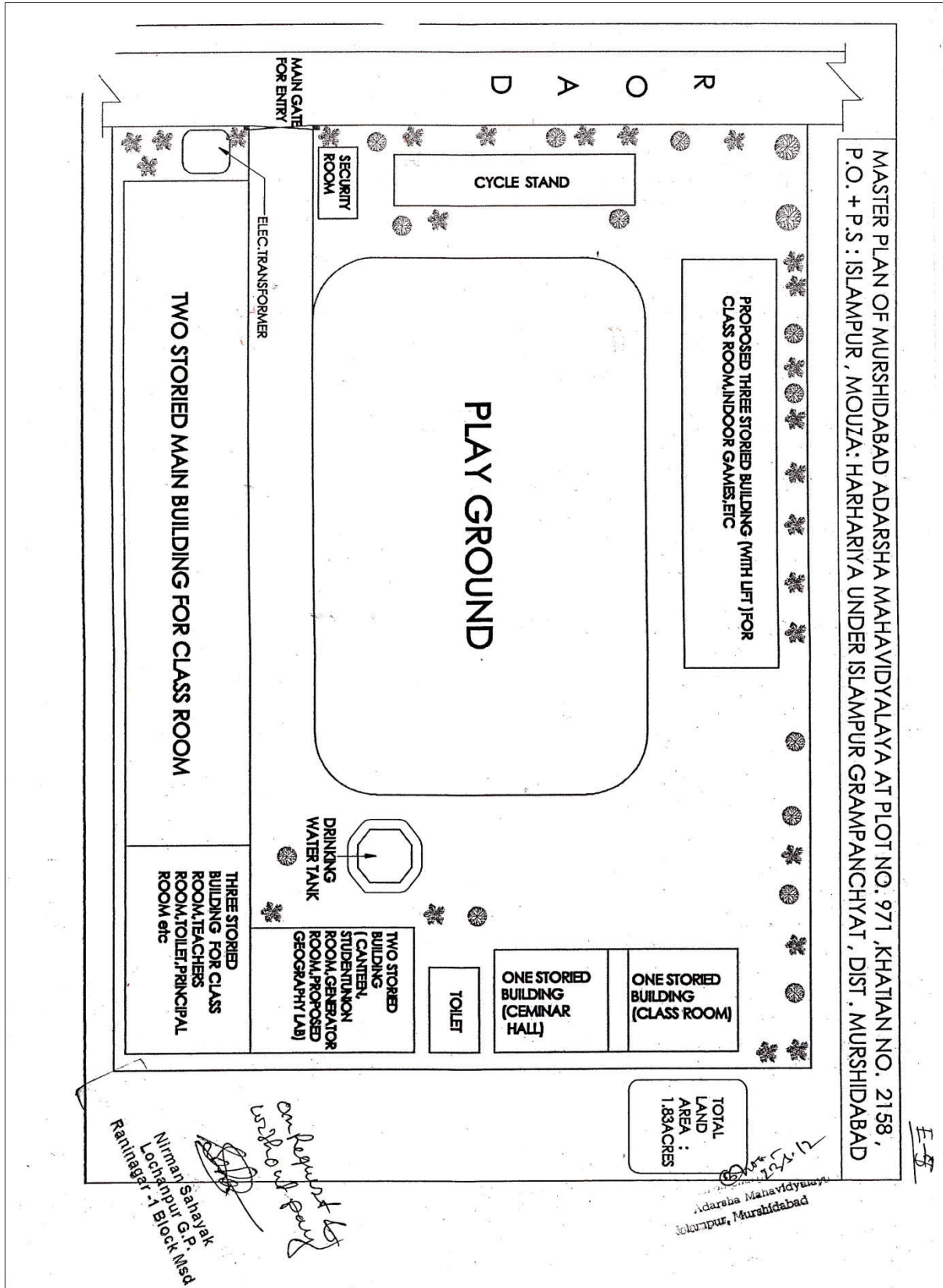
(Dr. Ratnabali Banerjee)
Joint Secretary

University

(Dr. Ratnabali Banerjee)
Joint Secretary



Annexure -(d)
COLLEGE LAYOUT PLAN



Contact Details

Name of the Principal/ TIC:	Basob Ghosh
Name of the Institution:	Murshidabad Adarsha Mahavidyalaya
City/Locality:	Islampur, Murshidabd
Accredited Status:	Fresh
Work Phone:	03481-236327
Website:	www.murshidabadadarshamahavidyalaya.in
Mobile:	+919434856552
E-mail:	mam236327@gmail.com