# GARHBETA COLLEGE

# GARHBETA, PASCHIM MEDINIPUR -721127

# WEST BENGAL

# CONTENTS

| TOPIC | PAGE NO |
|---|---|
| PART-A | |
| 1.DETAILS OF THE INSTITUTION | 1-6 |
| 2. IQAC COMPOSITION | 7-10 |
| PART-B | |
| 3.CRITERION-I:CURRICULAR ASPECTS | 11-13 |
| 4. CRITERION-II: TEACHING, LEARNING AND EVALUATION | 14-18 |
| 5. CRITERION-III: RESEARCH, CONSULTANCY AND EXTENSION | 18-23 |
| 6.CRITERION-IV :INFRASTRUCTURE AND LEARNING RESOURCES | 24-25 |
| 7.CRITERION-V :STUDENT SUPPORT AND PROGRESSION | 26-29 |
| 8.CRITERION-VI :GOVERNANCE , LEADERSHIP AND MANAGEMENT | 30-36 |
| 9. .CRITERION-VII: INNOVATION AND BEST PRACTICES | 30-38 |
| 10.ANNEXURE | 39-41 |

PART-A

# 1. Details of the Institution

1.1 Name of the Institution

GARHBETA COLLEGE

1.2 Address Line1

GARHBETA

Address Line2

PASCHIM MEDINIPUR

City/town

GARHBETA

State

WESTBENGAL

Pin code

721127

Institution e-mail address

garhbetacollege48@gmail.com

Contact Nos.

03227265143

Name of Head of the Institution:

Dr.Hariprasad Sarkar

Tel.No.with STD.

03227267154

Mobile No

09434509500

Name of IQAC Coordinator  | Mr.Alarif Mollah

Mobile No.  | 09434128478

IQAC e-mail address  | alarifmollah@gmail.com

1.3.NAAC Trac. ID-  | WBCOGN16176

1.4. NAAC Executive number and date  | EC(SC)/01/A&A/069-5$^{th}$ MAY2014

1.5 website address  | www.garhbetacollege.in

Web-link of the AQAR:  | http:/www.garhbetacollege.in/AQAR14-15.pdf

1.6. Accreditation details:

| Sl.No | Cycle | Grade | CGPA | Year of Accreditation | Validioty Period |
|-------|-------|-------|------|-----------------------|------------------|
| 1 | 1$^{st}$ Cycle | B | 2.31 | 2014 | 2014-19 |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |

1.7. Date of formation of IQAC  | 06.01.2012

1.8. AQAR for the year  | 2014-15

1.8 .Details of the previous year's AQAR submitted to NAAC after the latest assessment and Accreditation by NAAC

| AQAR | Submitted on |
|------|--------------|
| 2014-15 | 24.12.2015 |

1.9 Institutional Status

University   NA      State □ Central□    Deemed□ Private □

Affiliated   College   Yes √   No □

Constituent College   Yes □ No□√

Autonomous College of UGC   Yes □ No□√

Regulatory Agency Approved Institution Yes □ No□√

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

Type of Institution Co-education √   Men□ Women □

Urban □ Rural √   Tribal □

Financial Status     Grant-in aid - √ UGC2f - √UGC12B- √

Grant-in-aid Self Financing □  Totally self financing□

1.10Type of Faculty/Programme

Arts√ Science √ Commerce√   Law □ PEI (Phys Edu) √

TEI □   Engineering □ Health Science□ Management □

Other Specify

1.11  Name of the Affiliating University(for college)

VIDYASAGAR UNIVERSITY

1.12  Special status conferred by central/state Government-
      UGC/CSIR/DST/DBT/ICMR etc

Autonomy by state/Central Govt./University

NO

University with Potential of Excellence

NO

UGC-CPE

NO

DST-State Scheme

NO

UGC-CE

NO

UGC Special Assistance Programme

YES

DST-FIST

NO

UGC Innovative PG Programme

NO

Any other (Specify)

NO

UGC-COP Programme

NO

## 2. IQAC Composition Activities

| | |
|---|---|
| 2.1 No. of teachers | 8 |
| 2.2 No. of administrative/technical staff | 2 |
| 2.3 No. of students | 2 |
| 2.4 No. of Management representatives | 2 |
| 2.5 No. of Alumni | 2 |
| 2.6 No. of other stakeholder and community representatives | 2 |
| 2.7 No of employers/Industrialist | X |
| 2.8No. of other external experts | X |
| 2.9Total No. of members | 18 |
| 2.10 No. of IQAC meeting held | 5 |

2.11 No. of meeting various stake holders:  No.    | 4 |

Faculty    | 2 |

Non-Teaching staff and students    | 1 |

Alumni    | 1 |

Others    | 00 |

2.12 Has IQAC received any funding during the year   Yes   √

No   ☐

If yes, mention the amount   RS.3,00,000.00

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshop/Symposia organized by IQAC-NIL

| Total No | 00 | International | 00 | National | 00 | State | 0 | Institutional level | 00 |
|---|---|---|---|---|---|---|---|---|---|

(ii)Themes

| NA |
|---|

2.14 Significant Activities and Contribution made by IQAC

1. IQAC formed on 6.1.2012 and made all preparation for Accreditation.
2. Enhancement of number of ICT enabled class room and upgradation of those.
    3. Introduction of ICT classes
    4. Online admission procedure was initiated and implemented
    5. Analysis of feedback received from students and guardians properly.
    6. Development of Ladies Lavatories in the campus.
    7. Concrete Connecting Roads in the Campus
    8. Lady attendant at Ladies Hostel and Guest teachers are recruited to full fill the need.
    9. IQAC regularly reviewed the performance of the students.
    10. RUSA grant received by the Institute.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year

towards quality enhancement and the outcome achieved by the end of the year*

*Attach the Academic Calendar of the year

| Plan of Action | Achievements |
|---|---|
| Development of Ladies Lavatory | New Ladies Lavatory is fully constructed |
| Enhance the no. of ICT oriented teachers and class rooms | All faculties are oriented and we increase four class room for ICT class. |
| As per proposal of IQAC connecting roads to be concreted. | All connecting roads are concreted |
| As per IQAC proposed to recruit guest teachers as per need | 22 guest teachers are recruited |
| IQAC suggest to recruit contractual librarian | College recruited and take the in initiative to fully computerized the library |
| To organize departmental seminar by the students to orient them to the global demand | All the departments organized it with a competitive mind |
| As per recommendation of NAAC Peer team IQAC suggest to introduce PG course in Physics, Chemistry, Bengali and Mathematics. | College has already processed it. |

2.15 Whether AQAR was placed in statutory body: Yes    √

No

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

Provide details of the action taken

The Governing Body of the college in its Resolution vide Item No- 1 & dated 22-12-2015 approved the AQAR2014-15 and recommended the same for sending to the NAAC office. The GB further approved the Statement made by IQAC regarding the activities done during the period 2014-15 as stated in the report.

# Part-B

## Criterion-I

### 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programmes | Number of existing Programmes | Number of Programmes added during the year | Number of self financing Programmes | Number of value added/career Oriented programmes |
|---|---|---|---|---|
| Ph.D | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 |
| UG | 6 | 0 | 0 | 0 |
| PG Diploma | 0 | 0 | 0 | 0 |
| Diploma | 0 | 0 | 0 | 0 |
| Certificate | 0 | 0 | 0 | 0 |
| Others | 2(B.P.ED & O.M.SV) | 0 | 0 | 0 |
| Total | 08 | 0 | 0 | 0 |
| Interdisciplinary | Interdisciplinary courses like ENVS, BNGM, ENGC, and COMMERCE. Involve faculty members from different departments of the college. | | | |
| Innovative | Skill development Programmes through NSS, NCC, Project Work etc. | | | |

1.2(i) Flexibility of the curriculum CBCS/Core/Elective Option/Open Option

CBCS-Our Affiliating does not allow CBCS

The college has core option at UG level in English, Bengali and Environmental Studies.

Elective Option- Students choose their elective subjects as per university norm which is given below

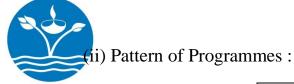| Honours Course (Arts) | Elective Subject | Honours Course (Science) | Elective Subject |
|---|---|---|---|
| History | GR-A Bengali | Physics | Gr-A-Physics/Economics |
| Philosophy | Gr-B History/Economics | Chemistry | Gr-B-Chemistry |
| English | Gr-C Political Science | Mathematics | Gr-C-Mathematics/English |
| Bengali | GR-D Sanskrit/Physical Education/ Mathematics | Zoology | Gr-Botany |
| Geography | Gr-E-Philosophy | Botany | Gr-E-Zoology |
| Sanskrit | GR-F-English/Geography | Geography | Gr-F-Physiology/Chemistry /Geography |
| For honours students of arts and science two elective subjects(excluding the subject in which honours is taken) to be taken one any two of the above groups. | | | |

B.A (General): three elective subjects ,taking one from any three from the mentioned groups.

B.Sc (General): three elective subjects, taking one from any three from the mentioned groups.

A candidate for any degree course (B.A/B.Sc/B.Com) with major subject (OMSV) will have to take two other subjects for Arts/Science.

Our B.P.Ed course has introduced semester system and in all the honours paper there are two class test of 10 marks and for the all general papers there are one class test of 10 marks out of which 10% is added to the University result.

(ii) Pattern of Programmes :

| Pattern | No. of Programmes |
|---------|-------------------|
| Semester | 01 |
| Trimester | 00 |
| Annual | 07 |

1.3 Feedback from Stakeholders*

*(On all aspects)*

Alumni  √  Parents  √  Employers  [ ]  Students  √

**Mode of feedback:**  Online  [ ]  Manual  √  Co-operating schools(PEI)  [ ]

*\*Please provide an analysis of the feedback in the annexure*

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

**NO.** The syllabus is prepared and revised by our affiliating University from time to time. It was revised recently 2014-15. All most all the teachers participated in the workshop to suggest and update it up to the mark of global need of their respective subject.

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

NO

# Criterion-II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst.Professor | Associate Professor | Professor | GLI | PTT | GT | CWT | Coach |
|-------|----------------|---------------------|-----------|-----|-----|-----|-----|-------|
| 89 | 14 | 10 | 00 | 3 | 33 | 22 | 05 | 02 |

2.2 No. of permanent faculty with Ph.D    09

2.3 No of faculty position Recruited(R) and Vacant (V) during the year

| Asst.Prof. | | Associate Prof. | | Prof. | | GLI | | CWT | | GT | |
|----|----|----|----|----|----|----|----|----|----|----|----|
| R | V | R | V | R | V | R | V | R | V | R | V |
| 04 | 18 | 00 | 02 | 00 | 00 | 00 | 00 | 01 | 00 | 22 | 00 |

2.4 No of Guest and visiting and temporary faculty    27   00   00

2.5 Faculty participation in conferences and symposia:

| No. of faculty | International level | National Level | State Level |
|----------------|--------------------|----------------|-------------|
| Attended | 03 | 06 | 05 |
| Presented | 03 | 08 | 04 |
| Resource Person | 00 | 00 | 00 |

## 2.6 Innovative Processes adopted by the Institution in Teaching and Learning

1) Admission is online and strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website, and in the notice board of the college.

2) Prospectus of the college is distributed among the students at the time of admission to the students from which they knew the information about fees structure, student support, etc.

3) College introduces modern teaching aids to strengthen the teaching and learning process.

4) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room. Certain departments are using different academic software's for advanced learning of their students.

5) The Principal, encouraged the teacher to participate in Refresher Courses, seminar etc for faculty improvement.

6) Regular educational excursions in Botany, Zoology, Geography and Economics Departments are held.

7) All department hold class test as per University norm, the Evaluative papers are shown to students as per demands, and discuss the shortcoming of their answers scripts.

8) Departmental seminar are hold by the students and awarded to the best performer to grow competitive mind.

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

225

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

NIL

College generally maintains the traditional Examination System, mainly because, for any radical reformation in Examination System College is required to take prior permission from the University. The College is an affiliated College, and cannot enjoy any decisional autonomy in any academic reforms.

2.9 Number of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/ Faculty/Curriculum Development Workshop.

Two faculty of each departmental are usually participating in curriculum development workshops. This session one teacher of Commerce Dept. and one teacher Physics department is the member of BOS of affiliating University. Principal of the also a member of BOS in PG course in one autonomous college.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on producing sufficient and satisfactory reasons for their absence.

## 2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total Students Appeared | CLASS/DIVISION | | | | |
|---|---|---|---|---|---|---|
| | | Distinction% | I% | II% | III% | Pass% |
| Zoology | 31 | 22 | 00 | 22 | 06 | 28 |
| Mathematics | 32 | 26 | 02 | 24 | 02 | 26 |
| Botany | 05 | 05 | 00 | 05 | | 05 |
| English | 59 | 51 | 1 | 50 | 7 | 58 |
| Pol.Sc | 12 | 12 | 00 | 12 | | 12 |
| Geography | 46 | 44 | 00 | 44 | | 44 |
| Philosophy | 23 | 23 | 5 | 18 | | 23 |
| History | 45 | 45 | 40 | 05 | | 45 |
| Physical Ed. | 94 | 92 | 80 | 12 | | 92 |
| Chemistry | 28 | 24 | 5 | 19 | | 24 |
| Sanskrit | 49 | 45 | 04 | 41 | | 45 |
| Bengali | 89 | 83 | 03 | 80 | 4 | 87 |
| OMSV | 07 | 07 | 07 | | | 07 |
| Physics | 26 | 18 | 7 | 11 | | 18 |
| B.P.ED. | 65 | 64 | 63 | 01 | | 64 |
| Economics | 00 | | 00 | 00 | 00 | 00 |
| Commerce | 00 | | 00 | 00 | 00 | 00 |

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

The IQAC suggested that the Principal/TIC and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes student feedback from outgoing students and gives a report to the Principal/TIC.

## 2.13 Initiatives undertaken towards faculty development

| Faculty/Staff Development Programme | No. of faculty benefitted |
|---|---|
| Refresher course | 05 |
| UGC-Faculty Improvement Programme | |
| Orientation Programme | 03 |
| Faculty exchange Programme | |
| Staff Training Conducted By the University | 02 |
| Summer/Winter schools, Workshop | 04 |
| Others | |

## 2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Position | Number of Permanent filled during the year | Number of Position filled temporarily during the year |
|---|---|---|---|---|
| Administrative Staff | 11 | 13 | 00 | 09 |
| Technical Staff | 07 | 05 | 00 | 11 |

# Criterion-III

## Research, Consultancy and Extension

**3.1Initiatives of IQAC in Sensitizing/Promoting Research Climate in the Institution**

> 1. IQAC regularly encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc.
>
> 2. The college authorities provide all necessary infrastructural and some logistic support to faculty members to carry out extensive research work.
>
> 3. The students at their final year of graduation are required to submit a project paper on various subjects for the partial fulfillment of their degree. Teachers used to supervise for their works and bloom the research activity among the students.

3.2Details regarding major projects

|  | Completed | Ongoing | Sanction | Submitted |
|---|---|---|---|---|
| Number |  |  |  |  |
| Outlay in Rs.Lakh | Nil | Nil | Nil | Nil |

3.3Details regarding minor projects

|  | Completed | Ongoing | Sanction | Submitted |
|---|---|---|---|---|
| Number | 11 | 04 | 00 | 05 |
| Outlay in Rs. Lakh | 16.82 | 11.6 |  |  |

3.4Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journal | 12 | 10 | 04 |
| Non Peer Review Journal | 00 | 00 | 00 |
| e-Journals | 00 | 00 | 00 |
| Conference Proceedings | 00 | 06 | 00 |

3.5Details on impact factor for publication

| Range | | Average | √ | h-index | | Nos.in SCOPUS | |
|---|---|---|---|---|---|---|---|

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

| Nature of project | Duration year | Name of the funding agency | Total grant sanction | Received |
|---|---|---|---|---|
| Major Project | Nil | NA | NA | NA |
| Minor Project | 2 Years | UGC | 11.6 | 7.7 |
| Interdisciplinary Project | Nil | NA | NA | NA |
| Industry Sponsored | Nil | NA | NA | NA |
| Project Sponsored by the University/College | Nil | NA | NA | NA |
| Students research Project(*other than compulsory by the University*) | Nil | NA | NA | NA |

| | |
|---|---|
| OTHERS | |
| Total | |

**3.7No. of books published**

| i) | With ISBN | 05 | ii) | Without ISBN | 0 | iii) | Chapters in the book | 11 |
|---|---|---|---|---|---|---|---|---|

**3.8No. of University Departments receiving funds from**

| UGC-SAP | NA | CAS | NA | DIST-FIST | NA | DPE | NA | DBT scheme/fund | NA |
|---|---|---|---|---|---|---|---|---|---|

**3.9For colleges**

| Autonomy | NO | CPE | NO | DBT star scheme | NO | INSPIRE | NO | CE | NO |
|---|---|---|---|---|---|---|---|---|---|

**3.10Revenue generated through consultancy**    NA

**3.11 No. of conferences organized by the Institution.NIL**

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | | | | | |
| Sponsoring agencies | | | | | |

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

**3.13 No. of collaborations: NIL**

| International | | National | | Any other | |
|---|---|---|---|---|---|

3.14 No. of linkages created during this year

| NA |
|---|

3.15 Total budget for research for current year in lakhs:

| From Funding agency | Nil |
|---|---|
| From Management of University/College | Nil |
| Total | |

3.16 No. of patents received this year

| Type of Patent | | Number |
|---|---|---|
| National | Applied | None |
| | Granted | None |
| International | Applied | None |
| | Granted | None |
| Commercialized | Applied | None |
| | Granted | None |

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

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| | | | | | | |

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

| NA |
|---|

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

| 00 |
|---|

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

| JRF | Nil | SRF | Nil | Project Fellow | Nil | Any other | Nil |
|-----|-----|-----|-----|----------------|-----|-----------|-----|

3.21 No. of students Participated in NSS events:

| University | 04 | State Level | 03 | National Level | 00 | International level | 00 |
|------------|-----|-------------|-----|----------------|-----|---------------------|-----|

3.22 No. of students participated in NCC events: College has no NCC unit.

| University | NA | State Level | NA | National Level | 26 | International level | 00 |
|------------|-----|-------------|-----|----------------|-----|---------------------|-----|

3.23 No. of Awards won in NSS:

| University | 00 | State Level | 00 | National Level | 00 | International level | 00 |
|------------|-----|-------------|-----|----------------|-----|---------------------|-----|

3.24 No. of Awards won in NCC:

| University | X | State Level | X | National Level | 04 | International level | X |
|------------|-----|-------------|-----|----------------|-----|---------------------|-----|

3.25 No. of Extension activities organized

| University Forum | | College Forum | NSS | 10 | NCC | 05 | Any other | 04 |
|------------------|-----|---------------|-----|-----|-----|-----|-----------|-----|

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

In spite the Principal's post remaining vacant for a more than one year the existing teachers and the TIC is ever watchful on the progress of NSS and NCC. The plantation programme holds on regular basis. The special camp at four adopted villages was hold. With other programmes a survey on Economic condition of local people has been done. The birth anniversary of R.N .Tagore, Vidyasagar and Swamiji used to celebrate with grandeur. Women cell of our college named by SAHELI regularly organized legal awareness programmes and health consciousness programmes in surrounding villages with handful gather of village women. Four NSS Unit and Two Battalion of NCC hold AIDS Awareness Rally, Save girl child rally and cleaning programmes in Garhbeta Rural Hospital, Station, and Bus Stand etc in a successful manner.

**CRITERION-IV**

### 3. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly Created | Source of Fund | Total |
|---|---|---|---|---|
| Campus Area | 22Acres | NIL | | 22Acres |
| Class rooms | 36 | NIL | | 36 |
| Laboratories | 09 | 03 | College Fund | 12 |
| Audio Visual room | 05 | 01 | | 06 |
| No. of important equipments Purchased(≥ 10 lakh)during the current year | | | | |
| Value of important equipments Purchased during the current year(in Rs. Lakh) | NA | Rs.4,06,485 | UGC & College Fund | |
| Others[ Online, UPS, Photo copier, Projectors] | NA | Rs.5,87,790 | UGC, State Govt. College Fund | |

4.2 Computerization of administration and library

The College office is computerized with advancement made by incorporating Student Management & Accounting package System. To control and maintain the Official work and correspondence, the College has already installed necessary number of printers, scanners, UPS, one Server, with two advance photo copier machines already in the Office. Even the Admission process has also been computerized through "On-Line" system.

At the library in addition to the existing facilities SOUL-2.0 software is introduced for library automation and house-keeping. The decision has been taken to put emphasis on "Cataloguing", Issue of Books and Returns of Books for the students and teachers. Gradually we have planned to install "e-library" and partial automation of Library for the benefit of our Students. The initiation of work has already been made.

4.3 Library services: **

|  | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
|  | No. | Value | No. | Value | No. | Value |
| Text Books | 30190 | 25,62,720(Approx) | 700 | 2,00986 | 30890 | 27,63,706 |
| Reference Books | 4003 | 5,33,000(Approx) | 185 | 24,000 | 4188 | 5,37,188 |
| e-Books |  |  |  |  |  |  |
| Journal | 10 | 5000 | 12 | 6000 | 22 | 11000 |
| e-Journal | College is a subscriber of INFLIBNET | | | | | |
| Digital Database |  |  |  |  |  |  |
| CD & Video | 25 | 15,000 | 10 | 5,000 | 35 | 20,000 |
| Others(specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  | Total Computer | Computer Labs | Internet | Browsing centre | Computer centre | Office | Dept. | Library | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 64 | 10 | Broadband connection | 4 |  | 10 | 35 | 2 | 3 |
| Added | 15 | 3 |  | 2 |  | 3 | 7 |  |  |
| Total | 78 | 13 |  | 6 |  | 13 | 42 | 2 | 3 |

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

No such training programmes were undertaken by the College, but the college has provided internet facility to all Departments, Computer Lab. and a network resource centre funded by UGC. Teachers and a portion of students have benefitted by that. The college has its own software for admission and maintenance of database. The college has its own website.

4.6 Amount spent on maintenance in lakhs:

| (i) | ICT | 5.88 |
|---|---|---|
| (ii) | Campus infrastructures and facility | 60.1 |
| (iii) | Equipments | 4.1 |
| (iv) | Others | 1.7 |
| Total | | 71.78 |

## Criterion-V
## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the suggestion of the IQAC the college has developed the lavatories in the campus. Also connecting mud roads in the campus are concretized. Anti-Ragging Committee and a Committee against Sexual harassment of Women headed by one Teacher of the College work impartially with strict vigil. The IQAC has also suggested that different committees should interact with students to inform them about facilities available in the college.

5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students

5.3 (a) Total Number of students

| UG | PG | Ph.D | Others |
|------|------|------|--------|
| 3451 | NA | NA | 90 |

(b) No. of students outside the state       NIL

(c) No. of International Students       NIL

| Men | 2113 | 60% | Women | 1338 | 40% |
|-----|------|-----|-------|------|-----|

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-------------------------|-------|-----------|----|----|-----|-------------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 2719 | 461 | 206 | 65 | 01 | 3452 | 2808 | 629 | 236 | 59 | 01 | 3833 |

Demand Ratio:       1:5                    Dropout%: 5%

5.4 Details of students support mechanism for coaching for competitive examination (if any)

| |
|---|
| The college has a UGC approved "Coaching Classes for Entry in Service" Unit. This unit trained students for Bank, SSC, PSC, RAIL, and Other competitive Exam. Etc. |

No. of students beneficiaries      290

5.5 No. of students qualified in this examination: No Record Available

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

5.6 Details of student counseling and career guidance

| |
|---|
| The college has one unit of "Career Counseling Cell" the grant of which has been provided by the UGC during its XI Plan Period (Merged scheme). One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities. |

No. of students benefitted      100

5.7 Details of campus placement NIL

| On campus | | | Off campus |
|---|---|---|---|
| No.of Organization Visited | Number of students Participated | Number of students Placed | Number of students placed |
| | | | |

---

## 5.8 Details of gender sensitization programmes

International Women Day was celebrated

## 5.9 Students Activities

| 5.9.1 No. of students participated in Sports, Games and other events | | | | | |
|---|---|---|---|---|---|
| State/University level | 19 | National level | 01 | International level | 00 |
| No. of students participated in cultural events | | | | | |
| State/University level | 28 | National level | 00 | International level | 00 |

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

| **Spotrs** | State/University level | 09 | National level | 01 | International level | 00 |
|---|---|---|---|---|---|---|
| **Cultural** | State/University level | 08 | National level | 00 | International level | 00 |

## 5.10 Scholarship and financial support

| | Number of students | Amount |
|---|---|---|
| Financial support from Institution | 600 | Rs.2,00,000.00 |
| Financial support from government | 792 (SC/ST/Min./MCM) | Rs.38,23,665.00 |
| Financial support from other sources | 5 | Rs.60,000.00 |
| Number of students who received International/National recognition | | |

5.11 Student organized/initiatives

| **Fairs** | State/University level | | National level | | International level | |
|---|---|---|---|---|---|---|
| **Exhibition** | State/University level | | National level | | International level | |

5.12 No. of social initiatives undertaken by the student

| 01(Blood Donation Camp) |
|---|

5.13 Major grievance of student (if any) redressed_____.

| Grievance received from the ladies hostel regarding attendant and it was solved by GB by recruiting on Lady Attendant on contractual basis. |
|---|

# Criterion-VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

**Vision:** To create a class of intellectually, morally and spiritually and committed citizen who will become a human resource of high caliber, to cater the needs of the society and the country as a whole.

**Mission:** · To provide qualitative education to the students coming from the poor, backward community of  Bananchal based remote area of the district Paschim Midnapore, Bankura, Purulia and Hooghly of West Bengal.

☐ To inculcate discipline among the students in terms of sincerity, regularity, punctuality, humanity and inspire them to develop them into socially responsible citizen of India by organizing NSS and NCC programmes.

☐ To orient the students by providing them opportunities to face challenges of the competitive world with utmost utilization of their potential in academic event, cultural event and sports.

☐ To inculcate values like self-respect, social equality, secularism, brotherhood and national integration by organizing various activities in the college.

☐ To promote awareness on ecological and environmental issues. By means of campaigning of Eco-club to grow awareness about Environment and using the nature as remedy we campaign by our medicinal garden and encourage the farmer to produce organic fertilizer. We also have a project of rain water preservation and harvesting.

☐ To develop skilled personnel through vocational and entrepreneurial courses through our Office management & secretarial practice degree course and Food Processing certificate course.

☐ To usher the students as well as the teachers into innovative research by organizing seminar lecture and workshop by eminent persons of different fields.

☐ To provide well equipped laboratories, five ICT oriented class room, friendly and green environment to flourish the potential of the students in all axes like science, arts, commerce, and sports and cultural.

☐ To provide higher education to those aged people who have failed to acquire it in time due to some social and financial obstacle through Netaji Subhas Open University study centre.

6.2 Does the Institution has management Information System

| NO |
| --- |

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

6.3.1 Curriculum Development

As the College follows the Syllabus of Vidyasagar University there is little scope of internal curricular designing. However every department has its own academic calendar/module to run and complete the syllabus.

6.3.2 Teaching and Learning

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

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar/ teaching module of that session.

2. All the departments organize student's seminars, quiz contests, workshops.

3. Field study, Symposium, Project work and dissertation work carried out by most departments of the College.

4. Diversity of Learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The basic hinterland of this College is mainly consisted with "First-Learner Group" families. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.

### 6.3.3 Examination and Evaluation

1. Regular class tests for some departments.

2. Mid Term Test and Selection Test held, students need to qualify to appear in University exams.

3. The answer scripts of such tests are shown to the students and within one month results are declared. If reports are not satisfactory the college calls their guardians and discusses their shortcomings.

### 6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.

2. Space and necessary infrastructural support is provided for research work.

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

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:
I ) The physical infrastructure has been remarkably improved/ developed. At present the college is about to start the construction of a Building.

ii) College introduce ICT, for which college utilized Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.

iii) Latest books and journals are purchased and subscribed in every year.

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

v) Internet service has been made available to the library users.
vi) Each Honours department maintains and runs a library of its own.

### 6.3.6 Human Resource Management

The human resource of the college is managed in a democratic manner. For the management of the students" affair, the college has a Student's Union whose elections are held annually as per University Statutes. The Teachers" Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for the Student counseling. Above all, there is a Governing Body that manages and develops the total human resource of the college.

### 6.3.7 Faculty and staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the College Service Commission, West Bengal Any contractual teacher is recruited by an expert committee which includes a University expert. Non-teaching staff are recruited by formation of selection committee.

### 6.3.8 Industry Interaction/Collaboration

NO

### 6.3.9 Admission of students

1) Admission is strictly on the basis of merit. College follows rules & regulation, seat reservation policy etc. as per affiliated University and government instruction. All information is properly communicated to stake holder in college website, notice board in the college. The admission procedure has been planned to be totally on-line next year, for which necessary steps are initiated.

2) The College gives prospectus at the time of admission to students from where students could know the information about fees structure, student support, etc.

| 6.4 Welfare Schemes for | Teaching | Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance. |
|---|---|---|
| | Non teaching | Group insurance, Staff Credit Co-Operative Society Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance. |
| | Students | Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize. |

6.5 Total corpus fund generated    NONE

6.6 Whether the Annual Financial has been done **YES**

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Agency |
| Academic | Yes | V.U | Yes | G.B & Academic Subcommittee |
| Administrative | Yes | State Govt. | Yes | G.B |

6.8 Does the University/Autonomous College declares result within 30 days NA

| For UG Programmes | YES | | NO | √ |
|---|---|---|---|---|
| For PG Programmes | YES | | NO | |

Vidyasagar University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The college takes care to publish results of college examinations.

6.9 What efforts are made by the University/Autonomous College for examination reforms?

"Supplementary Examination" has also been introduced along with the policy of "no detention" in Examination.

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

NO such initiative.

6.11 Activities and support from the Alumni Association

During peer team visit of NAAC the Alumni Association of the college took momentum and was very much active. One Alumni of the Department of Chemistry has donated a separate book rack in the Departmental Library. Alumni Association in regular contact with the college. Steps are initiated to make them fully functional.

6.12 Activities and support from the Parent-Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development Programme for support staff

The Bursar of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.

6.14 Initiative taken by the Institution to make the campus eco-friendly

1. Campus declared no smoking zone.

2. Campus declared plastic free zone.

3. Regular testing of drinking water and quality of canteen food by the College Authority.
4. College Authority recruited a Gardener to maintain the greenery of the campus

**Criterion-VII**

**7. Innovation and Best Practices**

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

1. Website upgraded and e-tendering for transparency
2. Online admission
 3. COSA implementation initiated for computerization of salary and State Govt. Grants.

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

1. Proposal for renovation of Rooms with sufficient light and fans along with furniture (i.e chair and table). Proposal accepted by G.B and the Principal placed it before the Finance Subcommittee. The necessary fund allocated by the FSC for execution of the work and it is on the way of execution.

 2. Proposal for a new boys hostel and new building for introducing PG in some subject as per NAAC recommendation has been submitted.

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

1. Four contractual Staff for B.P.Ed course , a Lady attendant and a Librarian are recruited on contractual basis to easy functioning the college

2. Four full time teachers are appointed by WBCSC.

3. A large number of Guest Lecturers recruited to provide proper academic atmosphere to the students.

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute has introduced a course on environmental science.

2. It also enlists the support and co-operation of its NSS/NCC Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.

3. The NSS/NCC volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.

4. The college conducted National Environmental Awareness Campaign in collaboration with Forest Department.

7.5 Whether environmental audit was conducted? **NO**

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

**NA**

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

1. To advise the faculties to increase their participation in research-oriented activities and organize students" seminars, quiz contests, excursions/educational tours.
2. To introduce PG Course in Mathematics, Physics, Chemistry and Bengali

3. To introduce UG Course in Nutrition and Santali , BCA, Economics and Computer Science.

4. To renovate the existing office space for better management of office-related works.

5. To increase number of well furnishing class rooms.

6. To plan for second phase of work on construction of new annex Building.

7. To renovate rooms for ICT enabled accordingly.

8.To Wi-Fi the campus

Name: Alarif Mollah                         Name: Dr.Hariprasad Sarkar

*Alarif Mollah*

Principal
Garhbeta College
Garhbeta, Paschim Mediniour

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

## ANNEXURE I: ACADEMIC CALENDER

| Month | Events |
|---|---|
| July(2104) | Admission and commencement of classes |
| August | Admission Process completed and Departmental teachers meeting hold to finalize the routine and distribution of syllabus |
| September | University registration along with continuation of classes. |
| October | Vacation(PUJA), Excursion and NSS/NCC camp |
| November | Classes continued along with class test |
| December | Classes continued along with guardians meeting. Departmental seminar by the students. Cultural competition |
| January(2015) | Part –III test, S.U-Election Sports competition(Indoor and Outdoor) |
| February | Part-II test, Part-III Form fillup |
| March | Part-I test Part-II Form fillup |
| April | Part-I form filluP Part-III University Examination |
| May | Part-II University Examination |
| June | Part-I University Examination(Summer Recess) |

Annexure II

Best Practices: **Practice *#1* Title –** *To overcome Administrative work load and smooth functioning of the college*

**Objective –** The College recruited one lady attendant in ladies hostel and one librarian in library on contractual basis for smooth and secured service to the students. It also recruited four attendants in our ongoing B.P.Ed course to provide better service to the students.

**Context –** The number of students in the college as increased over time but the number of administrative staff decreased.

**Practice –** More girls are admitted in ladies hostel and initiatives are taken to fully computerized the library

**Evidence of Success –** Today, with limited permanent staff we are able to serve the students batter.

**Resources Required** –Resources required continuing the effort.

**Problems encountered –** None.

*Practice #2 Titles –* ***Guest Lecturers Employed*** **Objective –** Provide adequate teaching to students to cope with the syllabus.

**Context –** The retirement of teachers and post of permanent teacher remain vacant long time therefore necessitated the recruitment of teachers to provide quality education to students. To fulfill the requirement of NCTE for continuing B.P.Ed course.

**Practice –** The College recruited a large number of Guest Lecturers in each subject as per requirement fixed by the Governing Body to meet the academic requirement of the students.

**Evidence of Success –**

1) The quality of education has gone up with the introduction of a large number of teachers.

**Resources Required –**

1) Financial resources required.

**Problems encountered:** Resource is a major concern as the entire expenditure is done from the College Fund.