





**2016-2017**

**Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:**

- Preparing the college for the NAAC Peer Team visit.
- Introduction of the BSc. (Honours) programme in Botany.
- Establishment of a campus placement cell.
- Organization of 20 Seminars by invited and internal speakers.
- An International symposium on Anthropology was arranged by the college.
- Introduction of programmes to equip students with skills relevant to industry.
- Significant enhancement of the infrastructure of the college.
- Continuation of the digitalization of the library.
- Publication of a multidisciplinary research book in which the faculty members of the college are the key contributors.
- Incorporation of feedback from stakeholders to enhance quality of teaching.
- Seek to increase students' interest in their disciplines by organizing seminars and quizzes.
- Continuation of programmes for the maintenance of an eco friendly campus and the raising of environmental awareness.
- Continued engagement with the community.



**2016-2017**

**Section B: Details in respect of the following**

1. Activities reflecting the goals and objectives of the college:	
2. New academic programmes initiated:	1 (BSc. Honours in Botany)
3. Innovations in curricular design and transaction:	The curriculum of the MSc programme in Mathematics is framed by the department.
4. Inter disciplinary programmes started:	Not applicable
5. Examination reforms implemented:	Semester system introduced for the MSc. Programme in Mathematics
6. Candidates qualified: (NET/SLET/GATE etc.)	None
7. Initiatives towards faculty development programmes:	None
8. Total number of seminars/workshops conducted:	4
9. Research projects a) Ongoing b) completed	Completed – 6; Ongoing – 1;(Ongoing) Dr. Pitam Ghosh, Assistant Professor in Political Science
10. Patents generated if any:	None
11. New collaborative research programmes:	None
12. Research grants received from various agencies:	UGC Minor Research Project. Amount sanctioned: Rs 2,65,000/-
13. Details of research scholars:	
14. Citation index of faculty members and research scholars:	6
15. Honours/ Awards to the faculty: National and International:	None
16. Internal resource generated:	Nil



**2016-2017**

17. Details of departments getting assistance/recognition under SAP,COSIST (ASSIST)/DST,FIST, and other programmes	None
18. Community services:	Organization of Blood Donation and Health Awareness camps; the NCC and NSS units of the college participate in various events
19. Teachers and officers newly recruited:	Teachers – 6;
20. Teaching non teaching staff ratio:	73:38
21. Improvements in the library services:	Online Public Access Catalogue introduced; Library became a member of DELNET and renewed its membership of N-List; digital library cards for circulation of books issued to 1 <sup>st</sup> year students and teachers.
22. New books journals subscribed and their value:	UG Books -15; Value – Rs 27,629/- PG Book Rs 173547/-
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:	Procedures for 360 degree assessment of teachers in place.  The teachers those who were found to be not much sincere were reprimanded, and infrastructure were improved where necessary.



**2016-2017**

24. Feedback from stakeholders:

Parent Teacher meeting held three times

25. Unit cost of education:

*Unit cost = Total expenditure/No of students (2289)*  
(a) Including the salary component Rs 3578/-  
(b) Excluding the salary component Rs2463/-

26. Computerization of administration and the process of admission and the examination results, issue of certificates:

All admissions are online

27. Increase in infrastructural facilities:

Smart classroom and Virtual Classroom has been developed;

28. Technology up gradation:

ICT supported teaching facilities have been installed in the classroom.

29. Computer and internet access and training to teachers, non teaching staff and students:

Software for Teaching Staff

- Students' Profile mapping to evaluate intelligence, capacity and learning of the students.
- Feedback Mechanism
- Students' Feedback
- Teachers' Feedback

Software for Non Teaching Staff

- File Tracking System to preserve the scanned record of important orders, documents, memos etc.



**2016-2017**

- Student Database Management Software to keep the record of admission
- COSA – Accounts Management Software related to salary
- Admission Software to bring transparency by on-line admission
- SBI Collect to use internet banking

#### Software for Students

- NLIST– Online access to journals through INFLIBNET and DELNET
- Use of software KOHA in library.
- Open access system through OPAC
- Library Repository as an output of e-Sikshak.
- Parents' Feedback
- Alumni Feedback
- University/Industry Feedback
- 360 Degree Teachers' Appraisal Web Application to completely evaluate a teacher

30. Financial aid to students:

Rs 45550/- for 93 students

31. Activities and support from the Alumni Association:

Alumni meet held on the 19<sup>th</sup> of November, 2016.

32. Activities and support from the Parent Teacher Association:

Parent Teacher meeting held on 11<sup>th</sup> November, 2016;



**2016-2017**

33. Health services:	The college deposit fees to students' health home. The College has a first aid kit readily available in the campus for emergencies. Equipment for blood pressure test and blood sugar test are used for the stakeholders. Prompt medical attention is given to the patient as both NRS Hospital and Medical College Hospital are in the vicinity of the college. One local Allopathic Doctor whose chamber is very near to the college is consulted in case of emergency. KMC teams are very active to prevent the mosquito bred infectious diseases.
34. Performance in sports activities:	None
35. Incentives to outstanding sportsmen:	Nil
36. Student achievement and awards:	None
37. Activities of the guidance and counselling unit:	Counseling was performed to each student before admission. Guardians are also called for counseling after publication of result.
38. Placement services provided to students:	Some special job oriented training is offered to every students and different companies and private agencies occasionally visit the college to provide placement to the students.
39. Development programmes for non teaching staff:	Non-Teaching staffs are offered to different Computer training programs for online admission,



**2016-2017**

40. Good practices of the institution:

students' data management,  
financial transaction through bank,  
computer aided salary system and  
e-pension

Creation of an eco friendly campus  
by making the entire campus a  
plastic free zone. Academic  
Calendar, prescribed by the  
university is always followed

- Study Tour / Field Visit / Excursion  
in done regularly in compulsory  
subjects.
- Grievance Redressal Sub-  
Committee: There is a well  
organized committee in which  
students can lodge their complain.
- Cultural Activities: Several cultural  
programs are organized by the  
college, in which students can  
participate.
- Women's Cell: There is a well  
organized Women's Cell, in which  
girl students can lodge their  
complain personally or through  
webpage.
- Welcome & Farewell functions of  
Students/Faculty
- Teachers' Day, National and Social  
Programs are properly celebrated.
- Student's health home Medical  
Facility available for Student's  
health home through the college.
- Railway Concession is available for  
the students.
- KanyashreePrakalpa: Unmarried  
female students are offered  
financial assistance through  
KanyashreePrakalpa.





**2016-2017**

- Scholarship Scheduled Caste, Scheduled Tribes, Other Backward Classes including Minorities get Scholarship through the Government institutions processed by the college.
- Concession in Tuition Fees: Poor and needy students get financial assistance by the college by Concession in Tuition Fees.
- Democracy: Regular Election in Teaching, Non-Teaching and Students' Union.
- well-organized registered Alumni association.
- Staff Credit Cooperative Society to help the NTS in case of special needs.
- Awards in Cash and kinds These are given to deserving students in recognition of merits through individual donations and college authority.

41. Linkages developed with National/International, Academic/research bodies:

None

42. Action taken report on the AQAR of the previous year:

College hosted the NAAC Peer Team; further digitalization of the library; the infrastructure of the college has been improved; a research book has been published. The college students actively participate in at least two State level (e.g., Combined Annual Training Camp or CATC) and at least one National level camps (e.g., National Integration Camp or NIC) every year. Recently they have participated at a CATC camp at Gubberia School 26th May 2016 to 2 June, where different types of NCC



**2016-2017**

programs were arranged and our students have successfully participated in all of them.

- Initiation of the procedure for reaccreditation of the college by NAAC
- The College has been accredited by NAAC as B+
- Publication of an interdisciplinary research journal.
- Organization of Seminars by invited and internal speakers.
- Publication of commemorative volume for Golden Jubilee
- Introduction of postgraduate teaching programmes was successful
- Introduction of procedures for students' feedback on teachers.
- Introduction of Teaching Aid software.
- Introduction of Computerized system of data management
- Provision of spiritual education by inviting specialists in the field to address students.
  
- Introduction of postgraduate teaching programmes.
- Digitalization of the library and expansion of e-resources.
- Improving the infrastructure of the college.
- Maintaining complete transparency in admissions through the online admission system.

43. Any other relevant information the institution wishes to add:



**2016-2017**

### **Section C: Outcomes achieved by the end of the year**

- The NAAC Peer Team visited the college on the 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> of December. The college was awarded B plus grade and a score of 2.61. The Peer Team commended the college for its standard of teaching and research.
- Publication of a multidisciplinary research book “Nascent” in November 2016.
- Commencement of classes in the BSc (Honours) programme in Botany.
- Introduction of the Online Public Access Catalogue in the Library and the issuing of digital cards.
- Improvements in infrastructure: i) the building of a smart classroom. (ii) the provision of ICT supported facilities for teaching and (iii) the development of a Conference Room.
- AISHE report submitted for 2014-15, 2013-16, 2016-17.
- NIRF report submitted for 2015-16, 2016-17,
- NDL Registration of Teachers, NTS and Students.
- UGC Sponsored Seminar on Mathematics on November 2016.
- Infrastructural devevelopment of Mathematics was made by college fund.
- Publication of Proceedings of the above Edited by DrBanamali Roy.
- Purchase of Books (650) amounting Rs 500000/-
- Purchase of Books of Botany Physiology and Chemistry
- One DST WB Project under DrSabdarRahaman, Dept of Botany. Amounting Rs 12 lac with a research Fellow.
- Infrastructural Improvement in Dept of Botany, Chemistry, Mathematics, Physiology, Physics, and Zoology was made by state Govt fund.



**2016-2017**

**Section D: Plans for the college for the next year**

- Purchase of new equipment from RUSA, State aided fund, and college fund
- Some repairing works of the administrative building.
- Filling up of Existing posts of Teaching and Non-Teaching Staffs.
- Creation of New posts in teaching as well as in Non-Teaching Staff.
- Improvement of infrastructure of virtual classroom, equipment of which has been provided by State Govt.
- Opening of Honors course in Zoology and Physics.
- Purchase of books and journals for all Hons Departments.
- Generation of fund for the construction of lift.
- Acquisition of land for a second campus.
- Shifting of at least four departments in the new campus

Name and Signature of the Director /Coordinator

IQAC

Name and Signature of the  
Chairperson IQAC