Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

NAAC

VISION

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

MISSION

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

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

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

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

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

Value Framework

To promote the following core values among the HEIs of the country:
- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

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Introduction

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

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

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

b) The relevance and quality of academic and research programmes;

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

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

e) The credibility of evaluation procedures;

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

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

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programmes/activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;
j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

i. Details of the Institution/Department

Name of the Institution/Department

JATINDRA RAJENDRA MAHAVIDYALAYA

Address Line 1

Vill + P.O.AMTALA, NOWDA, MURSHIDABAD, WEST BENGAL

Address Line 2

City/Town	AMTALA
State	WEST BENGAL
Pin Code	742121
Institution/Department e-mail address	principal@jrm.org.in
Contact Nos.	03482-247244
Name of the Head of the Institution/Department :	GEETALI BERA
Tel. No. with STD Code:	03482-247107
Mobile:	9434687179
Name of the IQAC Co-ordinator (if any at Department Level):	SUCHARITA MITRA
Mobile:	9732656465
IQAC e-mail address (if any at Department Level):	sucharitamitra22@gmail.com

NAAC Track ID

PBUNGN10033

Website address:

www.jrm.org.in

Institutional Status

University (State /Central/Deemed/Private)	State
Affiliated College	**Yes**
Constituent College	**No**
Autonomous college of UGC	**No**
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	**No**
Type of Institution/Department (Co-education/ Men / Women)	Co-education
Type of Institution/Department (Urban/Rural/ Tribal	Rural
Financial Status(Grant-in-aid/ UGC 2(f) / UGC 12B)	Grant-in-aid, UGC2(f), UGC 12B
Grant-in-aid(Grant-in-aid + Self Financing/Totally Self-financing)	Grant-in-aid + Self-Financing

Type of Faculty/Programme

Faculty	Yes/No
Arts	YES
Science	
Commerce	
Law	
PEI (Phys edu)	
TEI (Edu)	
Engineering	
Health Science	
Management	
Others (Specify)	

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

Special status	**N/A**
Autonomy by State/Central Govt. / University	
University with Potential for Excellence	
UGC-CPE	
DST Star Scheme	

UGC-CE	
UGC-Special Assistance Programme	
DST-FIST	
UGC-Innovative PG programmes	
UGC-COP Programmes	
Any other (*Specify*)	

2. IQAC Composition and Activities (if any at department level)

No. of Teachers

10

No. of Administrative/Technical staff

2

No. of students

2

No. of Management representatives

2

No. of Alumni

2

2. 6 No. of any other stakeholder and community representatives

N/A

No. of Employers/ Industrialists

1

No. of other External Experts

1

Total No. of members

```
20
```

No. of IQAC meetings held

```
4
```

No. of meetings with various stakeholders:

Meetings	Numbers
Total No.	5
Faculty	4
Non-Teaching Staff	1
Students	-
Alumni	-
Others	-

Has IQAC received any funding from UGC during the year?

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Yes
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If yes, mention the amount

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During XIIth. PLAN, 300000 for the period 2012-2017
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Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/Department Level
2	0	0	1	1

(ii) Themes

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SOCIAL MOVEMENTS AND DEVELOPMENTS IN INDIA
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Significant Activities and contributions made by IQAC(IF ANY AT DEPARTMENT LEVEL)

1. NAAC Accreditation (Second Cycle) : Visit by NAAC Peer Team and Award of B (Score 239)
2. UGC Sanctioned State Level Seminar (Department of Political Science) conducted successfully
3. Created environmental awareness through activities of NSS
4. Education Honours introduced successfully
5. Sanskrit Honours course initiated and will be introduced in the forthcoming session.

Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL)/Outcome
The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Profile mapping software to be put in place 2. More and regular use of ICT in teaching learning process 3. To start Education Honours in the forthcoming year	1. UGC Sanctioned State Level Seminar (Department of Political Science) conducted successfully 2. Create environmental awareness through activities of NSS 3. Education Honours introduced successfully 4. Sanskrit Honours course initiated and will be introduced in the forthcoming session.

Attach the Academic Calendar of the year as Annexure.

Provide the details of the action taken.

PLAN
- Profile mapping software to be put in place
- More and regular use of ICT in teaching learning process
- To start Education Honours in the forthcoming year

ACHIVEMENTS

- UGC Sanctioned State Level Seminar (Department of Political Science) conducted successfully
- Create environmental awareness through activities of NSS
- Education Honours introduced successfully
- Sanskrit Honours course initiated and will be introduced in the forthcoming session.

Part – B

Criterion – I

1. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

Interdisciplinary				
Innovative				

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

Flexibility of the Curriculum	No
Choice Based Credit System	If yes, give details as annexure
Core	
Elective Option	
Open Options	

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	N.A
Trimester	N.A
Annual	6

Feedback from stakeholders*   *(On all aspects in numbers)*

Alumni	Parents	Employers	Students
			YES

Mode of feedback   : MANUAL

Online	Manual	Co-operating schools (for PEI)
	√	

Please provide an analysis of the feedback in the Annexure

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

As the college is under affiliated system revision of syllabi is carried out by the University

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

Yes: Education Honours

Criterion – II
2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	9	1	0	Cwtt-1 PTT-10

No. of permanent faculty with Ph.D. 2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	1	0	0	0	0	0	0	2	3

No. of :

Guest faculty	7
Visiting faculty	0
Temporary faculty	0

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops			8
Presented papers			8
Resource Persons			1

Innovative processes adopted by the Institution/Department in Teaching and Learning:

The Institution is moving towards students' oriented method of teaching and learning. Students' Quiz, Dissertation by the students, use of more ICT enabled classroom etc are some of the efforts made by the Institution towards the goal. Use of Virtual Classroom encouraged.

Total No. of actual teaching days during this academic year

127

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

Open Book Examination, Multiple Question, Short Tests

No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study	As Faculty	As Curriculum Development workshop
0	0	0

Average percentage of attendance of students

50%

Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Part –III Examination 2017(Honours)	141	0%	9%	71%	N.A	0%
B.A. Part –III Examination 2017(General)	103	0%	0%	7%	N.A	26%

How does IQAC(if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC assesses the teaching learning process by conducting periodical meetings with the faculty.
IQAC conducts regular class tests, question answer sessions and taking feedbacks (manual) from students.
Plans the Academic Calender including examination schedules, teaching days and holidays.
Encourages participation in self-upgradation programmes for teaching faculty.

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	5	0	1
Technical Staff	1	0	0	

Criterion – III
3. Research, Consultancy and Extension

Initiatives of the IQAC(if any at department level) in Sensitizing/Promoting Research Climate in the institution

To promote Research Climate, the IQAC encourages the faculty to upgrade themselves. Four faculty members have ongoing research studies (two of the Teaching Faculty, Pranab Ghosh and Pratima Banerjee are in the final stage of completion of PhD under Burdwan University and Calcutta University respectively and two, Kutubuddin Biswas and Abdul Halim Shaikh has registered for PhD studies under Calcutta University in 2016 and under Bhagalpur University in 2016 respectively)
Robiul Awal (CWTT, Dept. of English was awarded PhD in November 2016.
Three faculty members, Kutubuddin Biswas(Department of History), Pratima Banerjee (Department of English) and Ranjit Kumar Baidya (Department of Bengali) participated in Short Term Courses and Workshops through the 2016-2017 session.

. Pratima Banerjee participated in a Translation Workshop organized by The Bhawanipur Education Society College in collaboration with CENTIL, Jadavpur University from 5th-11th December 2016 and Pratima Banerjee and Ranjit Kumar Baidya participated in a 7-day ICT Based Teaching Methodology Workshop organized by R.D.K. College from 20th to 26th March 2017.

Details regarding major projects **N/A**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

Details regarding minor projects **N/A**

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	Nil	Nil
Outlay in Rs. Lakhs	0.9	Nil	Nil	Nil

Details on research publications

	International	National	Others
Peer Review Journals	2	3	
Non-Peer Review Journals			9
e-Journals	1		
Conference proceedings	2		7

Details on Impact factor of publications:

Range	
Average	
h-index	
Nos. in SCOPUS	

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-2017	ICSSR-ERC	90,000/-	90,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				

Any other(Specify)				
Total				

No. of books published

I. With ISBN No.	2
II. Chapters in Edited Books	14
III. Without ISBN No	1

.

No. of University Departments receiving funds from UGC-SAP	
CAS	
DST-FIST	
DPE	
DBT Scheme/funds	

For colleges

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

Revenue generated through consultancy **N/A**

No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number			1		
Sponsoring agencies					

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

No. of collaborations

International	
National	
Any other	State Level Seminar with Murshidabad Adarsha Mahavidyalaya

No. of linkages created during this year

Total budget for research for current year in lakhs :

From Funding agency	NIL
From Management of University/College	NIL
Total	

No. of patents received this year **N/A**

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

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

Total	International	National	State	University	Dist	College/Department

No. of faculty from the Institution/Department **NIL**

who are Ph. D. Guides	
students registered under them	

No. of Ph.D. awarded by faculty from the Institution/Department **N/A**

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) **NIL**

JRF	SRF	Project Fellows	Any other

No. of students Participated in NSS events: SUFAL

University level	State level	National level	International level
3			

No. of students participated in NCC events: **NIL**

University level	State level	National level	International level

No. of Awards won in NSS:

University level	State level	National level	International level
nil			

No. of Awards won in NCC: **N/A**

University level	State level	National level	International level

No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
	2		10	

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

Extension activities	1. 2 Excursions for educational purposes were organized by the departments of English and Education on …………… and ………….respectively.
	1.Date of programme:- 07.02.17
	Sub:- **Workshop on Digital Financial literacy**
	Venue-RoomNo-7,Class Room(JRM)
	Number of participants-80
	2. Date of programme:- 14.02.2017
	Sub:- **Family & Child care programme**
	Venue **:-** Amtala Rural Hospital
	Number of participants :-50
	3. Date of programme:-17.02.2017
	Sub:-**Consciousness on Road safety**
	Venue :- Amtala Bus Stand
	Number of participants :-60
	4. Date of programme:-21.02.2017
	Sub:-**Observation of International Mother Language Day** Venue :-

	Room No.-7(class Room JRM)
	Number of participants :- 80
	5. Date of programme:-02.03.2017
	Sub:-**Programme on consciousness on environment** Venue :- college Campus
	Number of participants :-70
	6. Date of programme:- 08.03.2017
	Sub:- **Observation of International Woman'sDay**
	Venue :-Amtala Girls School
	Number of participants :- 75 7.Date of programme 14th – 16th March 2017 **Sub: Affrestation and Tree Plantation** Venue:-Sabdarnagar Village Number of Participants—70 8.Date of programme:-17th -18th March,2017 **Sub:-Family & Child care programme** **Venue:**Amtala, Kanapara Number of participants---90 9.Date of programme:-19th -20th March,2017 **Sub:- Social survey** **V**enue:-Durgapur village Number of Participants—74 10.Date of programme 22nd 23rd March,2017 **Sub:--Blood group test,health check up programme for** Motivating the students to donate blood. Venue—College campus Number of students --80
Institutional Social Responsibility	*During the year, it was observed that the attendance of the college students was dwindling, as such a drive was started to 'bring the students home (classroom)'. The teachers were organized into groups and sent out to various localities to counsel the irregular students and their guardians and bring the truants back to college. These activities reveal the Institutional Social Responsibility towards the students and the local community which the college serves.*

Criterion – IV
4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1505.56 sq m			
Class rooms	20			
Laboratories	0			
Seminar Halls	0			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	213	46	Govt. of West Bengal and College Fund	259
Value of the equipment purchased during the year (Rs. in Lakhs)	3,59,877	103265	Govt. of West Bengal and College Fund	4,63,142
Others				

Computerization of administration and library

Library services at Department Level:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books & Others	21029	1838503	758	87627	21787	1926130
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	38	nil	10	nil	nil	14	nil	04
Added	01	nil	05	2	nil	0	nil	01
Total	39	nil	15	2	nil	14	nil	05

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

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Amount spent on maintenance in lakhs :

i) ICT	1.56549
ii) Campus Infrastructure and facilities	1.99360
iii) Equipments	0.80163
iv) Others	nil
Total :	3.55909

Criterion – V
5. Student Support and Progression

Contribution of IQAC(IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services

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Efforts made by the Institution/Department for tracking the progression

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(a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Man	Women
545	666	nil	nil	nil	nil	nil	nil	545	666

(b) No. of students outside the state **NIL**

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(c) No. of international students **NIL**

	In numbers
Men	
Women	
Total	

(d)

Last Year								This Year												
General		SC		ST		OBC		Physically Challenged		Total		General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1798		132		03		333		00		2266		602	807	54/45		01/03		142/178		01	00	800/1033= **1833**	

(e)

Demand ratio	1:1.73
Dropout %	34% Mid term

Details of student support mechanism for coaching for competitive examinations (If any)
No. of students beneficiaries

No. of students qualified in these examinations

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others

Details of student counselling and career guidance

No. of students benefitted

Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

Details of gender sensitization programmes

Students Activities

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

State/ University level	03
National level	00
International level	00

No. of students participated in cultural events

State/ University level	02
National level	00
International level	00

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

State/ University level	
National level	
International level	

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

State/ University level	
National level	
International level	

Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	41	9800
Financial support from government (MINORITY,OBC,SC,ST)	140	672000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Student organized / initiatives Fairs: NIL

State/ University level	
National level	
International level	

Student organized / initiatives Exhibition: NIL

State/ University level	
National level	
International level	

No. of social initiatives undertaken by the students: **10**

Major grievances of students (if any) redressed:
• Journals added for additional information to students
• First aid box and sanitary napkins for use of girl students to be kept in locker in the Girls' Common Room.

Criterion – VI
6. <u>Governance, Leadership and Management</u>

State the Vision and Mission of the institution

VISION:

Our Mahavidyalaya, ensconced in the natural surroundings of the rural area of Murshidabad, is a beacon of hope for students of this financially backward belt, with a hunger for knowledge and growth. Our vision is to respond to the changing social realities of this region and empower the next generations of learners with values of dignity, equality, social justice and human rights for all. There is special emphasis on the higher education of the female population, mostly from the minority community, to help them voice their struggles and aspirations.

MISSION

1. It is a challenge to initiate the need and hunger for education in unlearned masses in these rural areas. We strive to better ourselves in every sphere to provide improved and easy access to knowledge for the backward population of our region.

2. Female education and self-awareness is of paramount importance as majority of women in this area is uneducated and suffering from various superstitions which impede their progressive thinking. The importance of this institution in this remote neighbourhood is evidenced by the fact that almost 50% students are female students and specifically from the minority community.

3. In keeping with the agricultural way of life, students are to be initiated into scientific modes of thinking. Thus an attempt is made to amalgamate the two for an improved lifestyle, at the same time restrict brain-drain from this rural sector so that more educated youth -generations strive to remain here and not get sucked up into the fascination of going towards the urban way of life.

D oes the Institution/Department has a management Information System **N/A**

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

Curriculum Development

The curriculum set by the Kalyani University is followed by the teaching faculty of the Institution. However, considering the merit and ability of our students, we often expand our teaching with additional reference material.

Teaching and Learning

Use of ICT during classroom teaching, departmental excursions to local areas of academic interest, doubt-clearing revision classes are given to students even after their Test Exams for better preparation, sharing reference material for additional knowledge, students' seminars, project assignments, open-book assignments – these help upgrade the standard of teaching-learning process.

Examination and Evaluation

- The university controls the Examination and Evaluation process. Many of the faculty members acts as Examiners, Question Paper-Setters, Scrutinizers, Head- Examiners.
- However, at the Institutional level, the Teaching faculty routinely sets up objective type tests, class tests, Annual Tests to evaluate our students.
- Project assignments and student seminars are arranged or wider grasp of texts taught in class.

Research and Development

- The Institution encourages the teachers to upgrade themselves through participation in seminars and academic conferences
- Research studies of teachers are promoted with active help from the college.
- IQAC published *Academic Wisdom* journal in 2016 and has sought submissions from academic fraternity for subsequent issues.

Library, ICT and physical infrastructure / instrumentation

WIFI facility to students in Reading Room, increased number of books both text based and reference books. Journals are being subscribed to. Weekly Supplementary and Daily newspapers are set up on the Reading Stand for students' interest.

Human Resource Management

The management of the College makes appointments through prescribed procedure.

Faculty and Staff recruitment

Faculty and staff recruitments are done as per Government and University norms.

Industry Interaction / Collaboration **N/A**

Admission of Students

Admission is done through online admission process and online counseling, strictly on the basis of merit. There is an Admission Committee in charge of this process. All details are provided through website, college notice board, annual prospectus and SMS facility.

Welfare schemes for

Teaching	Loan facility is given by the College Cooperative Society. Loans from PF Account and Cooperative Account are provided to Teaching Faculty.
Non teaching	Loan facility is given by the College Cooperative Society. Loans from PF Account and Cooperative Account are provided to Non- Teaching Staff.
Students	- Poor students' Aid Fund - Students' Health Home - Tuition Fees waiver/Free Scholarship

Total corpus fund generated **NIL**

Whether annual financial audit has been
done :**No**

Whether Academic and Administrative Audit (AAA) has been done? N/A

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

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

For UG Programmes	No

For PG Programmes	Yes/ No NA

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

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

Activities and support from the Alumni Association N/A

There is no formal Alumni Association

Activities and support from the Parent – Teacher Association

There is no formal Parent-Teachers 'Association, however, Teachers meet with parents occasionally to discuss students' weakness.

Development programmes for support staff

There is an Employees' Cooperative Society which is always ready to help with support staff.
Festival bonus also provided to support staff.

Initiatives taken by the Institution/Department to make the campus eco-friendly

- There is a continued drive to keep the campus free of plastic and make it a no-smoking zone
- Projects and rallies to create environment awareness are done routinely.
- Students are encouraged to participate in campus beautification. Even classes are taken in the green ambience of the garden especially in winter.

Criterion – VII
7. Innovations and Best Practices

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

- Teachers are organized into groups and visit the homes and localities of the irregular students to bring the students back to college.
- One Virtual Classroom with Projector, Sound System and Internet facility has been created for better teaching in classroom.
- Good ambience for teasing-learning and other extracurricular activities.

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

- UGC Sanctioned State Level Seminar (Department of Political Science) conducted successfully
- Create environmental awareness through activities of NSS
- Education Honours introduced successfully
- Sanskrit Honours course initiated and will be introduced in the forthcoming session.

Give two Best Practices of the Institution/Department

BEST PRACTICES

(GIVEN BELOW IN DETAIL)

Title of the Practice 1:

<u>**SWACHH CAMPUS – GREEN CAMPUS**</u>

Objectives of the Practice:

To encourage the students and staff to connect with the immediate environment and maintain personal and Institutional Hygiene while keeping the surroundings green and clean.

The Context:

Despite the constraints of space, the college maintains substantial green cover and beautiful foliage. The Nature Club and NSS unit of the college organizes tree plantations in the college regularly. The Nature Club maintains the herbal garden in the college. The students learn Nature consciousness and team spirit. They also understand the importance of hygiene and community service through taking responsibility of their own Institutional surroundings.

The Practice:

Regular cleaning of campus is done by NSS volunteers. Staff and students participate in the World Environment Day enthusiastically. Among the salient features of Swachh Campus programme in the college, the management of Hazardous Waste has been implemented successfully. Waste is disposed in the waste bins placed in particular points of the Institution. These are periodically cleaned by the NSS volunteers and Teaching and Non-Teaching Staff.

Problems Encountered and Resources Required:

A problem encountered is the maintenance of regularity of the NSS student volunteers as they have their exams, study leave and other activities round the year. This was resolved by careful arrangement of the Swachh Campus programme keeping in mind the other activities of these students. Resources for this programme such as cleaning equipment and tools have been purchased and utilized.

Evidence of Success:

Creation of a clean and green college campus which has enhanced the students' sense of Nature , beautification and team spirit.

Title of the Practice 2:

RETURN OF THE TRUANT:

Objectives of the Practice:

Due to the constant irregularity of students across all departments, the IQAC with the support of the Teaching and Non-Teaching staff has initiated an aggressive drive to bring back the irregular students by going to the homes of these students and counseling the guardians to explain the importance and necessity of regular attendance in class for students.

The Context:

Despite the hindrances of regular transport in the locality, the teachers and some of the non-teaching staff have scanned the attendance statistics of all students and formulated lists of the irregular students. Later using own transport, the teachers have gone to the residential areas of these students and met them and their guardians to convince them to 'return' to college and resume their studies by regular attendance in class. This drive was unanimously agreed upon by all teachers with the permission of the IQAC.this practice brings in a mutual consciousness of students and teachers alike of the hindrances in the daily life of the local community, the domestic issues of students and the importance of attendance and studies to overcome all odds. The community too feels the supportive presence of the Institution in their lives

The Practice:

Regular drive to reach out to the homes of irregular students is done by teachers and some non-teaching staff. Among the salient features of this 'Return of the Truant' programme in the college, the teachers and the non-teaching staff have organized into groups with male and female teachers and selected dates for these home visits. The teaching-learning activities are continued in class by other teachers while the particular group visits the local areas of the students including local clubs, mosques (where the local community congregates) and homes of the students.

Problems Encountered and Resources Required:

Among the problems encountered is the difficulty of reaching these areas because public transport is scarce and irregular. Also the problems of poverty and the drain of young adults as migrant workers to supplement family income are such that problem of irregular attendance in class becomes secondary to some of the guardians. It requires continuous counseling to explain the importance of college education to the local people. Resources for this programme such as own transportation has to be mobilized.

Evidence of Success:

It has been observed that attendance of these truant students has increased after such drives. However, it is still in the initial phase and needs continuous monitoring and persistence of the part of the administration as well as the academic staff to make considerable difference.

Contribution to environmental awareness / protection

1. Environment Rally organized to create consciousness about the environment
2. Ban on Plastic Use
3. Encouragement given to students to plant trees and celebrate oneness with green surroundings.
4. Plants grown in the college nursery are distributed among students and local community

Whether environmental audit was conducted? No

Any other relevant information the Institution/Department wishes to add. (for example SWOT Analysis)

8. Plans of Institution/Department for next year

- Encourage ICT enabled teaching in all departments
- Introduce Spoken English course for all students following NAAC recommendations
- To introduce Biometric attendance among all staff-- Teaching and Non-Teaching in the next session
- To organize different Awareness Programmes especially for the empowerment of girl students
- To create better infrastructural facilities for teaching-learning process

Sucharita Mitra

Coordinator
IQAC
J R Mahavidyalaya
Amtala Murshidabad

Yeelali Bera

Teacher-in-Charge
Jatindra-Rajendra Mahavidyalaya
Amtala, Murshidabad

*Name*_____

Signature of the Coordinator

Name _____

Signature of the Chairperson

——— *** ———

Abbreviations:

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

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(Excerpt from Self-Study Report of NAAC)

Best Practices

Give details of any two best practices which have contributed to better academic and administrative functioning of the university.

Format for Presentation of Best Practices

1. Title of the Practice

   This title should capture the keywords that describe the practice.

2. Objectives of the Practice

   What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

   What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

   Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

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

6. Problems Encountered and Resources Required

   Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes

   Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

8. Any other information regarding Innovations and Best Practices which the university would like to include.