



PANCHAKOT MAHAVIDYALAYA

Sarbari, PO - Neturia, Dist - Purulia,
West Bengal - 723121

Website : www.panchakotmv.com

SELF STUDY REPORT (Cycle 1) July, 2014

Submitted to:

National Assessment and Accreditation Council

P.O- Box No. 1075, Nagarbhavi, Bangalore-560 072, India.



CONTENTS

Sl. No.	Item	Page No.
1	Forwarding Letter for uploading SSR	2
2	Abbreviations used	3
3	Committee for SSR preparation	4
4	Executive Summary & SWOC	5
5	Profile of the College	11
6	Criteria-wise Inputs	23
	Criterion I: Curricular Aspects	24
	Criterion II: Teaching-Learning and Evaluation	35
	Criterion III: Research, Consultancy and Extension	69
	Criterion IV: Infrastructure and Learning Resources	89
	Criterion V: Student Support and Progression	104
	Criterion VI: Governance, Leadership and Management	115
	Criterion VII: Innovation and Best Practices	135
7	Evaluative Reports of the Departments	143
8	Declaration by the Head of the Institution	224
9	Annexure	225



Ph. No. - 03251-203449

PANCHAKOT MAHAVIDYALAYA

SARBARI • P.O. NETURIA • DIST. PURULIA • PIN - 723121 (W.B.)
(Nearest Railway Station : Madhukunda (S. E. Railway))

Ref. No. PKMV/NAAC/92/14

Date 01.07.2014

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box no: 1075, Nagarbhavi,
Bangalore- 560072,
India

Sub: Uploading Self-Study Report (SSR) of Panchakot Mahavidyalaya, Sarbari: PO,
Neturia; Dist. Purulia; West Bengal; 723 121

Ref: Our Institutional TRACK ID: WBCOGN19175

Respected Sir/Madam,

Following successful submission of LOI and IEQA, we are glad to inform you that softcopy of our **SELF STUDY REPORT, 2014** is uploaded in our college website www.panchakotmv.com for **First Cycle Accreditation**, accompanied by required enclosures.

We are looking forward to have instruction from you for inspection of peer team to our institution.

Thanking you,

Yours faithfully

(Dr. SANJIB CHATTOPADHYAY)

Principal

PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia



ABBREVIATIONS (we Used)

AIDS	= Acquired Immuno-Deficiency Syndrome
APC	= Assembled Personal Computer
BEUP	= Bidhayak Elaka Unnayan Prkalpa
BPC	= Branded Personal Computer
BSNL	= Bharat Sanchar Nigam Limited
CAS	= Career Advancement Scheme
DSLR	= Digital Single Lens Reflex
DST	= Department of Science and Technology
FC	= Financially Challenged
GB	= Governing Body
HED	= Higher Education Department
HIV	= Human Immuno-deficiency Virus
HoD	= Head of Departments
IMA	= Indian Military Academy
ISSN	= International Standard Serial Number
LAN	= Local Area Network
MIN	= Minority
MoU	= Memorandum of Understanding
MPLAD	= Member of Parliament Local Area Development
NA	= Not Applicable
NCC	= National Cadet Corps
NGO	= Non-Government Organization
NRC	= Network Resource Center
NSS	= National Service Scheme
NTS	= Non-Teaching Staff
OBC	= Other Backward Castes
OPAC	= Online Public Access Catalogue
PC	= Physically Challenged
PDRA	= Plan, Do, Review, Act
PSC	= Public Service Commission
RC	= Reserved Category
SC	= Scheduled Caste
SKBU	= Sidho-Kanho-Birsha University
SNIC	= Special National Integration Camp
ST	= Scheduled Tribe
TA/DA	= Travelling Allowance/Dearness Allowance
TCS	= Teachers' Council Secretary
TET	= Teachers' Eligibility Test
TNT mips	= TNT Maps and Image Processing System
TR	= Teachers' Representative (to GB)
TS	= Teaching Staff
TSC	= Thal Sena Camp
UG-BoS	= Undergraduate Board of Studies
UR	= Un-Reserved
USIS	= United States Information Service
UV	= Ultra-violet
W.B. Govt.	= West Bengal Government
WBREDA	= West Bengal Renewal Energy Development Authority
WBSSC	= West Bengal School Service Commission
ZSI	= Zoological Survey of India



NAAC ACCREDITATION – First Cycle

This Self-Study Report (SSR) is a result of an intensive work assigned to the IQAC Team by the authority of Panchakot Mahavidyalaya, Sarbari; PO. Neturia, Dist. Purulia, West Bengal, 723121.

It is the outcome of a collective effort of IQAC team, that include Faculties and Non-teaching staffs of the college headed by the Principal.

COMMITTEE FOR SSR PREPARATION

Advisors:

1. Sri Purna Chandra Bouri, President, GB
2. Sri Ramprasad Chakraborty, Govt. Nominee to GB
3. Sk. Bani Amin, Univ. Nominee to GB
4. Smt. Santoshi Dutta (Bouri), Nominee to GB

Chair Person:

Dr. Sanjib Chattopadhyay, Principal

Members:

1. Prof. Banibrata Goswami, Convener, IQAC, Assist. Prof. in English
2. Dr. Saptarshi Chakraborty, Assist. Prof. in Economics (Commerce)
3. Prof. Ritabrata Mukhopadhyay, Assist. Prof. in Geography
4. Prof. Sujit Sinha Choudhri, Assist. Prof. in Commerce
5. Dr. Touhid Hossain, Assist. Prof. in Bengali
6. Prof. Soumen Roy, Assist. Prof. in Political Science
7. Dr. Biplob Bhowmik, Assist. Prof. in Zoology
8. Prof. Jaya Biswas, Assist. Prof. in History
9. Prof. Pradhan Show, Assist. Prof. in Geography
10. Dr. Arpita Das, Assist. Prof. in Bengali
11. Dr. Tanmay Chattopadhyay, Assist. Prof. in Chemistry
12. Sri Bidyapati Mukherjee, Head Clerk
13. Sri Nilmadhab Chakraborty, Cashier



EXECUTIVE SUMMARY OF SSR & SWOC OF THE INSTITUTION

INTRODUCTION

Panchakot Mahavidyalaya has been established in September 2000, mainly on the strength of public donation. The location of the college finds itself within the picturesque surroundings near the foothills of ‘Panchet Hill’ at the northernmost region of the district of Purulia, West Bengal. Physically it is located at Sarbari More beside Purulia-Barakar Road on one side and Panchet-Bankura Road on the other. The nearest railway station, Madhukunda (South-Eastern Railway) is about 5 Km. from the Mahavidyalaya.

Establishment of this long dreamt institution of higher education has been materialized due to spontaneous positive response from Higher Education Dept., Govt. of West Bengal and the University of Burdwan, and those who have generously donated their valuable land and money to this noble purpose.

COLLEGE PROFILE

Panchakot Mahavidyalaya, Sarbari, PO. Neturia, Dist. Purulia, West Bengal is a co-educational degree college affiliated to Sidho-Kanho-Birsha University, Purulia (formerly to the University of Burdwan). Though established on 11.09.2000 and supported by HED, Zilla Parishad etc., advancement our institution has gained pace with registration under 2(f) and 12B of University Grants Commission w.e.f 03.05.2007. The main campus is situated on a 7.4 acres land that include college Administrative and Academic building, Boys’ hostel, Girls’ hostel (in final phase of construction), cycle stand and canteen, a play ground. Despite located in a drought-prone area, our campus is green. Soon we will be greener by introducing Solar Power.

College offers UG courses in 16 subjects under Arts, Science and Commerce streams, of which honours is available in 10. Students are becoming attracted to our institution as evident from enrolment of 1005 students in 2010-11 to 1509 students in 2013-14. About 4-5% students are coming from neighbor State Jharkhand. One of our primary visions is



to open the avenue of higher education to students from poor and backward families and to girls has become true.

This is our first accreditation cycle under NAAC.

CRITERION I: CURRICULAR ASPECTS

As affiliated college, we follow the curriculum and syllabi formulated by Sidho-Kanho-Birsha University, Purulia. A few teachers of our college are members of UG-BoS, who take active part in the design of curriculum. Before admission, every willing student is given knowledge about course, college, support, discipline, authorities through hard copy of College Prospectus. After admission through transparent general counseling process, admitted students (in honours courses) are supplied with modular teaching plan. ICT is being used increasingly; slow learners are given remedial coaching. NSS and NCC wings perform for student as well as social betterment. Students are becoming attracted to new courses introduced by college, such as general courses in Santali and Sanskrit, honours course in Zoology.

CRITERION II: TEACHING-LEARNING AND EVALUATION

College has a very transparent admission process. All details regarding admission are given in college prospectus and notifications are made in college website www.panchakotmv.com and notice board. Students from disadvantageous categories have very good access to our college; in current session percentage of SC/ST/OBC/Minority/PC/FC is about 57, that of girl student is 32.

College piously caters to the need of students from diverse socio-economic conditions. Bilingual teaching, Post-metric scholarship, freeship and aid from college fund, remedial coaching for slow learners, coaching for entry into services for disadvantageous students, Well-stocked library with spacious reading room, ISSN journal, several wall magazines reflect the college's effort to cultivate critical thinking and creativity among students. We are gradually shifting from traditional chalk-and-talk method of teaching to ICT-oriented teaching.

Teachers are, no doubt, the pillars of academic institutions. Out of 25 full-time teaching posts, we have only 12; of which 7 have Ph.D. degree. Full-time teachers, Govt. approved Part-time teachers (13) and Contractual Teacher (1), and guest teachers (8) are very sincere and committed to the academic advancement of institution. Besides teaching, teachers are actively engaged in research, publication of college ISSN Journal & Wall Magazines, their own books, papers and popular writings, organizing seminar/workshop, conducting college/university examinations, guiding students to participate in co-curricular and extra-curricular fronts.

Students' performance in this institution is very satisfactory. Though it is difficult to overcome the curse of being poor, backward and first generation learner, overall progression of our students is evident from gradual increase in pass percentage in final university examinations. Students are becoming more responsive to remedial coaching,



coaching for entry into services, area specific curricula. Many passed students are in jobs, not all of them are placed according to qualification, but they are confident and will surely overcome.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

College does have a research sub-committee, which strongly recommends all supports to teachers to carry on research. Institute prioritizes researches on locality specific areas – one of our best practices. Researchers' have ample scope to interact with eminent professors/scholars from different universities who join seminars/conferences as resource persons. Eight Minor Research Projects are awarded to our teachers by UGC in 11th plan, which are completed in due time. In 12th plan, six MRPs are already sanctioned by UGC. Books and journals purchased from research grants are kept in library for reference use.

Teachers have easy access to publish their papers in our college ISSN journal – PANCHAKOTESAYS. NCC unit is a pride of college, cadets of which not only participates but brings prizes from district, state and national camps. Three units of NSS are active in regular and special camps, cleaning campus and adopted villages, organizing blood donation camps, health awareness camps and in observing important days with the help of students' council. Equal Opportunity Center established with the fund of UGC is also active in organizing short term courses/seminars on positive discrimination, women empowerment etc.

We have no collaborative research, but our teachers visit different institutes and universities for proper guidance from scientists/professors and literatures.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

In a short period, college has created a considerable amount of physical facilities to support courses under three streams. 28 class rooms of various sizes, 10 equipped laboratories, large auditorium and small seminar room, advanced equipments for teaching, Network Resource Center, Hostels for boys' and girls' (will open shortly), Cycle Stand, Ramp, play ground for outdoor games, separate common rooms for girl and boy students with indoor games facilities are some of physical facilities, which provide with optimal progress of this institution.

Library with 336 sq. meter area include more than 12,000 text and reference books, 50-seat capacity students' reading room and 10-seat capacity teachers reading corner. Separate reference section and periodical section is maintained. There is audio-visual section in library, where students can read e-books and view videos of classic movies. Library provides e-searching of books and photocopier for students' help.

College has considerable ICT facilities. 49 computers (more than half of which are in LAN connectivity), 5 photocopiers, 2 LCD projectors, 4 TVs, 7 printers, 3 scanners are



maintained properly and are good support for teaching-learning and administrative functioning. We have no wired internet connection, but we are trying our best with wireless modems. High power silent generator, invertors provide uninterrupted power supply. We are entering soon into Solar Power age.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

Updated prospectus, Academic calendar and website ensure accountability and commitment of the institution. More than 50% of enrolled students receive scholarship/financial assistance from State Govt., UGC or college. Students busy in NCC/NSS camps are given relaxation from % of attendance, tutorial classes and special dates for form fill-up in university examinations. A grievance redressal cell is prompt enough to resolve problems in academic matters, financial matters, library matters, health services etc. Formal anti-ragging committee exists, but no such case occurs in this institution. Facility of photocopy at concessional rate, safe drinking water, common rooms with indoor games facilities are some of supports provided to students.

Data about students after passing out is not well recorded. Still a number of students get chance in PG courses and get employed. Students are made aware about higher studies, job market through counseling and by teachers through personal contact. Rate of drop out and risk of failure is gradually decreasing.

Participation of students in college, University and State sports competition is significant, some of them win prizes. Students' council with the help of teachers annually organizes competition in recitation, quiz, debate etc. Students are involved and encouraged in writing through publication of a number of wall magazines. An elected students' council/union monitor students' problems and demands, which are placed in different committees/bodies including GB by the General Secretary of SU, a member of such committees/bodies.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

College has stated vision and mission. A learner-centric approach of education is aimed to provide higher education to students of diverse social and economic background. Members of Top Management and Principal sincerely feel the primary needs of the students. Decentralized policy making and empowerment in functioning is our natural method to groom leadership. Teaching departments, Teachers' Council, Office, Students' Union, UGC planning board, IQAC play their defined roles under the leadership of Governing Body.

Institution does have a quality policy and perspective plan. Infrastructural developments are routine, like constructions of more class rooms and laboratories, purchasing books and journals for library, and equipments for laboratories. Besides we have plans to introduce skill-oriented courses, post-graduate courses in some subjects, e-class rooms,



location specific research and publications and Wi-Fi system of networking. Our qualitative improvement strategies include moving ahead in teaching-learning, research, community engagement, human resource management, industry interaction etc.

Faculty members are empowered by giving autonomy in framing class routine, teaching plan, preparing list of books for library and equipments for laboratories, to apply for research funds and for seminars/conferences, publication of articles in our own or other journals. They enjoy duty leaves to become resource persons and to present papers in national/international seminars/conferences/workshops. Management is cautious about staffs' welfare.

College regularly keeps all records of payment-receipt with the help of accountant-cashier that is supervised by bursar, principal, finance-purchase committee and Governing Body. Regular audit of income-expenditure, fixed assets, balance sheet, etc. are done by Auditor engaged by Education Directorate, Govt. of West Bengal. Audit up to 2012-13 financial year is completed and there is no objection. We are preparing for the audit of 2013-14 financial year. Major sources of our funds are Education Directorate of the state, UGC and fees collected from students.

IQAC has been constructed a year ago. Though in a nascent stage, it quickly identifying its duties and trying to perform with responsibilities. Governing Body approves many recommendations of IQAC for betterment of the college. Self-appraisal of Teaching and Non-teaching staffs, feedback from students are introduced from 2012-13 academic session.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

A green audit may not be done, but we are committed to make our campus green. Sincere efforts are taken for plantation, introduction of renewable energy, water harvesting, careful disposal of solid and hazardous wastes from laboratories.

We try to make all of our practices best. In this context, we present two initiatives as best practices – **Nurturing the Underachievers** – supporting the students from marginalized sections and **Spotlighting the Local Potentials** - to focus on local resources through research and curricula development in short courses.



SWOC ANALYSES OF THE INSTITUTION

Strength

- 😊 Learner-centric academic foundation combined with moral values
- 😊 Dedicated service rendered by the Principal, faculty members and office staff
- 😊 Gradually increasing students' enrolment and success rate
- 😊 Adequate physical infrastructure for a relatively young institution
- 😊 Hostel facility for boy and girl students from remote and distant places
- 😊 Adequate land within main campus for future expansions
- 😊 Eco – friendly and peaceful working atmosphere
- 😊 Encouraging support from the Top Management

Weakness

- 😞 Poor knowledge base and language skill of shy first generation learners
- 😞 Low motivation level of learners from financially weak families
- 😞 Lack of reading habit and adaptability to new technology is common among learners
- 😞 Inadequate full time posts in Teaching and Non-teaching categories
- 😞 About 50% sanctioned teaching posts are kept in abeyance
- 😞 Some subjects are running with single part-time teacher
- 😞 No full-time posts for Librarian/Assistant Librarian and Accountant

Opportunities

- 👏 A large and green college campus
- 👏 Adequate infrastructural development in a short period
- 👏 Cordial relationship among the stakeholders – students, teachers & office staffs
- 👏 Adequate number of books and journals in the library and equipments in laboratories
- 👏 Increasing use of ICT in class rooms and office
- 👏 Sanction of financial assistance for innovative projects by UGC and HED, WB
- 👏 Enthusiastic faculty with research and publication aptitude
- 👏 Participation in extracurricular activities reveal the latent talents of students
- 👏 Community-oriented extension activities transform students into responsible citizens.

Challenges

- 👍 To built knowledge base and language skill among shy first generation learners
- 👍 To inspire learners with reading habit and adaptability to new technologies in learning
- 👍 To encourage students with an enquiry-based learning approach
- 👍 Creating research and publication attitude among the students
- 👍 Providing more financial assistance to financially-challenged meritorious learners
- 👍 Running skill-oriented courses appropriate for job market
- 👍 Opening PG courses in some selective subjects
- 👍 Students placement through campus recruitment



COLLEGE PROFILE

PROFILE OF AFFILIATED COLLEGE



**1. NAME AND ADDRESS OF THE COLLEGE:**

Name :	PANCHAKOT MAHAVIDYALAYA	
Address :	SARBARI; PO. – NETURIA; DIST. - PURULIA	
PIN :	723 121	State : WEST BENGAL
Website :	www.panchakotmv.com	

2. FOR COMMUNICATION:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Sanjib Chattopadhyay	O: 03251- 203449 R: 0341- 2440513	9333117557 9474556791	Nil	csanjibrng@gmail.com panchakotmahavidyalaya@gmail.com
Vice Principal	NA	NA	NA	NA	NA
Steering Committee Co-ordinator	Dr. Saptarshi Chakraborty	O: 03251- 203449	9333117557 8293810685	Nil	sapta.eco@gmail.com

3. STATUS OF INSTITUTION:

Affiliated College	✓
Constituent College	
Any Other (Specify)	

4. TYPE OF INSTITUTION:

a. By Gender	For Men	
	For Women	
	Co-Education	✓
b. By Shift	Regular	✓
	Day	
	Evening	

5. IT IS A RECOGNIZED MINORITY INSTITUTION?

YES	
NO	✓

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

**6. SOURCES OF FUNDING:**

Government	
Grant-in-aid	✓
Self-financing	
Any Other	

7.

a. Date of establishment of the college:	11-09-2000 (photocopy attached, Annexure- A)
b. University to which the college is affiliated	SIDHO-KANHO-BIRSHA UNIVERSITY, PURULIA (photocopy attached, Annexure- B)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (if any)
i. 2 (f)	03-5-2007	Photocopy of certificate enclosed, Annexure - C
ii. 12 (B)	03-5-2007	

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

d. Details of recognition/approval by statutory/regulatory

bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : **NA**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i				
ii				
iii				

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?Yes ☒No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐No ☒



9. IS THE COLLEGE RECOGNIZED?

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

Yes ☐

No ☒

If yes, date of recognition: NA..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☒

No ☐

If yes, Name of the agency ...**Higher Education Dept. Govt. of W.B.**... and

Date of recognition: ...**09.02.09/04.03.2014**... (dd/mm/yyyy)

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

Location *	Rural
Campus area in sq. mts.	29940.40 (7.4 acres)
Built up area in sq. mts.	3359.31 (Gr. Floor)

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

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

❖ Auditorium/seminar complex with infrastructural facilities ✓

❖ Sports facilities

- Play Ground ✓
- Swimming Pool
- Gymnasium

❖ Hostel

• Boys' hostel ✓

- i. Number of hostels : **01**
- ii. Number of inmates : **54**
- iii. Facilities : (all regular facilities)

• Girls' hostel ✓

- i. Number of hostels : **01 (under final phase of construction)**
- ii. Number of inmates : **NA**
- iii. Facilities : (mention available facilities)



- **Working women's hostel - NIL**
 - i. Number of hostels : NA
 - ii. Number of inmates : NA
 - iii. Facilities : NA

- ❖ **Residential facilities for teaching and non-teaching staff : NIL**
- ❖ **Cafeteria — ✓**
- ❖ **Health centre – ✓ (periodical visit of Physicians & Technicians)**
- ❖ **Facilities like banking, post office, book shops**
- ❖ **Transport facilities to cater to the needs of students and staff**
- ❖ **Animal house**
- ❖ **Biological waste disposal ✓**
- ❖ **Generator or other facility for management/regulation of electricity and voltage ✓**
- ❖ **Solid waste management facility ✓**
- ❖ **Waste water management**
- ❖ **Water harvesting ✓**

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

Sl. No.	Programme / Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student Strength	No. of students admitted
1	Under-Graduate	B.A.(Hons+Gen)	3 Years	H.S. (45%)	Bengali / English / Subject	743	780
		B.Sc.(Hons+Gen)	3 Years	H.S. (45%)		116	46
		B.Com.(Hons+Gen)	3 Years	H.S. (45%)		74	13
2	Post-Graduate	-	-	-	-	-	-
3	Integrated Programmes PG	-	-	-	-	-	-
5	M.Phil.	-	-	-	-	-	-
6	Ph.D	-	-	-	-	-	-
7	Certificate courses	-	-	-	-	-	-
8	UG Diploma	-	-	-	-	-	-
9	PG Diploma	-	-	-	-	-	-
10	Any Other	-	-	-	-	-	-

**13. Does the college offer self-financed Programmes?**Yes ☐No ☒

If yes, how many?

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

Yes	☒	No	☐	Number	05
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15.

List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes, like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Computer Sc., Physics, Chemistry, Mathematics, Botany, Zoology	6	NA	NA
Arts	Bengali, English, Hindi, History, , Pol. Sc., Geography, Philosophy, Santali, Sanskrit	9	NA	NA
Commerce	Accountancy	1	NA	NA
Any Other (Specify)	NA	NA	NA	NA

16. Number of Programmes (like B.A, B.Sc, M.A., M.Com...) offered under

Annual System	03
Semester System	NIL
Trimester System	NIL

17. Number of Programmes with

Choice Based Credit System	NA
Inter/Multidisciplinary Approach	NA
Any other (specify and provide details)	NA



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

Yes ☐

No ☒

If yes,

a. Year of Introduction of the programme(s).....
(dd/mm/yyyy)

and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐

No ☒

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

Yes ☐

No ☒

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)

Notification No.:

..... Date:

..... (dd/mm/yyyy)

Validity:.....

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐

No ☐


20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non -teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government (FULL-TIME) Recruited	1	0	0	0	10	2	8	1	2	0
Yet to recruit	0	0	0	0	13		1		6	
Sanctioned by the UGC / University / State Government (PART-TIME/Cont.) Recruited	0	0	0	0	10	4	1	0	0	0
Yet to recruit	0	0	0	0	0	0	0	0	0	0
Sanctioned by the Management/ society or other authorized bodies Recruited	0	0	0	0	6	3	5	1	0	0
Yet to recruit	0	0	0	0	0	0	0	0	0	0

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total	Total
	Male	Female	Male	Female	Male	Female		
Permanent Teachers								
D.Sc./D.Litt.	0	0	0	0	0	0	0	13
Ph.D.	1	0	0	0	5	1	7	
M. Phil.	0	0	0	0	2	1	3	
PG	0	0	0	0	3	0	3	
Contractual Teachers (Approved by the Government of West Bengal)								
Ph.D.	0	0	0	0	0	0	0	1
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	0	1	1	
Part-Time Teachers (Approved by the Government of West Bengal)								
Ph.D.	0	0	0	0	0	0	0	13
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	10	3	13	
Temporary Teachers (Appointed by the College Authority) - as Part-Time								
Ph.D.	0	0	0	0	0	0	0	2
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	2	0	2	
Temporary Teachers (Appointed by the College Authority) - as Guest Teacher								
Ph.D.	0	0	0	0	0	0	0	7
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	4	3	7	
TOTAL:								36

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

No. of Visiting Faculty	07
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23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	141	62	190	66	212	88	255	109
ST	118	30	137	36	143	53	183	80
OBC	52	13	54	15	67	25	120	38
General	387	169	400	192	410	229	417	235
Others	29	4	53	7	50	10	62	10
Total	727	278	834	316	882	405	1037	472
Grand Total:	1005		1150		1287		1509	

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1470	0	0	0	1470
Students from other states of India	39	0	0	0	39
NRI students	0	0	0	0	0
Foreign students	0	0	0	0	0
Total	1509	0	0	0	1509

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

U G	16 %	P G	-
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Details of Dropout Rate for UG Courses:

YEAR	ENROLLED	APPEARED IN EXAM	DROPOUT	% DROPOUT
2012-13	590	488	102	17%
2013-14	723	612	111	15%
AVERAGE	656.5	550	106.5	16%

**26. Unit Cost of Education**

Including the Salary Component	Rs.12,417.00
excluding the Salary Component	Rs.2,787.00

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

27. Does the college offer any programme/s in Distance Education Mode?

Yes ☐ No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☐

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

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

Programme UG Level	STUDENTS		TEACHERS only FT & PTT	RATIO	
	HONS	GEN		HONS	GEN
BENGALI	156	898	3	1 : 52	1 : 299
ENGLISH	117	107	3	1 : 59	1 : 54
HISTORY	115	806	2	1 : 58	1 : 403
HINDI	5	8	1	1 : 5	1 : 8
POL. SC.	39	668	3	1 : 13	1 : 223
PHILOSOPHY	35	445	2	1 : 18	1 : 223
SANTALI	-	147	1	-	1 : 147
SANSKRIT	-	425	1	-	1 : 425
COMMERCE	14	6	2	1 : 7	1 : 3
COMPUTER Sc.	54	-	2	1 : 27	-
ZOOLOGY	31	-	2	1 : 16	-
BOTANY	-	23	1	-	1 : 23
PHYSICS	-	56	1	-	1 : 56
CHEMISTRY	-	41	1	-	1 : 41
MATHS	-	56	1	-	1 : 56

**29. Is the college applying for**Accreditation : Cycle 1 ☒ Cycle 2 ☐ Cycle 3 ☐ Cycle 4 ☐Re-Assessment: ☐*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)***30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)**

Date of accreditation	NA
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Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.***31. Number of working days during the last academic year**

Working Days	259
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32. Number of teaching days during the last academic year

Teaching Days	172
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*(Teaching days means days on which lectures were engaged excluding the examination days)***33. Date of establishment of Internal Quality Assurance Cell (IQAC)**

IQAC establishment date	30 / 04 / 2013
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34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC**NA**

AQAR (i) (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

**35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)**

The college has achieved many aspirations within a short span from its establishment.

Year	Achievement
2000	Establishment of college with general courses in B. A. & B.Com.
2001	Introduction of honours courses in B.Com. (Accountancy)
2003	Introduction of honours courses in B.A. (Bengali)
2004	Opening of New Campus in existing premises
2006	Introduction of general courses in B. Sc.
2007	Introduction of honours courses in B. Sc. (Computer Science)
	Inclusion under section 2(f) & 12B of UGC Act, 1956
2009	New class rooms are constructed under HED funding
	Science Laboratories are constructed under MPLAD scheme
2010	Received generous grant from UGC for development
	Beginning of PANCHAKOTeSAYS - a multidisciplinary ISSN journal
	Opening of ACHARJYA PRAFULLA CHANDRA ROY Boys' Hostel
2012	New spacious library with reading room
2013	Seven students awarded 1 st class in final University Examination
	Construction of Computer Science lab., Class rooms & Ramp under UGC funding
2014	Introduction of Solar energy in the campus
	College is going to be accredited by NAAC
	Opening of Women's Hostel

CRITERIA WISE INPUTS (I - VII)



CRITERION I

CURRICULAR ASPECTS





1.1 CURRICULUM PLANNING AND IMPLEMENTATION

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

The college is affiliated to Sidho-Kanho-Birsha University, Purulia, West Bengal. The college is also included under 2(f) and 12(B) registration of the University Grants Commission (UGC).

❖ Vision:

- 1 Our primary vision is “glow bright and spread light”.
- 2 As a very young institution for higher learning, our college is academically oriented and student focused.
- 3 As an institution of backward locality, we are committed to the education, empowering and building self-confidence of the lesser privileged social groups such as the tribals, backward classes, women and other vulnerable sections of the society.

❖ Mission:

- 1 To provide students with relevant knowledge, competence, courage and creativity to face global platform.
- 2 To create a teaching - learning environment conducive to the pursuit of higher education.
- 3 To achieve innovations in teaching-learning, research and extension activities.
- 4 To promote awareness on ecological and environmental issues at local, regional, national and global context.
- 5 To sensitize the students on socio-economic issues (emphasizing on gender and human rights)
- 6 To promote participation of stakeholders in the development of the College.

❖ Objectives:

- 1 To promote value-based education theoretically, practically and culturally.
- 2 To cultivate knowledge for complete blossoming of the personality of the learners.
- 3 To enable our students to become competitive in the outer world as well as to foster positive values for locality and society.

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



- The college follows the curriculum designed by the Sidho-Kanho-Birsha University Purulia. At the beginning of every academic session the Principal convenes a meeting of the Teachers' Council to lay down the general principles for pursuing academic calendar.
- Then the broad principles are determined in the meetings of the academic sub-committee. The HoDs of all departments are members of the academic sub-committee by default, and the Principal superintends the process of development of the curriculum as laid down by the university to deploy the same to each department with a close eye on feasibility and convenience.
- Each department sets up its routine in such a way that the curriculum is distributed automatically without impairing the academic interest of anybody concerned.
- To disseminate educational facilities to the society, our college at present offers options to Honours and General Subjects from any one of the 10 honours subjects and two or three of 16 subjects in the General Courses.

Courses Offered

STREAM	Honours Subject	Combination Subjects
B.A	Bengali , English , Hindi , History , political science , Geography , Philosophy	Bengali , English , Hindi , History , political science , Geography , Philosophy , Sanskrit , Santali
B.com	Accountancy	Economics Group , Business Group
B. Sc	Computer Science, Zoology	Mathematics, Physics, Chemistry, Computer Science, Botany, Zoology

For Honours Courses

STREAM	HONOURS SUBJECTS	AVAILABLE ELECTIVE SUBJECTS
B.A.	Bengali	<u>To choose TWO subjects ONE each from any of the three groups except the subject taken as honours</u> A) Bengali OR Philosophy B) English OR Sanskrit OR Pol. Science C) History OR Santali OR Hindi
	English	
	Hindi	
	History	
	Political Science	
	Geography	
	Philosophy	
B.Com	Accountancy	Economics group, Business Group
B.Sc.	Computer Science	Mathematics (minimum 30% in HS), Physics
	Zoology	Botany, Chemistry

**For General Courses**

STREAM	AVAILABLE ELECTIVE SUBJECTS
B.A.	<i>To choose THREE subjects ONE each from following groups</i> Bengali OR Philosophy English OR Sanskrit OR Pol. Science History OR Santali OR Hindi OR Geography
B.Com	Economics group, Business Group, Accounts Group
B. Sc.	Physics, Chemistry/Comp. Sc. , Mathematics

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

- For self development the faculty members proceed on deputation to orientation /refresher courses and workshops on curriculum development /examinations reforms /quality initiatives /management issues.
- The Mahavidyalaya facilitates innovative teaching learning process through seminars /workshops based on the curriculum, audiovisual mode of teaching, study tour /excursion / fieldwork, project work, survey work, up gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories. To translate the curriculum effectively teachers are provided syllabus, Academic calendar, from the University and college.

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

- After receiving the curriculum from The Sidho-Kanho-Birsha University college always follows the academic calendar provided by the university in implementing the variation curriculum.
- To implement a new curriculum of a specific subject generally Principal meets concerned departmental committee. Principal takes initiatives to purchase relevant books, and other study materials in tune with the changing curriculum.
- To implement the curriculum properly we have made the admission process more flexible so that students get more options to choose subjects.



- A master routine is framed for each of Arts, Science and Commerce stream on the basis of class load, availability of teachers and class rooms. For each stream there is a routine sub-committee which takes responsibility in framing of master routine and then each department committee prepares its departmental routine within the frame work of master routine. The utmost care is taken in framing the routines in such a manner so that quality teaching can be provided to the students and completion of the curriculum within the stipulated time span.

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

- The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in their fields of study.
- Professors from the University are invited for discussions, workshops and for professional interactions with the faculty members.
- Many new things are acquired and also communicated by our Faculty members during Boards of Studies meetings in the University.
- Most of our faculty members participate in workshops, seminars and conferences at State, National and International levels, thereby inculcating the ability for curriculum development and its effective operationalisation.
- The College collaborates with NGOs, other Institutions and the University in organizing seminars and workshops which address the curriculum, directly or indirectly. The departments and the Career Counseling Cell of the College organize programmes related to various disciplines with different agencies.

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

The College cannot design the curriculum, being a college affiliated to Sidho-Kanho-Birsha University. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University. Some faculties of our college are selected as the members of such University committees. For instance,



Name of the teachers as member of UG board of studies of SKBU	Subject for UG board of studies of SKBU
Prof. Ritabrata Mukhopadhyay	Geography
Dr. Saptarshi Chakraborty	Economics
Prof. Sujit Sinha Choudhuri	Commerce
Prof. Soumen Roy	Political Science
Dr. Biplab Bhowmik	Zoology
Dr. Rishi Kumar	Hindi

Student feedback, teacher feedback, stakeholder feedback have been regularly taken from the academic year of 2012-13.

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

No

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

The Institute can analyze the objective of curriculum only by assessing the result of different examination (College terminal and University final examination – as shown below). The opinion of teachers on the objective of the curriculum is also taken up for consideration regarding effectiveness of the curriculum in the present context. The respective board of studies is being informed if problems arise to impart the students following the curriculum in any stage.

FINAL EXAMS	% of Passing (Last 5 Years)									
	2009		2010		2011		2012		2013	
SUBJECT	Regular	Casual	Regular	Casual	Regular	Casual	Regular	Casual	Regular	Casual
Bengali (H)	82.35	100.00	66.67	75.00	72.22	83.33	76.92	69.23	85.71	83.33
History (H)	77.78	60.00	71.43	72.22	75.00	65.00	94.12	75.00	93.75	71.43
Hindi (H)	-	-	-	-	-	-	-	-	-	-
English (H)	75.00	100.00	87.50	66.67	66.67	75.00	100.00	71.43	66.67	85.71
Geography (H)	78.57	75.00	75.00	70.59	89.47	100.00	76.92	71.43	66.67	93.75
Philosophy (H)	-	-	-	-	-	-	50.00	-	100.00	100.00
Pol. Sc. (H)	83.33	-	100.00	-	80.00	100.00	83.33	83.33	83.33	71.43
B.A. (Gen)	76.27	87.50	75.44	72.09	81.08	84.62	73.21	75.00	74.55	66.67
B.Com. (H)	100.00	75.00	100.00	100.00	100.00	-	66.67	100.00	100.00	100.00
Comp. Sc. (H)	-	-	100.00	-	100.00	100.00	90.00	100.00	80.00	-
B.Sc. (Gen)	-	-	100.00	100.00	100.00	-	100.00	0.00	100.00	-
B.Com. (Gen)	-	-	-	-	-	-	-	-	100.00	-



1.2 ACADEMIC FLEXIBILITY

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

Panchakot Mahavidyalaya, Purulia is committed to ensure all round development of the academics. This holistic effort requires newer avenues and fresher fields.

The college already launched modern disciplines like Geography, Zoology and Computer Science. We look forward to other options like Honours in Environmental Science, Sanskrit, Economics, Education and skill-development courses like Basic Computer, Environment Studies, and Soil-Testing, Tourism.

We also eager to open PG courses in Geography, Zoology, Bengali.

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

No

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

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

- Our college offers courses of traditional values as well as of newer approaches. Potential for employability is a key factor that attracts students to opt for different Honours courses. We also make sure of other factors like skill development, academic mobility, and progression to higher studies.
- As the college of a backward district, Panchakot Mahavidyalaya is compelled to make compromises in regards to the subject options. Increasing pressure for admission makes it difficult to create the desired ambience of micro-teaching. Students are offered subject options as per their merit and feasibility of the class-room realities.

❖ Courses offered in modular form

- The university frames syllabi, and the offered courses are set to modules keeping a keen eye on flexibility and feasibility.
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes, and
- Enrichment Courses



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

NA

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

- Yes. Entry in Service coaching for students has been introduced in which students are instructed for appearing in exams like SSC, PSC, TET, Bank, Rail, etc.
- The college also offers career counseling classes for getting opportunities of job in global employment markets.

1.2.6 Does the university provide for the flexibility of combining the conventional face-to – face and distance mode of education for student to choose the courses /combination of their choice'' If ' yes' how does the institution take advantage of such provision for the benefit of students? :

No

1.3 CURRICULUM ENRICHMENT

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

- Segmenting the Syllabus framed and given by the University into separate modules to make it easy and attractive for learners.
- Introduction of Computers in the departments of Mathematics, Geography, Zoology, Computer Science, Physics and Commerce as the curricula of these subjects require ICT based learning.
- Curriculum-Based field-work for the departments of Geography, Botany, and Zoology and Study tours organized by the departments of English, Bengali and History to enrich the students as per curricula requirement.
- Innovative Teaching-Learning Procedure for most subjects with audio-visual mode of teaching.
- Remedial Coaching for weak and slow learners.

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



It has already been pointed out earlier that the college has no authority to modify, enrich and organize the curriculum. It is the sole prerogative of the University. However, the college takes several measures to implement it properly so that students' needs in tune with dynamic employment market are fulfilled. Through job-entry training and placement counseling, the students are being made aware of the new opportunities.

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

- Our college runs through well-orchestrated efforts from all concerned to ensure healthy balance of gender, climatic and environmental realities, human rights and ICT. The college gives priority to merit, with a keen eye only challenged and socially down-trodden groups.
- Environmental Studies has been mandatorily included into the curriculum. NSS volunteers help in general environmental awareness through regular cleaning and plantation not only within the campus but in the adopted villages.
- Programmes on human rights are regularly held for mass awareness. We believe in the basic principle that charity begins at home. So clean campus and healthy human relationship within it are our prime concern.
- The students of Accountancy Hons. and Geography Hons. follow ICT based curriculum in their practical papers.

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

- Moral and Ethical values are upheld by NSS/NCC and other socio-cultural functions at the college premises.
- Better opportunities are being provided by holding tutorial classes, remedial coaching for students belonging to backward classes and minority communities.

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

The feedback on the curriculum is entertained from the stakeholders, especially from the past and present students. Also, the constructive criticism on the curriculum is regularly entertained from the visiting faculties. The feedback, thus received, is discussed in the meeting of teachers' council and then, circulated to the Top Management of college, the GB for consideration. Some examples are –

- Reprographic facilities
- The college play ground is reformed.



- More curriculum oriented text books are procured.
- Provision of safe drinking water.
- A Hostel for Boys' is running and is managed by the college.
- UGC Girls' Hostel will be opened shortly.
- Construction of RAMP.
- Spacious reading room for students
- A shed over the open space on first floor

1.3.6 How do the institutions monitor and evaluate the quality of its enrichment programmes?

The Principal, with the help of TC and IQAC members makes sure that the programmes offered and other extra-curricular and co-curricular activities bear the relevance to some important regional, global, national issue and thus, inculcate moral and ethical values among learners. Moreover feedback from the stakeholders helps in monitoring and evaluating the quality of the enrichment programmes.

1.4 FEEDBACK SYSTEM

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

The College cannot design the curriculum, as it is an affiliated college under Sidho-Kanho-Birsha University. The curricula are framed by the UG Boards of Studies of different subjects. As an affiliated college, the institution has to abide by and follow the curriculum designed by the University. However, assessment and development of information database is possible with participation of the faculty members from the affiliated colleges. Some teachers of College take active part in framing and modifying and the implementation of the university syllabi of the degree courses as members of the Board of Studies.

Within our limitation, we have some proposals ready for enriching curriculum and university examination system, which are/will be communicated to SKBU soon for their consideration.

Those are –

- Abolition of home center for honours practical examinations. (implemented)
- Commencement of practical exams before theoretical to quicken result out.
- Introduction of internal assessment for regularity of students in classes.
- Periodical workshops and necessary changes in syllabi.
- Periodical visit of University Officers to review College's infrastructure and performances.



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

No, there is no formal mechanism to obtain feedback from students and stakeholder.

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

The institution offers following new subjects in Arts and Science stream during the last five years:

YEAR	SUBJECTS INTRODUCED
2008 - 2009	SANTHALI GENERAL
2008 - 2009	SANSKRIT (GENERAL)
2009 - 2010	PHILOSOPHY(HONS)
2009 - 2010	COMPUTER SCIENCE (GEN)
2011 - 2012	ZOOLOGY (HONS)

The college introduced such subjects in order to open up new opportunities for rural students coming from poor and backward classes (good portion of the students are first generation learner). New courses are given priority according to the need of students in feeder schools. College also takes care about availability of faculty in concerned new course before introducing it.

CRITERION II

TEACHING-LEARNING AND EVALUATION





2.1 STUDENT ENROLMENT AND PROFILE

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

❖ Publicity in the admission process:

- College ensures publicity in the admission process by notification hosted on College website **www.panchakotmv.com** to provide ready and relevant information to stakeholders regarding admission. (Downloading of admission forms, eligibility criteria, intake capacity, rules and regulations, fee structure, courses offered, all admission related information, list of candidates selected for admission according to merit, etc.).
- The prospectus is made available to the students in hard copy. All relevant information regarding the admission procedure, infrastructure, fee & scholarships, various activities of the college, achievements of the students in academic as well as sports and other activities is conveyed through the prospectus.
- The admission notification, hosted in the website, is also displayed on the College notice boards, providing detailed and related information about the process of admission.

❖ Transparency in the Admission Process:

- To ensure transparency in the admission process, for all the courses, applications are invited in advance. The complete list of applicants according to merit is hosted in the website. The selected candidates' lists are displayed on the notice boards as well as hosted on the website of the College, indicating the norm-total marks and reservation category. Thus, transparency is ensured from the stage of notification until the completion of admission process, ensuring access, equity and social justice through transparency and adherence to rules. Admission to every course is conducted under the supervision of the Admission Committee.

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

The college offers UG courses (B.A., B.Sc., B.Com. in Honours and General Courses). The admission for these is based on merit at the +2 qualifying examination cum reservation, as per the order of Government of West Bengal and the affiliating University i.e. Sidho-Kanho-Birsha University. Purulia.



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

Minimum and maximum percentage of marks for admission at the entry level for each of the programmes offered by the college: (Under the Regulation of University)

Comparison with other colleges of the affiliating University within the district

2013 - 2014	Maximum & Minimum % of marks for admission at entry level									
	OUR COLLEGE		KASHIPUR M M MAHAVIDYALAYA		J K COLLEGE		RAGHUNATHPUR COLLEGE		AVERAGE	
Programme UG Level	max	min	max	Min	max	min	max	min	max	min
B.A. (Honours)										
Bengali (H)	78.20	50.00	74.00	45.00	80.20	71.80	77.00	59.00	77.35	56.45
English (H)	70.40	46.60	78.00	45.00	89.80	74.60	82.00	54.00	80.05	55.05
History (H)	63.80	45.20	66.00	45.00	75.80	62.00	69.00	45.00	68.65	49.30
Hindi (H)	60.00	45.00	-	-	73.60	45.20	-	-	66.80	45.10
Pol. Science (H)	71.40	47.60	-	-	81.20	51.60	63.00	45.00	71.87	48.07
Philosophy (H)	52.60	45.00	58.00	45.00	70.40	52.40	-	-	60.33	47.47
Geography (H)	74.20	56.60	83.00	45.00	81.80	64.00	73.00	49.00	78.00	53.65
B.Com. (Honours)										
Accountancy (H)	49.20	47.60	-	-	83.40	59.60	66.00	46.00	66.20	51.07
B.Sc. (Honours)										
Comp. Sc. (H)	60.00	47.00	-	-	76.20	60.80	-	-	68.10	53.90
Zoology (H)	76.20	50.00	-	-	81.60	73.60	-	-	78.90	61.80
General Course										
B.A. (Gen)	62.00	30.00	60.00	30.00	77.00	40.00	71.00	30.00	67.50	32.50
B. Com. (Gen)	41.60	34.80	-	-	79.40	35.00	74.00	47.00	65.00	38.93
B. Sc. (Gen)	60.80	48.00	50.00	30.00	82.20	54.60	78.00	41.00	67.75	43.40

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

YES. The admission committee reviews the admission process of the previous years and student profiles annually, and accordingly takes necessary steps for qualitative improvement of the admission process. Following that, this year also the admission committee took certain measures to make the admission process simpler, fast, transparent, error-free and effective. The target is to give quality service to students and ensure a smooth and transparent admission process in this current academic session 2013-14. They implemented measures are:



- All notifications related to admission are displayed in the College notice boards and are hosted in the website, which contains detailed information about number and range of courses, eligibility, process of admission etc.
- There is procedure for downloading admission Forms.
- Single window for form submission for all streams to avoid long queues and ensure fast submission procedure.
- Helpdesk by both teachers and students.
- Detailed and attractive prospectus.
- Customized software for the total admission process including cash handling and quick data gathering of the students admitted.
- Complete lists of all applicants according to merit hosted in the website.
- All merit lists hosted in the websites.

These mechanisms have paid off as the admission process was conducted smoothly and appreciated by the applicants and other stakeholders.

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

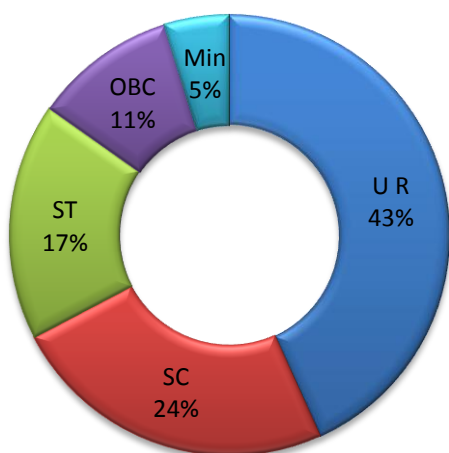
- **S.C./ S.T.**
- **O.B.C.**
- **Women**
- **Differently abled**
- **Economically weaker section**
- **Minority Community**
- **Any other**

The admission policy of the institution and its student profiles demonstrate/reflect its commitment to diversity and inclusion by adopting the following strategies to increase/improve access for following categories of students:

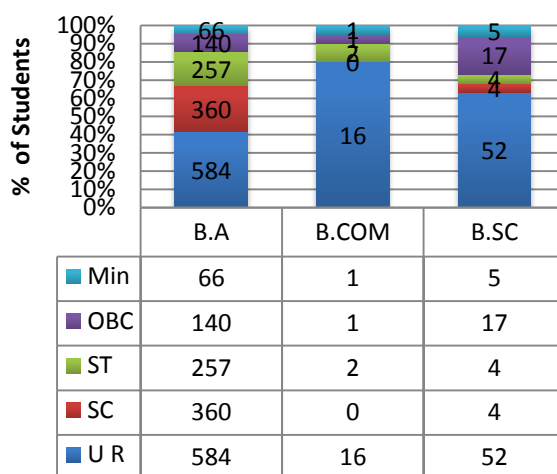
- a)** Students from disadvantaged community—SC/ST/OBC: Seats are reserved for SC, ST, & OBC candidates according to norms laid down in notifications made by the Sidho-Kanho-Birsha University and West Bengal Govt. Higher Education Dept. Access is ensured to these marginalized groups through the total implementation of reservation-cum-merit as per the orders of the Government of West Bengal.



Social Profile (Category Wise) 2013-14



Social Profile (Stream Wise) 2013-14



Details of Student Strength during the Session 2013-14

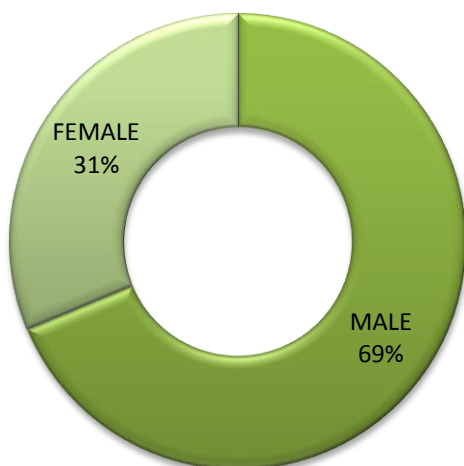
Year	Stream	Social Profile (Category-Wise) 2013-14					Total
		U R	SC	ST	OBC	Min	
13-14	B.A	584	360	257	140	66	1407
	B.COM	16	0	2	1	1	20
	B.SC	52	4	4	17	5	82
Total		652	364	263	158	72	1509
		652	857				

- b) Women: For women, there is no reservation for admission but the women candidates are provided with equal opportunity. However, one of the prime objectives of the institution is to upkeep more girls' students in the field of Higher Education. The number of female students in case of some of the Humanities courses is already exceeded than that of the male students. This indicates that the College has gained trust and faith of the locality. Recently, Government has launched a scheme entitled 'Kanyashree Prakalpa'. College invited applications, sorted and submitted to district authority for getting financial support to continue Higher Education.

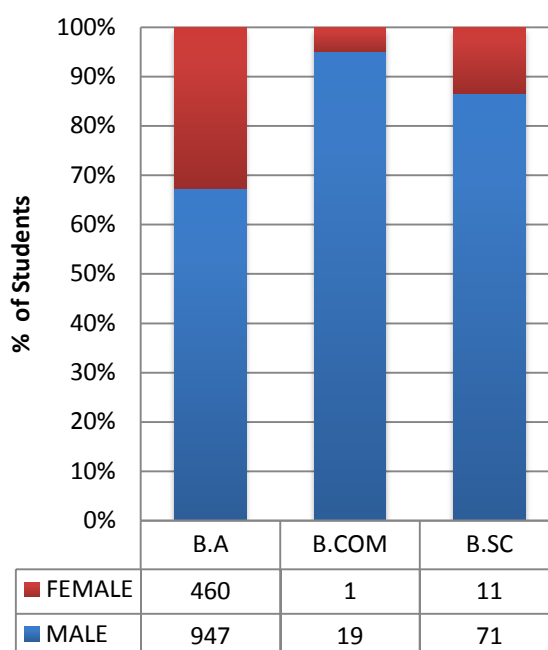
Details of Student Strength during the Session 2013-14

Year	Stream	Gender Profile (Category-Wise) 2013-14		
		Total	MALE	FEMALE
13-14	B.A	1407	947	460
	B.COM	20	19	1
	B.SC	82	71	11
Total		1509	1037	472
			1509	

Gender Profile (Category-Wise) 2013-14



Gender Profile (Stream Wise) 2013-14

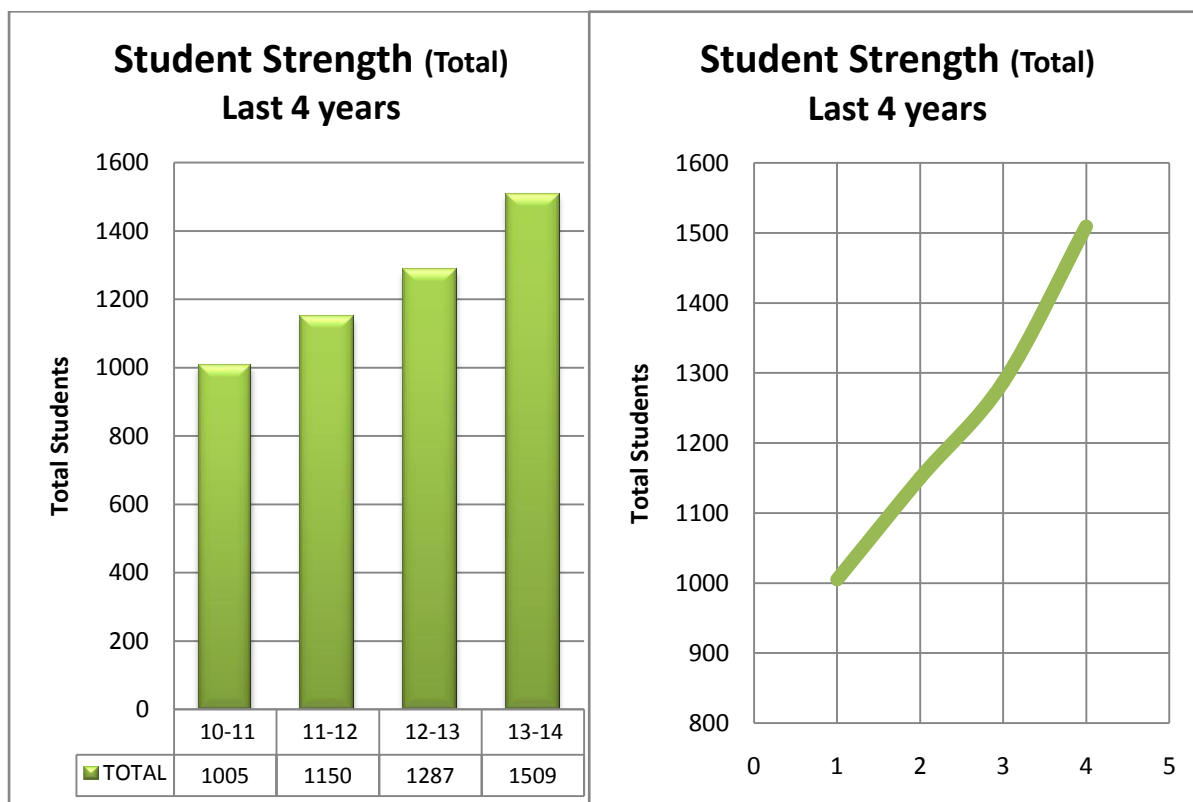


- c) Differently-abled: The College does have the facilities to cater to the needs of differently-abled students. A ramp has already been constructed. The library has special computers to cater to the needs of visually challenged students who are now able to avail web resources and other opportunities of E-learning. Some other mechanical support-tools and kits are also available for the physically challenged learners.
- d) Economically-weaker sections: A good number of students belong to the economically-weaker sections. Every year the college authority receives about 300 to 400 applications from the admitted students to waive their college tuition fees whose family income is below Rs 5000 per month. The college authority after verifying the applications with the help of students union and teaching and non-teaching staff waive about 100-150 (1st, 2nd & 3rd year) students tuition fees of B. A., B Sc. and B.Com. Stream on merit-cum-means basis. Apart from these some other Stipends and conveyance allowance also have been available under UGC schemes.
- e) Minority Community: The College provides guidance (notifying the schemes, forwarding application, informing the candidates who have been selected) to Minority learners who apply for stipends from the State Govt.
- f) Any Other: NA

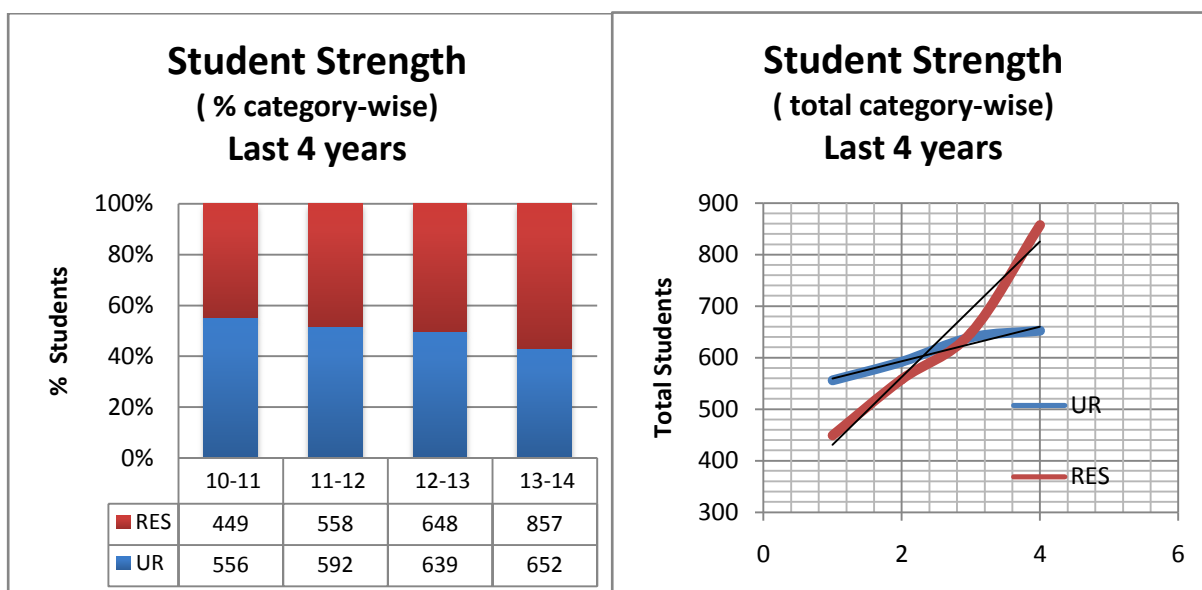


Overall trend in admission is mounting because of availability of qualified teachers, infrastructural facilities, student-centric teaching-learning process, transparent and good governance, and above all, for the efforts to meet the needs and interests of the locality. The table below clearly indicates all the categories of students are increasing in this institution.

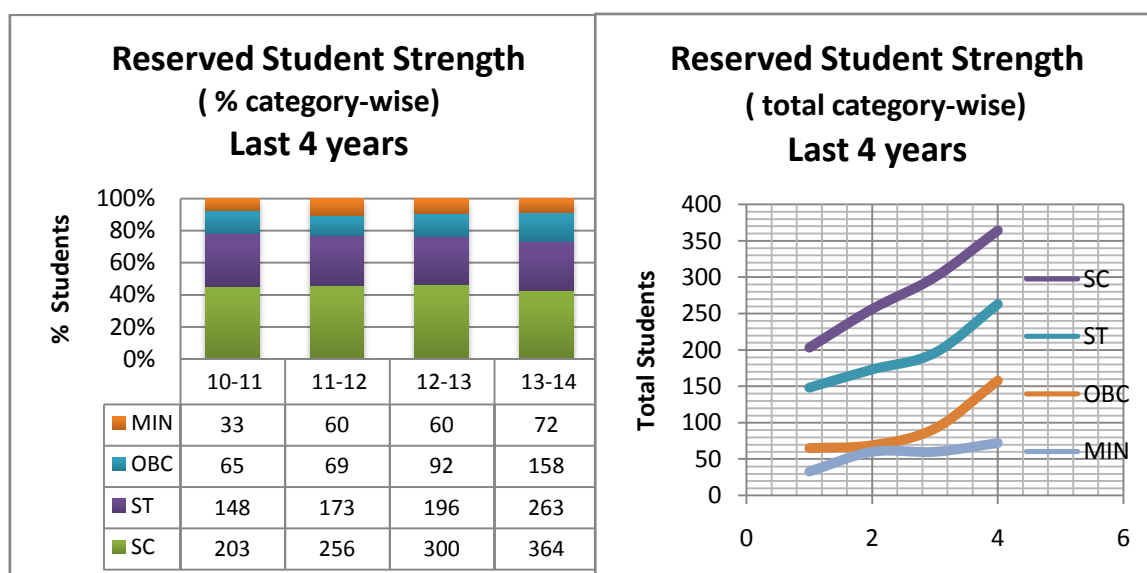
Details of Student Strength over the years									
YEAR	UR	R.C.	TOTAL	SC	ST	OBC	MIN	MALE	FEMALE
10-11	556	449	1005	203	148	65	33	727	278
11-12	592	558	1150	256	173	69	60	834	316
12-13	639	648	1287	300	196	92	60	882	405
13-14	652	857	1509	364	263	158	72	1037	472



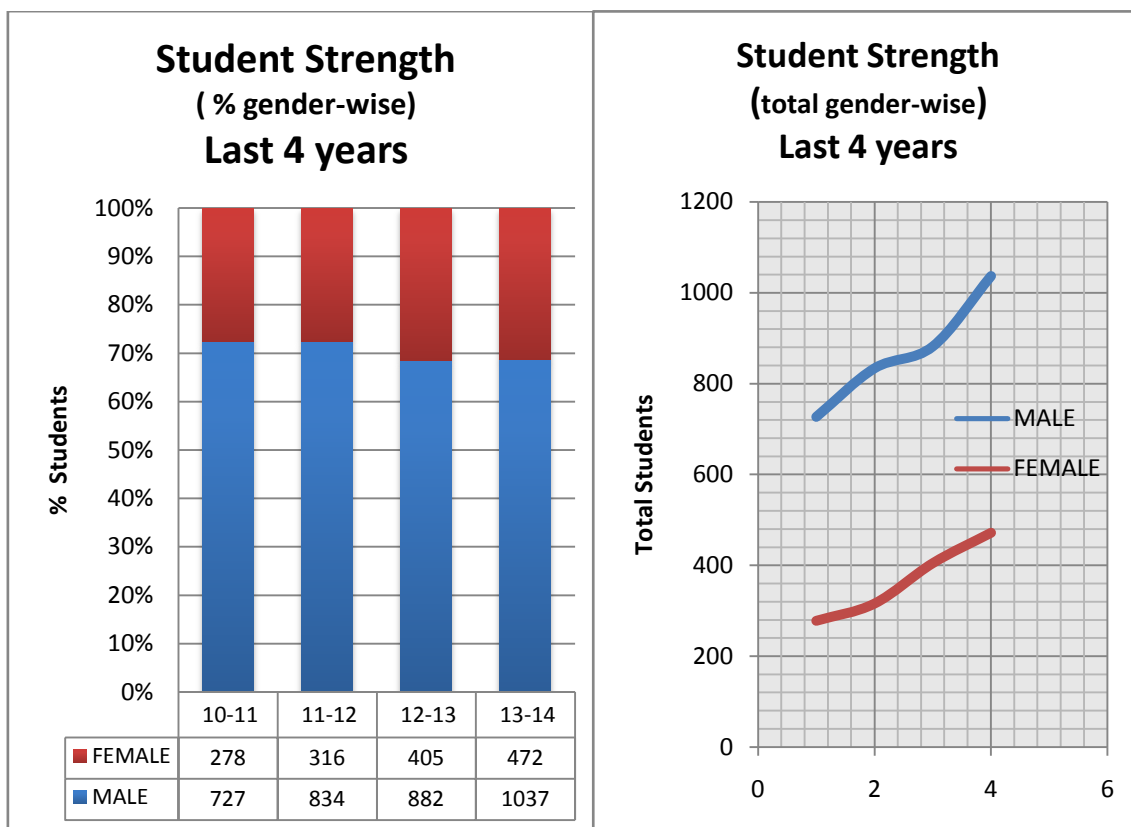
Observation: The above two charts clearly indicate that enrollment in this institution is increasing that too with an increasing (see that towers are sky scraping over the years and the worm is increasing at an increasing rate) rate in the recent past.



Observation: When enrollment category is considered as a percentage of the total students, it can be seen that the Reserved Category outweighs the unreserved one over the past years. It can also be observed that the trend of unreserved category is steeper than that of the reserved one owing to very high rate of increase. This again establishes the mission and vision of this institution to cater the needs of the locality. Moreover, it is needless to mention that this institution positive and effective initiative in helping the unreserved category of students to obtain the various scholarships given by the govt. from time to time.



Observation: The above two charts show that the institution does not discriminate (see that the rate of increase in each of the categories is more or less the same) amongst the various reserved categories of students. However, the vertical distance between each of the graphs is due to the reservation policy of the govt.



Observation: The above two charts portray that admission of both boys and girls have increased in this institution with a positive trend of rectification (as % of females have increased over time) of the initial gender inequality.

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

The admission policy of the institution is such that an applicant needs to procure and submit only a single form to apply for any of the subjects offered by the institution. The prime objective for such procedure is to minimize the cost of application money of the applicants as most of them belong to very poor families. A common merit panel is prepared and displayed on the institution website and counseling is done accordingly where an applicant can opt for any of the subjects that are vacant.

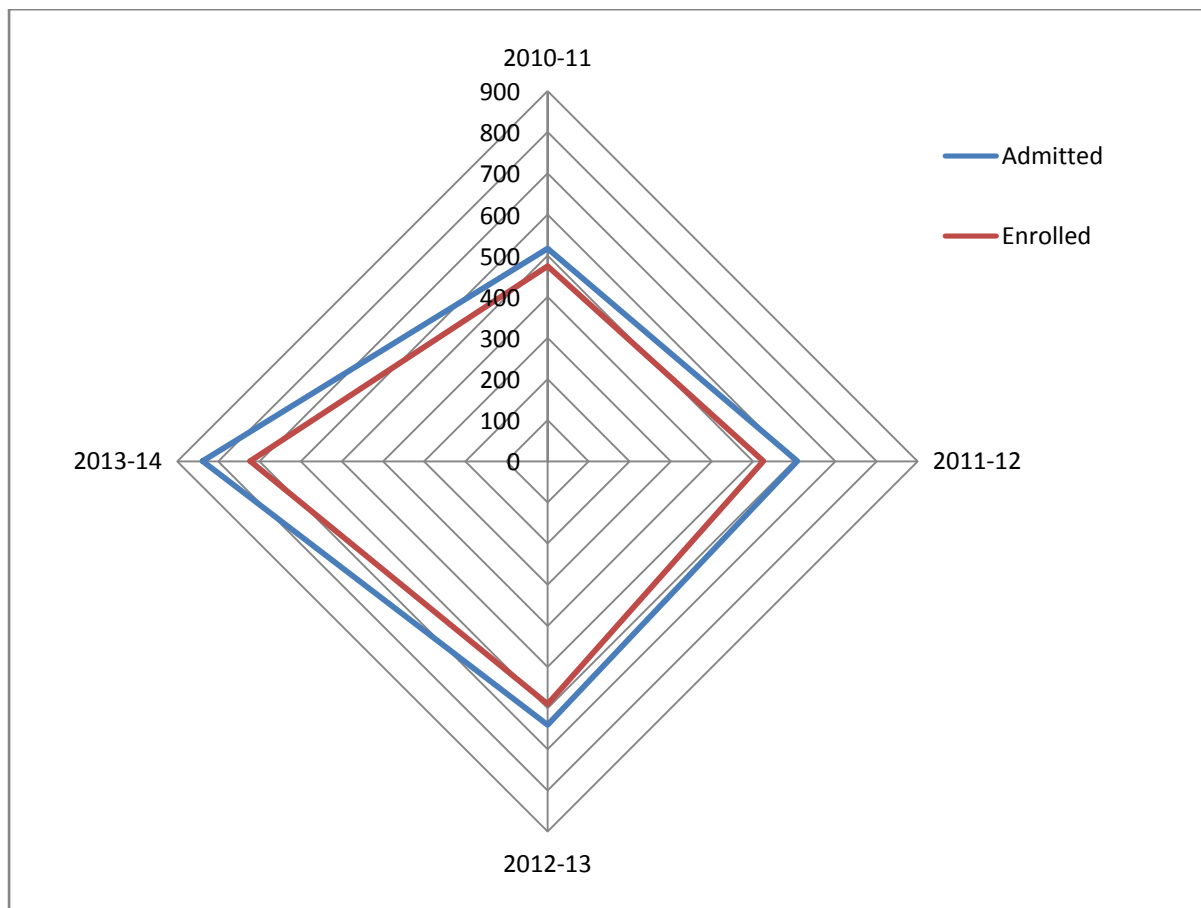
It follows that the demand ratios of the subjects have been calculated on the basis of the total applications received by the college instead of the applications for each subjects.

The following tables portray the required picture.



Programme UG Level	Number of applications				Number of students admitted				Demand Ratio			
	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
B.A. (Honours)												
Bengali (H)	482	514	592	590	50	59	54	72	1:10	1:9	1:11	1:8
English (H)	482	514	592	590	49	47	48	59	1:10	1:11	1:12	1:10
History (H)	482	514	592	590	43	49	46	49	1:11	1:10	1:13	1:12
Hindi (H)	482	514	592	590	1	5	1	0	1:482	1:103	1:592	-
Pol. Science (H)	482	514	592	590	28	24	15	12	1:17	1:21	1:39	1:49
Philosophy (H)	482	514	592	590	19	22	13	10	1:25	1:23	1:46	1:59
Geography (H)	482	514	592	590	32	39	37	41	1:15	1:13	1:16	1:14
B.Com. (Honours)												
Accountancy (H)	32	21	18	15	18	10	4	9	1:2	1:2	1:5	1:2
B.Sc. (Honours)												
Computer Sc.(H)	32	65	68	64	13	27	16	25	1:2	1:2	1:4	1:3
Zoology (H)	0	65	68	64	0	8	11	12	-	1:8	1:6	1:5
General Course												
B.A. (Gen)	473	528	594	672	233	301	383	537	1:2	1:2	1:2	1:1
B. Com. (Gen)	18	18	13	11	1	3	2	4	1:18	1:6	1:7	1:3
B. Sc. (Gen)	12	11	15	22	30	13	11	9	1:0	1:1	1:1	1:2

Programme UG Level	Number of applications				Number of students Enrolled				Demand Ratio			
	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
B.A. (Honours)												
Bengali (H)	482	514	592	590	45	51	51	56	1:11	1:10	1:12	1:11
English (H)	482	514	592	590	45	34	46	44	1:11	1:15	1:13	1:13
History (H)	482	514	592	590	40	44	42	41	1:12	1:12	1:14	1:14
Hindi (H)	482	514	592	590	0	4	1	0	-	1:129	1:592	-
Pol. Science (H)	482	514	592	590	27	21	14	9	1:18	1:24	1:42	1:66
Philosophy (H)	482	514	592	590	17	19	10	8	1:28	1:27	1:59	1:74
Geography (H)	482	514	592	590	31	33	37	31	1:16	1:16	1:16	1:19
B.Com. (Honours)												
Accountancy (H)	32	21	18	15	12	5	4	9	1:3	1:4	1:5	1:2
B.Sc. (Honours)												
Computer Sc.(H)	32	65	68	64	12	22	13	16	1:3	1:3	1:5	1:4
Zoology (H)	0	65	68	64	0	8	11	5	-	1:8	1:6	1:13
General Course												
B.A. (Gen)	473	528	594	672	218	273	351	496	1:2	1:2	1:2	1:1
B. Com. (Gen)	18	18	13	11	1	3	2	4	1:18	1:6	1:7	1:3
B. Sc. (Gen)	12	11	15	22	26	8	8	4	1:0	1:1	1:2	1:6



This statistics of students admitted and enrolled is also evident from the above self-explanatory **Radar-Chart**.

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS

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

The College does have the facilities to cater to the needs of differently-abled students. A ramp has been built to enable physically Challenged students. The library has special computers for visually challenged students and it enables them to use the scope of e-learning and web resources. Some other mechanical support instruments/aids like wheel-chair crutches are also available for their use. The College maintains reservation of seats for Physically Challenged students in various courses, following the respective rules of W.B. Govt.

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

Yes, the college assesses the Students' needs in terms of knowledge and skills before the commencement of programmes. It follows the following measures:



- The merit and performance of students in the last qualifying examination is the basis of assessment of the knowledge and skills of the students before the commencement of the programmes.
- Interaction of the teachers with the students during the counseling process and thereafter, during the introductory sessions, before the commencement of the actual classes and teaching programme, helps in understanding of the knowledge base and skills of the students. Various data of their early career also helps in assessing the students' knowledge and skills and especially their lack in specific fields. Strategies are taken in the discussions of IQAC and Teachers' Council, and are finally approved by the Governing Body. Departments and teachers act accordingly.

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

To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the following strategies are drawn and deployed by the institution:

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Concept clarification and problem solving exercises.
- Remedial classes are organized for such slow learners.
- Simplified versions of books are recommended to them.
- Revision of topics & special tests are conducted for them.
- Special theoretical, tutorial & practical classes are arranged by each department.

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

- To The Women's Cell, **Sathi** addresses issues related to women staff & students & Gender Sensitization. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against harassment of women. This cell also takes initiatives for guidance and counseling of women students.
- Promotion of scientific and environmental awareness is done by the **Chetana**, Science club of the College.
- NCC and NSS wings and Health Unit of the College sensitize staff and students on various socio-cultural issues like blood donation, first aid training etc. and various other health awareness programmes.

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

To The institution identifies special educational/learning needs of advanced learners through direct interaction with advanced learners and on the basis of feedback of the teacher concerned. The institution responds to their special educational/learning needs by taking the following measures:

- Advanced-level books are recommended to them.
- Special coaching classes are organized to remove their doubts and difficulties.
- Assignment preparation on current and latest topics based on reference books and Internet surfing.
- Student Project Work based on theoretical data/practical work/survey data/ case studies are arranged by those departments in whose syllabi these are included.
- Student Seminars on selected reference topics are organized by some departments.
- Encouraging students for Participation in Quiz, Debate and Problem Solving– Decision Making Exercises.
- Encouraging Students to present research/review papers and posters in the seminars organized by the college.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

The College collects data and information on the academic performance of the students at risk of drop out from class lectures, class tests, mid-term and Test examinations. The results of annual University examinations are also taken into account. Such data is used to make strategies to improve the academic performance of the disadvantaged sections of society, slow learners, and economically weaker sections and minimize their dropout rate by taking following measures:

❖ Disadvantaged sections of society

- There is a provision of West Bengal Government Scholarship for them.
- Concessions of tuition fees are also provided by the college.
- They are included in Remedial coaching classes.

❖ Slow learners

- Bilingual explanations and discussions.
- Personal, academic and social counseling.
- Tutorial, special and remedial classes are organized for such slow learners.
- Sometimes they are assigned with home works and these are checked timely.



- Where possible, Guardians are also intimated about the requirements of these learners., in the annual meet.

❖ **Economically weaker sections**

- Free-ships and other concessions are available to them.
- Free books, scholarships, student welfare fund and financial assistance are provided.
- Liberal concessions are given depending on their merit.

2.3 CATERING TO DIVERSE NEEDS OF STUDENTS

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules (Academic calendar, teaching plan, evaluation blue print, etc.)?

All the Heads of Departments, in consultation with all faculty members, modulate the syllabi and schedule an academic calendar before the commencement of the session. Scopes are provided for Terminal tests, class tests and revision of lessons, as far practicable.

❖ **Teaching plan**

- The detailed layout of the teaching plan is offered through modularization of the entire syllabi. The modules generally highlight the content/topics of discussion and date and time schedule for completion of the chapters. This enables the students to know the academic programme and the components to be learnt and to give examination. Moreover, the teachers also come to know the time frame for teaching-learning process and concentrate for the preparation of their lectures, especially those where power-point presentation is necessary. This enables them to ensure completion of syllabi and possible revision.
- Every teacher draws his/her teaching plan, broadly taking into consideration, the ability of his/her students. Monitoring and necessary mid-term corrections are made primarily by the Heads of the departments in consultation with respective teachers in the departmental meetings.

❖ **Evaluation Blue print**

- Examination Sub-Committee based on the academic calendar and students' progress, prepare the time frame for conducting the internal mid-term & test examinations (exam schedule, evaluation schedule, result announcement schedule, marks submission schedule etc.). This enables the examiners and examinees to know the time frame for completion of the process of



evaluation and results. Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution.

- Schedule of the College and University Examinations is given in the Prospectus at the beginning of the year as guided by the affiliating University.

Thus, the systematic planning, organization and implementation of teaching – learning – evaluation is possible within the total scheme of the university-schedule. It is rational, realistic and scientific.

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

IQAC Plans and Supports effective implementation for Total Quality Management for Teaching-Learning process for all stakeholders. It contributes to improve the teaching – learning process by:

- Planning and introducing more teaching aids to improve the teaching-learning process and encourage innovative practices.
- It supports the organization of more seminars, workshops etc. to spread awareness on academic and social issues.
- It arranges for improving the system of teachers' evaluation by students with respect to improving the overall quality of the College.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It promotes feedback and self appraisal from all concerned.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

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

All possible efforts are made to ensure their fullest growth and development in a safe and congenial environment. Right from the time a student enters the College he/she is guided, inspired, motivated and corrected, thereby channelizing his/her energy in the best possible manner.

Remedial classes, Career Counseling Cell, concessions, aids, awards, incentives, special classes, tutorials and infrastructure of international standards are meant to groom them & prepare them for the national market as well as global job market as morally upright, socially responsible, & professionally sound human resource. Learner-centric education approaches are followed through appropriate methodologies.



The support structures for executing and improving teaching learning activities include,

- academic calendar,
- interactive & instructional techniques like audio-visual mode of teaching,
- projector & computer-based teaching-learning
- library, (with rich reference section)
- Digital learning resources and data-base
- internet access
- laboratories with modern and advanced equipments,
- regularly organized seminars, debates, lectures by experts from other colleges & Universities,
- Inter-departmental lecture exchange & presentations.

This is accompanied by experimental teaching like projects-based learning, Field work, surveys, experiments and practical classes, etc.

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

The college has a vibrant culture and scientific temperament among the students through a number of activities which include:

- Laboratory visits to distinguished academic institutions.
- Annual publication of the college magazine named **PANCHAKOTesSAYS**.
- Regular publication of the college wall- magazine **WINDOW**.
- Publication of Departmental Wall -Magazine at least once every year.
- Youth Parliament [Students of our college regularly participate in the Youth Parliament organized by the West Bengal Government.]
- Visits to academic institutions, heritage places and museums.
- Participation in various NCC and NSS programmes/activities round the year.
- Participation in various cultural programmes arranged in the college.

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

For effective teaching the departments of the college use the following methods:



- Chalk-talk method
- Teachers effectively make use of equipment like audiovisual aids and overhead projectors etc. to make learning a satisfying experience for the students.
- The Seminar Room is used by the departments for teaching with power-point presentation.
- Internet resources are used by the faculty for effective teaching.
- Experimental activities in different laboratories.
- Regional and national level seminars are regularly organized.

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

The students and faculty are exposed to advanced level of knowledge and Skills through the following activities:

- Students are encouraged, motivated and guided by the teachers adequately so as to participate successfully in various National and State level seminars.
- Teachers attend the UGC sponsored Orientation Programmes, Refresher Courses and other courses like Summer School etc. organized by the Academic Staff Colleges of different universities.
- They are engaged in research work going through books and journals in the general and departmental libraries, working with equipment and software purchased by the college utilizing UGC and other grants.
- The College provides limited internet facilities to the teachers and students during the College hours, free of cost. Students and teachers have the opportunity to acquire knowledge through internet surfing.
- The College deputed teachers to attend various seminars / workshops /conferences etc. organized by the academic institutions of this state and other states of the country so that they get acquainted with the best practices of those institutions.
- The College publishes one ISSN journal, PANCHAKOTesSAYS. Teachers and students regularly contribute articles and research papers there.
- Many teachers of this College are invited as Guest Lecturers to various Institutes, Universities and colleges for PG teaching such as the Sidho-Kanho-Birsha University.
- They are also invited as Resource Persons for various Seminars & Workshops. These interactions strengthen the involvement of teachers in curricular activities, the benefits of which are passed on to the students ultimately.
- Continuous involvement in research work with teaching, as research is complementary to teaching and helps the faculty to keep pace with the recent developments in various subjects.
- The College library has subscribed to various journals related to different subjects. In addition to this, books and magazines are purchased by the College



on a regular basis for knowledge up-gradation. Newspapers and Internet are used on daily basis to keep track of the latest advancements in a particular field.

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

Given below is detail on the academic, personal and psycho-social support and guidance services provided to students:

❖ **Academic support is provided to students by:**

- Advising them to choose stream.
- Providing them remedial classes.
- Guiding them to take coaching from specialists in the field, in Remedial, Entry to Service and Career Counseling classes
- During 2013-14, psycho-social support is provided to the students who appeared before the Admission Committee.

❖ **Personal and psycho-social support is provided to students by:**

- Addressing & sorting out their problems by the senior teachers.
- Providing them with financial help in emergency situations.
- Career and Counseling Cell lends a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings.
- Doctors have been invited to run a free medical check-up programme once in every fortnight in the college

❖ **Guidance services are provided to students by:**

- Giving them counseling /mentoring/ advice to participate in sports and cultural and co-academic activities at university, state & national levels.
- UGC Sponsored Coaching for Entry Level Examinations in different Government and Non-Government Services specially for the SC/ST/OBC (excluding creamy layer), Minorities and economically backward students. The programme started from December 2011 and the Classes Started from January 2012 for General Papers and Topics for Competitive Exam like West Bengal School Service Commission, Public Service Commission, Railway Recruitment exams, Staff Selection commission and many more and was completed in November 2013.
- The Career Counseling Cell prepares them for their future career, & for that the cell organizes campus interviews and seminars as required.



COUNSELING SESSIONS ORGANIZED BY THE COLLEGE

Sl. No.	SESSION ORGANIZED ON	SESSION ORGANIZED BY	DATE	ATTENDANCE
1	Seminar on "Career Options: A Personal Experience" Main speaker: SDO Raghunathpur	Career Counseling Cell	04.08.11	450
2	Seminar & Workshop on "IT Career Options"	Career Counseling Cell & Brainware	06.08.11	612
3	Seminar on "Career Options of NCC Cadets"	Career Counseling Cell & NCC	15.08.12	210
4	Seminar on "Skill Development & Psychological Counseling"	Career Counseling Cell	15.09.12	314
5	Seminar on "Career Options for Women and Skill Development"	Career Counseling Cell	29.09.12	410
6	Programme on "Skill Development"	Faculty Departments	Nov'11 - June'12	950

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

- Illustrating through examples or experiments, particularly by science teachers.
- Project-based learning and experiential learning like field work, visits to industries, socio-economic surveys, health survey & organizing student seminars based on the curriculum.
- Interactive method, audio-visual mode of teaching & computer-assisted learning.
- Project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus.

A recent effort made by the institution to introduce a new and innovative approach is e-Learning. Besides this, Computer, Internet, LCD Projects are regularly utilized.

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

- The College library has subscribed to various journals related to different subjects.
- Books and magazines are purchased by the College on regular basis for knowledge up-gradation.
- Newspapers and Internet are used on daily basis to keep track of the latest advancements in a particular field.
- A separate periodical section has been created in the library.
- Special help is rendered to students preparing for competitions.



- Old question papers of various exams in all the subjects are made available to the students.
- Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
- The library staffs keep the faculty and the students updated regarding its latest acquisitions.
- Reference titles, arrived new are displayed on the display boards at the entrance of the library.
- The information regarding new arrivals is also given through the College notice board.
- Books written and edited by our college teachers are permanently displayed in a wall cabinet at Principal's room and are also time to time displayed at the college library.
- The Library has specific Students' corner and Teachers' corner in the reading room where they can use Computer, web resources, digital library/e-resources and reference books.

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

- Due to shortage of staff the departments face problems in completing the syllabi. The institution has recruited part-time & guest teachers to meet staff shortage to some extent which helps to complete the syllabi in time.
- The institution encourages students to participate in Tutorial and Remedial classes (where problems on specific areas/topics are discussed and solved) with a target for completing the curriculum within the planned time frame and calendar. However, when necessary, the faculty members also take special classes to complete the curriculum in time.
- The institution faces problem in the case of slow learners or students who have been unsuccessful in the final/university exams. By providing them remedial classes and counseling the institution strives to overcome this problem.

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

The Institute has monitored and evaluated the quality of teaching learning for a long time through the Meetings of Teachers' Council where all such issues had been elaborately discussed and decisions also had been taken to solve problems.

- After the formation of IQAC, however, the institute monitors and evaluates the quality of teaching learning through IQAC which collects feedback from all



stakeholders and on the basis of such feedback, monitors and evaluates the quality of teaching-learning. These are analyzed and evaluated. Reports and recommendations are perused by the Principal and management. In turn the outcome of the evaluation and its analysis are intimated to the individual teachers in and outside Teachers' Council Meetings, to understand their strength and weaknesses, leading to overall improvement of the teaching-learning process.

- The Principal also meets the Heads of Departments in regular intervals and takes feedback on the teaching-learning progress of each department.
- Besides, the College Grievance Redressal Mechanism also takes care of the quality of teaching-learning.
- Results of terminal tests also indicate quality of teaching-learning.

2.4 TEACHER QUALITY

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

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total	Total
	Male	Female	Male	Female	Male	Female		
Permanent Teachers								13
D.Sc./D.Litt.	0	0	0	0	0	0	0	
Ph.D.	1	0	0	0	5	1	7	
M. Phil.	0	0	0	0	2	1	3	
PG	0	0	0	0	3	0	3	
Contractual Teachers (Approved by the Government of West Bengal)								1
Ph.D.	0	0	0	0	0	0	0	
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	0	1	1	
Part-Time Teachers (Approved by the Government of West Bengal)								13
Ph.D.	0	0	0	0	0	0	0	
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	10	3	13	
Temporary Teachers (Appointed by the College Authority) - as Part-Time								2
Ph.D.	0	0	0	0	0	0	0	
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	2	0	2	
Temporary Teachers (Appointed by the College Authority) - as Guest Teacher								7
Ph.D.	0	0	0	0	0	0	0	
M. Phil.	0	0	0	0	0	0	0	
PG	0	0	0	0	4	3	6	
TOTAL:								36

- The regular faculty is employed strictly as per UGC, West Bengal Government and University rules and conditions.



- Similar eligibility conditions apply to Part-Time and Guest faculty.
- Appointment of teachers (whole-time) including Principal of affiliated colleges is made in accordance with the provisions of the West Bengal College Service Commission Act 1978 (West Bengal Act LXII of 1978).
- However, if in any subject where faculty strength falls due to retirement of any teacher and the recruitment of new teacher does not take place in time, then the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the Sidho-Kanho-Birsha University and Department of Higher Education, Government of West Bengal, and the rules made there-under.

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

Apart from the WBCSC recommended Full-time Teachers and Govt. approved Part-time teachers, the College itself appoints required competent faculty to the students as per the demands of respective courses. The following table shows the appointment of teachers in the 4 years.

Year	Subject	Name of the Teacher Appointed	Qualification	Type
2010	Pol. Sc.	Prof. Soumen Roy	M.A., M.Phil.	Full-Time
	Zoology	Dr. Biplab Bhowmik	M.Sc., Ph.D.	Full-Time
	Hindi	Dr. Rishi Kumar	M.A., Ph.D.	Full-Time
	History	Prof. Jaya Biswas	M.A., M.Phil.	Full-Time
	Geography	Prof. Pradhan Show	M.A.	Full-Time
	Bengali	Dr. Arpita Das	M.A., Ph.D.	Full-Time
	Chemistry	Dr. Tanmoy Chatterjee	M.Sc., Ph.D.	Full-Time
	History	Prof. Suranjana Chakraborty	M.A.	Part-Time (Govt. approved)
	Philosophy	Prof. Kakali Layek	M.A.	Part-Time (Govt. approved)
	Computer Sc.	Prof. Rimi Biswas	M.C.A.	Contractual (Govt. approved)
2012	Commerce	Prof. Chiranjeet Sarkar	M.Com.	Part-Time
	English	Prof. Indrani Banerjee	M.A.	Guest
	Pol. Sc.	Prof. Biswajit Dey	M.A.	Part-Time
	History	Prof. Sonali Acharya	M.A.	Guest
	Geography	Prof. Manoj Banerjee	M.A.	Guest
	Philosophy	Prof. Sanjib Roy	M.A.	Guest
	Zoology	Prof. Rupak Kr. Maji	M.Sc.	Guest
2013	Computer Sc.	Prof. Tanmoy Paul	M.C.A.	Guest



Following the rules of Govt. and affiliating University, a few such appointments, have been made in the subjects like Computer Science, Political Science, Philosophy, English and History. The College generates its own funds to pay salary to these uncovered staff. The college also pursues to appoint full-time teachers as may be practicable.

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

The institution has sent the following number of faculty for enhancing the quality in the Faculty development programmes during the last four years

a) Nomination to staff development programmes:

Academic Staff Development Programmes	Number of Faculty Nominated				
	2011	2012	2013	2014	Total
Refresher courses	1	0	2	9	12
HRD programmes	0	0	0	0	0
Orientation programmes	0	4	2	0	6
Staff training conducted by the university	0	0	0	0	0
Staff training conducted by other institutions	0	0	0	0	0
Summer / winter schools, workshops, etc.	0	1	0	2	3
Total					21

- b) Faculty Training programmes** organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning. One training programme on Teaching-Learning-Evaluation has been arranged by the college for the benefit of Teaching Faculty on 05-09-2012 under UG Development Assistance Scheme, Item-Competence Building, funded by the UGC. A similar type of training programme on Competence Building has also been arranged for the Non-Teaching staff of the college on 20-08-2012. Regarding use of audio visual aids/multimedia etc, technical assistance is provided by the experts, hired/invited by College, to operate ICT tools. Regular workshops are also being arranged.

Type of Faculty Development Programmes	Number of Programmes Organized				
	2011	2012	2013	2014	Total
Seminar	0	1	0	0	1
Workshop	1	1	1	2	5
Others	0	2	0	0	2
Total					8

**c) Percentage of faculty status w. r. t. Resource Person/ Participation and paper presentation of the College:**

Percentage of	YEAR			
	2011	2012	2013	2014
Faculty invited as Resource Person	0	23	15	8
Faculty participated in the Workshop/ Seminars	100	100	100	0
Faculty presented papers in Workshop/ Seminars etc	50	40	60	0

❖ Strategies adopted by the institution in enhancing the teacher quality.

- The College provides autonomy and infrastructure for learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive & instructional techniques like audio-visual mode of teaching, organizing seminars, debates, Lectures by experts from other colleges & Universities, inter-departmental lecture exchange & presentations. This is accompanied by experiential teaching like project-based learning, field work, surveys, experiments and practical classes, etc.
- The College organizes Workshops/ Seminars/ Conferences for enhancing the teacher quality.
- Study materials, reference books, information from Internet are provided.
- The students and the faculty keep pace with recent developments in their disciplines by perusing research journals, latest reference books, participating in national seminars/workshops/symposium/summer school/refresher courses/internet browsing and interactions with experts.

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

- The College encourages research aptitude among teachers and students in all possible ways. There is a Research Promotion Cell which motivates the teachers for academic advancements, and helps them to apply to UGC, DST, etc. for research projects.
- The management has encouraged and has given enough opportunities by providing study leave to complete Ph. D. & M. Phil. research work.
- Leave to present research oriented paper in international and national conference, /seminars, training programmes.
- Necessary infrastructure and fund to organize national/ /State level Seminars and Lectures.



- Adjustments are made in their time table and they are exempted from co-curricular and cultural work of the College.
- The management is committed to promote research or otherwise ensure professional development of the faculty.

No. of Faculty availed research grant & study leave: last three years	No. of Beneficiaries
Grant to present research oriented paper in international Seminar	NIL
Study leave Research Work	NIL

Leave	Name of the Faculty	Year
Grant to present research oriented paper in international Seminar	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
Study leave for Research Work (Ph. D / M. Phil work)	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA
	NIL	NA

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

NIL

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

❖ **Evaluation of teachers by the students**

- The College has introduced evaluation of the teachers by the students. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal.



- The Principal, management and IQAC peruse these analyzed and evaluated reports. In turn the outcome of the feedback analysis is informed to the individual teachers for their understanding of their strength and weaknesses.

❖ **Evaluation of teachers by the external Peers**

- The Department of Higher Education, Govt. of West Bengal, visited the College for evaluation for all administrative and academic affairs including teachers Promotion through CAS in 2008, 2010 & 2013. Moreover, external peers in the form of visiting Professors and experts come in the College during Workshops/Seminars/Conferences. Some of them interact with teachers and convey their opinion about them. This leads to an informal evaluation of teachers by the external peers.
- The teachers are evaluated about their teaching and research activities by the subject expert from the University and Officials sent by the Dept. of Higher Education, Govt. of West Bengal, at the time of their promotion.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

After each examination answer scripts are shown to the students and the scheme of evaluation is explained in detail. The teachers of a department analyze the results of the examinations in departmental meetings. In this way, the evaluative methods are communicated to the students and other members of the institution.

The method of creating awareness in the stakeholders about the evaluation process is as follows:

❖ **Management:**

- Detailed information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of students' admission in a course and also in the Academic Calendar at the beginning of a session.
- The evaluation methods, date, time, full marks etc. are regularly displayed in the notice board.

❖ **Students:**

- Classroom briefing by teachers.
- Notice display on Notice Boards.
- Briefing to students, guardians by the Principal

❖ **Teachers:**

- IQAC meeting
- Teachers' Council Meeting



- Departmental Meeting

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

- The SKBU of Purulia, which is itself very recently established and to which the college is affiliated, has introduced new Syllabus of all subjects of B.A./B.Sc./B. Com. Examination 1+1+1 system since 2011.
- The new pattern of questions has been introduced.
- Accordingly, the College also sets question papers in the College examinations in the same format.
- Apart from this, the answer scripts for College examinations are evaluated following the general pattern of instructions given for evaluating university examination answer scripts. The students can thus prepare themselves through the terminal examinations organized by the college in an effective manner, and this helps them immensely in the university examinations.
- The University has recently introduced the benefit of Post- Publication Scrutiny and Right to Information in the Examination System. The students of our college also can apply for that.
- Moreover Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution.
- Students get all necessary information regarding examination, evaluation etc from college web site.

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

The institution, as stated earlier in 2.5.2, has strictly adhered to and implemented the evaluation reforms, introduced time to time, by the affiliating University.

Apart from that, a variety of measures have been adopted to ensure qualitative advancement of students through a process of continual internal assessment which include the following parts:

- Class tests
- Terminal tests
- Viva-voce
- Assignments (in remedial classes)
- Project works

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

The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extra-curricular front to measure student achievement:



a) Curricular front:

- ❖ Formative evaluation approaches include arrangement of
 - terminal examinations,
 - tutorials,
 - class tests,
 - interactive sessions,
 - group discussions,
 - students' seminars etc.
- ❖ Summative evaluation approaches include
 - Final tests before University examination
 - University Exams
 - Annual meet of parents-staff-alumni.

b) Co-curricular front (debates, elocution, quiz)/ Extra-curricular front (Cultural level)

- ❖ Formative evaluation approaches
 - Debates, Quiz, Singing, Recitation contests are organized.
 - Students selected, are trained.
- ❖ Summative evaluation approaches
 - Trained students appear in district level or intra-college competitions

c) Extra-curricular front (Sports level)

- ❖ Formative evaluation approaches
 - Sports Trials are conducted.
 - Students selected in Sports Trials are trained for better performance in higher levels.
- ❖ **Summative evaluation approaches**
 - Students trained appear in competitions at district, and state levels.

A few examples which have positively impacted the system:

- During the academic sessions of 2012 & 2013, the College bagged 11 First Class in the University Exams. No of 1st Classes have also increased over the years.
- A neighbouring village has been adopted by the NSS Units. The volunteers through the guidance of University experts and trained co-coordinators strive to give their best to uplift them socially as well as educationally. Right from working for their hygienic awareness to making them economically self-sufficient, the NSS units have been successful at least in drawing the interests and spread of awareness.
- Not only has the local community benefitted, the students too have experienced the joy that comes from selfless service.



- The College has the fine practice of including the feeder schools of the locality in various cultural and educational programmes like observation of the World Vernacular day or various national seminars.

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

Monitoring of the progress of the Students is done by:

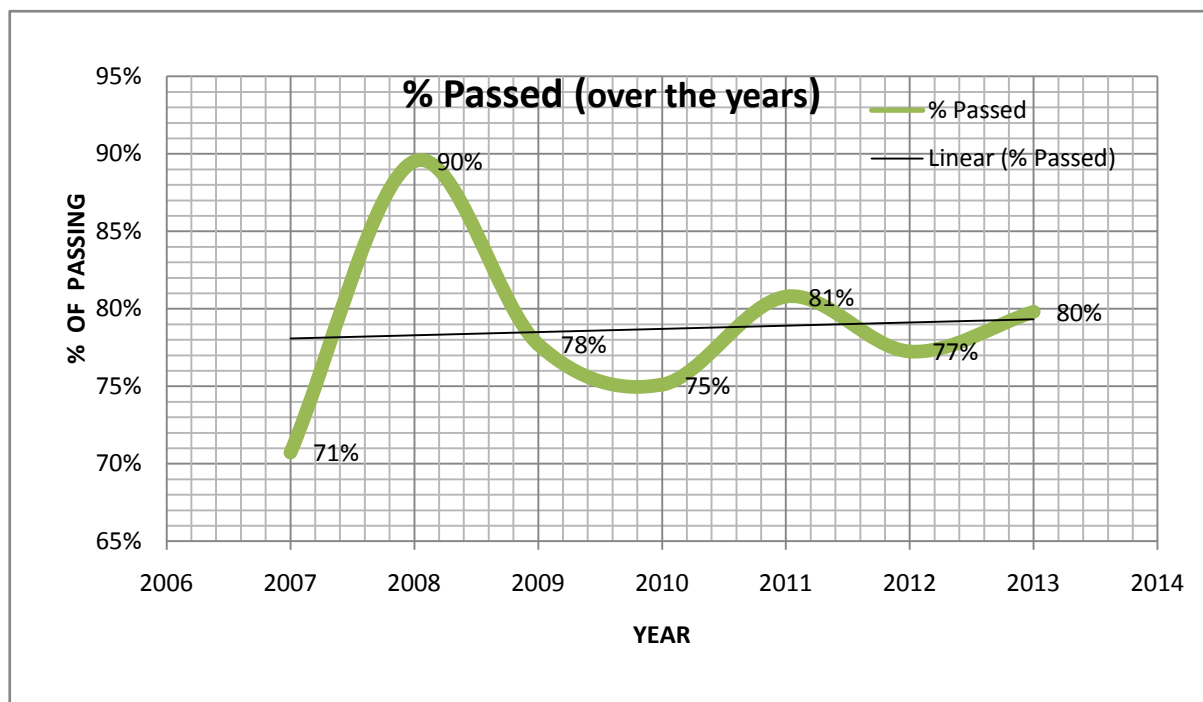
- The institution monitors the progress and performance of students throughout the course/programme through classroom lectures and uninterrupted internal assessments as mentioned in 2.5.2. and 2.5.3.
- Attendance of Students: Strict vigilance on attendance is kept, percentage of attendance is mentioned at the time of the publication of each of the terminal tests, and students who are falling short in attendance are contacted personally and if necessary their parents are also informed.

The progress of the students is communicated to the students and their parents by:

- Student – Teachers Interaction in the class and outside the class take place.
- Parents – Teachers Meetings are organized annually.
- IQAC and Teachers' Council meet and review the performance of students in Class Tests, Terminal Examination & University Examinations and observations, decisions from these are communicated to the students through respective teachers of each department.
- Principal and management are duly informed about the progress of students.

Statement of the Students' Results (last five years)

FINAL EXAMS	% of Passing (Last 5 Years)									
SUBJECT	2009		2010		2011		2012		2013	
	Regular	Casual	Regular	Casual	Regular	Casual	Regular	Casual	Regular	Casual
Bengali (H)	82.35	100.00	66.67	75.00	72.22	83.33	76.92	69.23	85.71	83.33
History (H)	77.78	60.00	71.43	72.22	75.00	65.00	94.12	75.00	93.75	71.43
Hindi (H)	-	-	-	-	-	-	-	-	-	-
English (H)	75.00	100.00	87.50	66.67	66.67	75.00	100.00	71.43	66.67	85.71
Geography (H)	78.57	75.00	75.00	70.59	89.47	100.00	76.92	71.43	66.67	93.75
Philisophy (H)	-	-	-	-	-	-	50.00	-	100.00	100.00
Pol.Sc. (H)	83.33	-	100.00	-	80.00	100.00	83.33	83.33	83.33	71.43
B.A. (Gen)	76.27	87.50	75.44	72.09	81.08	84.62	73.21	75.00	74.55	66.67
B.Com. (H)	100.00	75.00	100.00	100.00	100.00	-	66.67	100.00	100.00	100.00
Comp. Sc. (H)	-	-	100.00	-	100.00	100.00	90.00	100.00	80.00	-
B.Sc. (Gen)	-	-	100.00	100.00	100.00	-	100.00	0.00	100.00	-
B.Com. (Gen)	-	-	-	-	-	-	-	-	100.00	-



Observation: The above chart shows that % of passing have increased over the years. Moreover, the linear trend of the values slowly but steadily increasing over time.

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

As the institution is an affiliated college there is little scope for these. However, in order to ensure improvement and transparency the following measures are taken:

- Results of class tests, Terminal and Test Examination and annual examination are regularly displayed in the College notice board.
- The students are addressed individually regarding their performance in internal examinations of the College.
- The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.
- students are encouraged to participate in various extra-curricular activities within and outside the college for their overall development.

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

Yes, the institution and individual teachers use the following assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning:



- Marks in internal exams/terminal tests
- Classroom performance
- Behavioral aspects
- Communication skills
- Participation and performance in various area specific courses, seminars, educational tours and project works.
- Activities and performance in NSS, Sports, Cultural activities.

In order to improve students' performance, teaching learning process includes following activities:

- After general discussion in classes on pre-planned modules and topics, model answers are analyzed and special tutorial and need based remedial classes are organized.
- Certificate & cash/book/kind rewards are given to the students for good performance.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

- Students are addressed individually regarding their performance for internal examinations of the college.
- The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.
- For the Final Examination for each degree, under the affiliated University (Part I, II, and III), the College has to follow the rules and regulations for redressal of grievances regarding evaluation. Under the affiliated university (Sidho-Kanho-Birsha University) of this institution, the College collects filled-up forms given by the university for the students in specific subjects and papers according to the rules and as desired by the students for re-examination/self-inspection of scripts, forwarding them to the University for further action. The university communicates the feedback after four/five months.
- Apart from this, the college has its own grievance redressal system that works under a Grievance Redressal Cell, working through Principal, University Nominee in the Governing Body, Teachers Council Secretary, General Secretary of Students' Union and some other senior faculty members.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

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



The College has clearly stated learning outcomes through its objectives, vision and mission, as depicted in the College prospectus. By grooming girls and boys into confident, well equipped, culturally conscious, socially modern and globally competent person, the College translates learning outcomes into reality. All the stakeholders are made aware of this through classroom teaching, interaction sessions, parent-teacher meetings and through programmes like the College Day function, fresher's welcome function, College Social festival, alumni get-together.

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

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Well-equipped laboratories
- Resource full and enriched library
- Spacious, well-ventilated classrooms with power back-up facility
- Audio-visual teaching aids
- Class tests, written assignments, Terminal tests, & interactive sessions
- Special coaching facilities through Remedial Coaching, Career Counseling and Entry in Service courses.
- Various national level seminars are organized
- Area specific courses
- Project works
- Educational tours
- The college closely monitors all these programmes.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- Introduction of Career Counseling classes by experts from various fields.
- Arrangement of Various Entry to Service classes by experts from relevant fields.
- Separate Computer Laboratory for Computer-based learning in Computer Science, Zoology and Geography.
- The College laboratories and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively
- The College magazines provide them platform to give expression to their innovative and creative flight.
- The College organizes regional and National level seminars where Experts/Literary artists and Scientists from various reputed institutions/fields participate and students get exposed to recent trends and developments in those branches of study.



- The College NSS Wings regularly organize programmes to enhance the social relevance of the courses.
- Organizing project work, educational tours and workshops on curriculum and employability options for students.
- The practical-classes in science stream ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys, industrial visits – hands on experience, and project works ensure skill development in relevant subject areas of study. Thus, thrust to skills and knowledge component help in employability.
- NCC training programmes have been immensely successful in drawing students' interest, making them physically fit and particularly in employability. A considerable number of students of our college are now employed in various jobs through NCC.
- Soft skill development (communication skills, basic computer skills), and various cultural programmes ensure overall personality development.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

As mentioned under 2.2.6 the college preserves all relevant information of students. The academic progresses of the students are analyzed in the Teachers' Council meetings and in the departmental meetings. Departments arrange for remedial classes for the students whose progresses are not satisfactory.

Apart from this, the College has already formed IQAC to collect and analyze data on student learning outcomes. The College (IQAC, Teachers' Council and Management) uses this data:

- To find out advanced & slow learners (through Terminal Tests and plan separate strategies for them
- To improve learning outcomes of both the categories
- To remove their learning barriers by providing them remedial classes, peer learning, job oriented courses etc.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

The College monitors the achievement of learning outcomes through IQAC and Teachers' Council and the Governing Body. As per decisions taken in these bodies, the departments and individual teachers ensure the achievement of learning outcomes by:

- Finding slow and advanced learners and making policies to improve their learning outcomes.



- Conducting class tests, Terminal tests and University Exams.
- Holding class discussions.
- Using Computer, projectors and Power-point presentations in class-teaching
- Organizing seminars etc.
- Taking remedial classes
- Organizing area specific courses and programmes, educational tours.
- Conducting Project works
- Organizing NCC training, Blood-Donation Camps, cultural programmes and observing days of National importance Taking regular feedback from students and staff.

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

The College tries to enable the students to mould their personality by developing their talents and skill. All the faculty members of the institute are also aware of their responsibilities and obligations to the society and nation. They work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social, cultural, moral, spiritual or national relevance. The College strives to make the students responsible citizens of the nation. Such efforts of the College have resulted positively which is reflected in the quality of the alumni and their achievements.

2.6.7 Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include.

- Inter-active sessions (where students themselves take classes), have been introduced recently in the routine.
- A Language Lab has been installed to facilitate language learning and building up competence and fluency.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION





3.1 PROMOTION OF RESEARCH

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

No, the College does not have any recognized research centre.

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

Yes, there is a Research Sub-Committee in the College, comprising of following members:

1. Dr. Sanjib Chattopadhyay, Principal
2. Smt. Santoshi Dutta (Bouri), University Nominee
3. Prof. Ritabrata Mukhopadhyay, Secretary, Teachers' Council
4. Prof. Sujit Sinha Chodhury, Bursar
5. Dr. Saptarshi Chakraborty, Coordinator, Entry to the service (UGC) & NRC (UGC)

❖ Recommendations:

- The committee recommended that the researcher should work in accordance with the guideline of the College so that the financial records and papers are handled properly and submitted within the timeframe set by the funding agency.
- The committee provides necessary help to the interested faculty members to apply for research grants from different sponsoring agencies and also guide them, wherever required, to carry out research projects.
- The committee also recommended that the researchers should be given infrastructural facilities by the College authority as required, according to the space available and the priority of the requirements.
- It also Encourages Research Publications.

❖ Impact:

- The college authority has provided with space in each department to carry out research activities. It has also provided limited internet facilities for all staffs, and books and journals according to the needs of the faculty are regularly purchased.
- Received funds from UGC for 8 (XIth Plan Period) completed and 6 (XIIth Plan Period) on-going Minor Research Projects in the pre-accreditation period.
- A research friendly environment is gradually building up in the college as the library is getting enriched and various modern equipments are supporting the researchers.
- A major project has been submitted to DST, approval of which is waiting.

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

Autonomy to the principal investigator	✓
Timely availability or release of resources	✓
Adequate infrastructure and human resources	✓
Time-off and special leave to teachers: According to priority.	
Support in terms of technology and information needs	✓
Facilitate timely auditing and submission of utilization certificate to the funding authorities	✓
Adjustment in class routine, exam duty schedule and weekly day off	✓

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

The Institution, its primary motto being undergraduate teaching, has very little scope to develop scientific research. However, the institute is in constant pursuit of developing scientific temper and research culture amongst the students. Some of these initiatives are given as follows:

- By inculcating practical aptitude among students through participation in experimental exercises.
- By arranging seminars and conferences whereby students have ample opportunities to interact with eminent researchers.
- By providing books, journals, magazines of research importance in the library and modern equipments in laboratories.
- By encouraging the learners to get involved in various types of syllabus based project works.

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

The guidance to the students in research is beyond the scope of the Institution. Still a lot of faculty members are involved in investigating different types of research project individually. Details of completed projects and grants received during the last five years: (Pre-NAAC Period) are furnished at 3.2.7.

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

Seminars, sensitizing programmes on different issues related to health and environmental awareness are organized by various Departments, and the NSS Units of the College.



1. UGC sponsored two-day National Seminar on **“Climate Change and Backward Areas: Doings and Well beings”** by Department of Economics and Geography on 24th and 25th November, 2011.
2. UGC sponsored two-day National Seminar on **“Partition of Bengal (1905-1911) and Rabindranath Tagore”** by Department of English and Bengali on 1st and 2nd December, 2011.
3. UGC sponsored two-day National Seminar on **“Evaluation of Ecosystem & Biodiversity with Economic Compass”** by Department of Economics and Zoology on 3rd and 4th February, 2012.
4. UGC sponsored two-day National Seminar on **“Deprivation in Backward Areas: Food, Shelter, Health and Knowledge”** by Department of Economics and Geography on 6th and 7th December, 2012.
5. UGC sponsored two-day National Seminar on **“Significance and Applications of Computer and Information Technology in Daily Life”** by Department of Economics and Computer Science on 7th and 8th December, 2012.
6. UGC sponsored two-day National Seminar on **“Green Chemistry and Sustainable Agriculture Practices: A step towards better future”** by Department of Chemistry and Zoology on 1st and 2nd February, 2013.
7. UGC sponsored two-day National Seminar on **“Contribution of Swami Vivekananda to India’s National Reawakening: Present Relevance”** by Department of English and Political Science on 13th and 14th February, 2013.
8. UGC sponsored area specific curricula on (i) **Medicinal Plant** and (ii) **Tourism at Panchakot**.
9. Course on **positive Discrimination** organized by Equal Opportunity Centre of the college.
10. One-day seminar on **“Women Empowerment”** by Equal Opportunity Centre on 28.3.2014.
11. Awareness programme on **“Environmental Pollution”** organized by the NSS Units in every annual camp.
12. Sensitization programme on **“Pulse Polio Immunization”** organized by the NSS Units from 20.01.2013-23.01.2013.
13. Sensitization programme on **“AIDS Awareness”** organized by the NSS Units on 4.03.2013.
14. Sensitization programme on **“Motivation on Blood Donation”** organized by the NSS Units in every annual camp.
15. Annual programme on **“National Youth Day”** is organized by the NSS Units every year on 12th January.



16. Annual programme on “**Desprem Divas**” is organized by the NSS Units every year on 23rd January.
17. Annual programme on “**Independent Day**” is organized by the NSS Units every year on 15th August.
18. Annual programme on “**Republic Day**” is organized by the NSS Units every year on 26th January.
19. Annual programme on “**Women’s Day**” is organized by the NSS Units every year on 8th March.
20. Annual programme on “**Forest Day**” is organized by the NSS Units every year on 8th March.
21. Annual programme on “**Gandhi Jayanti**” is organized by the NSS Units every year on 2nd October.
22. A seminar on “**Sesquicentennial birth anniversary of Sir Asutosh Mookerjee**” in 2013 sponsored by Higher Education Department, Govt. of W. B.
23. Observation of “**International Language Day (Antarjatic Bhasa Divas)**” organized by Students’ council.
24. A training programme on Competence Building has been arranged for the Non-Teaching staff of the college on 20-08-2012 under UG Development Assistance Scheme, Item-Competence Building, funded by the UGC
25. One training programme on Teaching-Learning-Evaluation has been arranged by the college for the benefit of Teaching Faculty on 05-09-2012 under UG Development Assistance Scheme, Item-Competence Building, funded by the UGC.

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

College prioritizes research on **locality** specific issues and on specialization of the researchers.

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

The Institution regularly organizes conferences, seminars and workshops in order to rope in researchers of eminence to visit the campus and interact with teachers and students. A complete list of visitors is given in section 3. 7. 4.

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

No sabbatical leave is permissible to the college teachers by the university statute. .



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

- The Institution regularly publishes an Interdisciplinary **ISSN Journal, PANCHAKOTESAYS**. The faculty members and researchers are given the scope to publish their preliminary ideas in the Journals, in a way, thus creating awareness and both intra / inter transfer the relative finding of research of the Institution.
- Courses like (i) **Medicinal Plant** and (ii) **Tourism at Panchakot** have encouraged the learners and community and also made them aware of their heritage and resources.
- Seminars on “**Women’s Empowerment**” motivate the girls’ students to discover themselves.
- Programmes under Career counseling cell strive to develop various skills among the learners.
- Encourages researchers and required leaves are sanctioned for presenting research paper in different International and National Conferences by faculty.
- Encouraging Publication by faculty in different International and National refereed journals, books, articles in edited volumes, seminar proceedings etc.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

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

The institution does not have any specific research centre, so there is no provision of budget allotment for research. However, the individual researcher usually applies for his/her financial resources from different funding agencies like UGC etc. The institution provides him/her necessary help as required and permitted within the rules.

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

No

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

NA

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

The various departments and staff of the institute interact with each other in undertaking inter-disciplinary research. Some successful endeavors are:

- Geo-Spatiality..... Geographical Approach. UGC MRP, Geography & Economics.
- Housing Deprivation Investigation. UGC MRP, Economics & Geography.
- Space and Indignity Approach. UGC MRP, Geography & Economics.
- Economics Panchakot Hill Ecosystem, UGC MRP, Zoology & Economics.

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

- By sharing of equipment amongst staff and students for effective transfer of technical skills by various departments under faculty of science that is Physics, Geography, Computer Science, Chemistry, Botany and Zoology.
- By dividing the students into small groups for analyzing effective learning of technical skills as required for operating various sophisticated equipment such as, spectrophotometer, Computer, Total Station, TNT Maps, pH-meter, micro centrifuge, microscopes, DSLR camera, electronic balance, etc.

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

No

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

The college, primarily being an undergraduate teaching Institution, in general has limited resource for supporting high quality research in all the subjects. However, the external funded projects in various departments enrich the department to facilitate research. The details of the received project are provided below:

Sl	Name of Investigator & Department	Title of the Project	Date of Sanction	Funding Agency	Status	Sanctioned Money
1.	Dr. Sanjib Chattopadhyay (Zoology)	Study on ecology foxes (<i>Pteropus giganteus</i>) in relation to human habitation.	8.10.2009	UGC	Completed	87,000
2.	Prof. Amitava Chatterjee (History)	Evolution of sports culture in Bengal 1890-1947	12.12.2008	UGC	Completed	86,000



3.	Prof. Banibrata Goswami (English)	The spirit of nationalism in selected areas of R. N. Tagore and W. B. Yeats-A study.	07.09.2009	UGC	Completed	71,500
4.	Prof. P. K Ghosh (Commerce)	Capital structure analysis of Indian FMCG companies with special ref. to Purulia, W.B.	07.09.2009	UGC	Completed	1,01,000
5.	Prof. R. Mukhopadhyay (Geography)	Geospecialty of An electoral geographical approach	08.10.2009	UGC	Completed	1,26,000
6.	Prof. Sujit Sinha Chodhury (Commerce)	Consolidation Bank-A case study in India	08.10.2009	UGC	Completed	1,26,000
7.	Dr. Saptarshi Chakraborty (Commerce)	Housing deprivation in backward and tribal areas: An empirical investigation	07.09.2009	UGC	Completed	1,01,000
8.	Dr. Rishi Kumar (Hindi)	Sanjeev ke upnyasho main shilpanchal	02.08.2011	UGC	Completed	1,11,000
9.	Ritabrata Mukhopadhyay (Geography)	Space and Indigeniety: Tribals a radical Geographical approach.	18.03.2014	UGC	Ongoing	2,50,000
10.	Prof. Jaya Biswas (History)	Consolidation: A Political History of Bengal Mughal Royal Power.	18.03.2014	UGC	Ongoing	70,000
11.	Dr. Biplab Bhowmik (Zoology)	Studies on the Biodiversity and moloculay phylogeny.	18.03.2014	UGC	Ongoing	4,85,000
12.	Dr Sanjib Chattopadhyay (Zoology)	Economics of Land Vertebrate Fauna of Panchet Hill Ecosystem.	18.03.2014	UGC	Ongoing	1,10,000
13.	Dr. Saptarshi Chakraborty (Commerce)	Inter-Linkage between Finalcial Economic investigation.		UGC	Ongoing	1,55,000
14.	Dr. Tanmay Chattopadhyay (Commerce)	Metal-Organic Coordination Synthesis characterization and applications.		UGC	Ongoing	4,95,000

3.3 RESEARCH FACILITIES

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

- **Advance research equipment:** UV spectrophotometer, camera attachment Trinacular Microscope, Digital balance, Egg hatching incubator, Gell electrophoresis, High precision weighing machine, Total station, Theodolite, Leveling, Prismatic compass, Barometer, Hygrometer, Rain Gauge Spectrum analyzer, Magnetic starrier, Heating mantel, Distillation plant, Magnetic shaker, Microtome, Digital pH meter, Colorimeter.
- **Advance software:** Image analyzer, TNT Maps (Basic) etc.
- Internet facilities through Computer Laboratories and use of data-base server are accessible to the students.

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

- Separate section in the library for research-helping books and journals.
- Separate research laboratories in Chemistry, Physics, Botany, Computer Science, Geography and Zoology department.



- Receiving UGC major projects for carrying out research.
- Receiving funds from Higher Education Department, Govt. of West Bengal for purchasing modern equipments required for carrying out research.

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

No

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

NIL

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

At present the library building has total area of 336 m² of which text book sections, reference sections, journal sections and digital and web resource section, students' and Teachers' reading corners. Library is located in the first floor of the main building – a very serene place. Library is subscribing to the following research oriented journals and periodicals:

RESEARCH ORIENTED JOURNALS	
1. Economic and Political weekly	2. Geo (Indian Edition is Withheld)
3. TIME	4. Virtuso
5. Competition Success Review	6. Indian Journal of Finance
7. SAJOSPS	8. Indian Economic Review
9. Shodh Amrit	10. The Review of Development and Change
11. Writers Editor Critics	12. Journal of Quantitative Economics
13. Down to earth	14. Desh
15. Labyrinth	16. PANCHAKOTesSAYS
17. Resonance	18. Traveler
19. Current Science	20. Career 360
21. University News	22. National Geographic Magazine

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

- All science departments have own labs to carry out research,
- Teachers' reading space in the library facilitates uninterrupted reading,
- College purchases costly instruments which are not provided by the research funding agencies,
- Most departments have their own computers and laptops, beside UGC Network Centre has sufficient computer access,



- LCD Projectors, photocopier, video and DSLR still camera, silent generator facilitates collaborative research.

3.4 RESEARCH PUBLICATIONS AND AWARDS

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

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

Most of our faculties have published books, research papers in national and international journals which are cited by other scholars in their research.

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

Yes, the College publishes one Inter-disciplinary ISSN (0976-4968) Journal, **PANCHAKOTesSAYS** bi-annually. The editorial board includes:

1. Dr. Sanjib Chattopadhyay (Principal & Publisher)
2. Prof. Banibrata Goswami
3. Dr. Saptarshi Chakraborty
4. Prof. Ritabrata Mukhopadhyay
5. Dr. Touhid Hossain

The policy taken by the Editorial Board includes:

- The journal will be published bi-annually
- Special issues may be arranged from time to time on need basis
- Research papers are to be given priority
- Two-way blind refereeing will be followed
- NO, PANCHAKOTesSAYS is not listed in any International Database.

3.4.3 Give details of publications by the faculty and students:

KINDLY REFER TO THE DEPARTMENTAL PROFILES.

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-Industry interface?

No. The college has no such strategies. Recently, Damodar Ispat Ltd. and ACC cement factory have included our institution as their beneficiaries.



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

Institute believes that consultancy is important, but at this stage, Institute does not have the infrastructure to take up a consultancy project.

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

The college extends flexibility to teachers in the following areas:

- Holding of National Seminars in College premises
- Providing duty leaves to attend seminars, workshops, conferences, summer schools.
- Encourage to get associated with professional consultancy organizations.
- Encourage to attend orientation and Refresher Courses
- Such flexibility on the part of the administration creates an atmosphere in which teachers can pursue further research activities
- Many of our teaching faculty has performed as resource persons (invited speakers) in various seminars/conferences of regional and national importance.

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

NA

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

NA

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- ❖ The institution intends to build responsible citizenship among students by the means of following programmes:
 - Equal Opportunity Centre
 - Cultural committee.
 - PANCHAKOTeSAYS
- ❖ NSS and NCC wing of our college organize blood donation camp. Through special camps organized by the NSS Units, the college students can spread some valuable ideas like good citizenship, secularism, fellow feeling, nationalism among the villagers. The college authority extends help in every



aspect in realizing the goals of the NSS. The NSS units spreads awareness on a forestation, AIDS, Thallasaemia , health and hygiene, water disposal etc.

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

Social movements and activities to promote citizenship roles include observation of national days, blood donation, various health training programmes, camps and cultural programmes. To track students' involvement, institution regularly keeps records of activities, participation and performance.

Table 3.6.2a: Students involvement in NCC

EVENT	YEAR	NO. OF STUDENTS PARTICIPATED
Republic Day Camp, New Delhi	2012	1
SNIC, NAGALAND	2012	1
I.M.A.,DEHRADUN	2012	1
KANCHAN SURYA, DARJEELING(GIRLS)	2012	4
COMBINED ANNUAL TRAINING CAMP	2012-13	160
ARMY ATTACHMENT CAMP	2012-13	5
BLOOD DONATION CAMP	2012-13	32
REPUBLIC DAY COMPETETION (S.D.O, Raghunathpur)	2012-13	22
T.S.C CAMP, New Delhi	2013	2
ARMY ATTACHMENT CAMP	2013-14	4
COMBINED ANNUAL TRAINNING CAMP	2013-14	120
REPUBLIC DAY COMPETETION (S.D.O, Raghunathpur)	2014	22

Table 3.6.2b: Students involvement in NSS

Year	No. of Students Participated in Different Activities Under NSS			
	Regular Activity	Special Camp	Blood Donation	Observation of days of national importance
2010-11	N.A.	N.A.	N.A.	N.A.
2011-12	140	135	-	120
2012-13	285	130	37	200
2013-14	270	-	25	210

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

The college solicits stakeholder perception on the overall performance and quality through the following;

- Internal assessment of students on a regular basis and letting them/their guardians about performance.
- Annual meeting of parents, alumni, staff and management.
- Students' feedback on teachers and institution.
- Feedback of staff on principal.



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

Extension (NSS, NCC) and Outreach Programmes (others) as undertaken by the college have been divided into three heads:

- Educational extension and outreach programmes: This include exhibitions and quiz competitions, participation in youth parliament, organizing of Departmental /State National seminars, interactions with academic/industrial experts, participation Seminars/ workshops/ management meets/paper presentation/ organization study in other institutions/industry and visits to rural and tribal areas all over India and free tuition for school and college students
- General extension programmes that are administered by NSS, NCC.
- Special Extension Programmes like Equal Opportunity Cell focuses on the underprivileged and vulnerable sections of the society. Amount spent for extension and outreach by the college is given in the table below:

Program	Activity	Year	Amount (in Rs.)		
			Received	Expenditure	Remarks
NSS (Unit- I, II & III)	For Special Camp	2010-11	NIL		-
		2011-12	67,500	67,500	Utilized
		2012-13	67,500	67,500	Utilized
		2013-14	67,500	-	Not yet utilized
	For Normal NSS Activity	2010-11	NIL	-	-
		2011-12	66,000	66,000	Utilized
		2012-13	70,900	70,900	Utilized
		2013-14	48,000	40300	Not yet fully utilized
Equal Opportunity Centre	Short Term Course	2010-11	N.A.	N.A.	-
		2011-12	N.A.	N.A.	-
		2012-13	22,000	22,000	Utilized
		2013-14	29,100	29,100	Utilized

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

The college has two NSS Units through which it promotes the participation of students and faculty in extension activities which are already shown in 3.6.4. The following are the thrust areas of such NSS activities:

- Regular and special Camps
- Cleaning College Campus and outskirts
- Maintain garden, forestation around college campus



- Awareness programmes on AIDS, Thalassemia
- Holding of Blood Donation Camp, free health check-up camp
- Socio-economic survey of village's households

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

No such project has been taken under research or extension work. However small scale social surveys are conducted by NSS volunteers in their respective adopted villages. The details are given below:

Year	Title of the Survey Project	Name of the adopted village	No. of person interviewed
2010-11	N.A.	N.A.	N.A.
2011-12	N.A.	N.A.	N.A.
2012-13	Socio-Economic Survey	Baruipara, Kuthibari, Nawada	350
2013-14	Survey on Health Status of the Villagers	Baruipara, Kuthibari, Nawada	350

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

❖ NCC

• Objectives:

- To develop qualities of character, leadership, courage, discipline, spirit of adventure, secular outlook, and the ideals of selfless service amid youth of the country
- To create a human resource of well organized, skilled and motivated youth, to endow with leadership in all walks of life and always be ready to serve the nation.
- To provide an apt environment and courage the youth to choose a career in the armed forces

• Expected Outcomes:

- Helps to improve student's motivation and aspiration, confidence and self – esteem, communication and social skills.
- Increase their work skills and are help to enhance their qualification.
- Helps to receive extra opportunity in job market.

❖ EQUAL OPPORTUNITY CENTRE

• Objectives:

- To oversee the effective implementation of policies and programmes



of disadvantaged groups.

- ii) To provide to provide counseling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

- **Expected Outcomes:**

- i) Students will be aware about various schemes for the SC, ST, OBC, Minority and Physical Handicapped.
- ii) To help them to learn about the empowerment process of the weaker section of society.
- iii) They will be aware of their role in community development.

❖ **NSS**

- **Objectives:**

- i) To understand community relations and problems of the community.
- ii) To build social and civic responsibility and leadership

- **Expected Outcomes:**

- i) To generate a community feeling amongst students
- ii) To develop leadership quality amongst students
- iii) To generate national integrity and communal harmony amongst students
- iv) To generate awareness among students about social evils
- v) To generate capability to solve practical problems in life

❖ **NSS HIV/AIDS Program.**

- **Objectives:**

- i) To build awareness about the disease.

- **Expected Outcomes:**

- i) To acquire knowledge about this dangerous disease.
- ii) To make them aware that consciousness is the only way to fight this disease.
- iii) To learn to do humane behavior to AIDS patients,
- iv) To propagate consciousness amongst others in the society about HIV.

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

The institution ensures the involvement of the community in its reach out activities in the following ways:



Date	Event	Target
i) 03.09.2012 to 27.09.2012 ii) 22.02.2014 to 28.03.2014	Positive Discrimination - A short term course	i) Backward class development ii) Women empowerment
i) 27.02.2013 ii) 29.10.2013	Blood Donation Camp	i) To collect blood for Blood Bank ii) To motivate students about it.
i) 21.02.2013 ii) 21.02.2014	International Vernacular Day	i) To help to perceive the importance of vernacular languages
18.01.14 to 14.01.14	Community Book Fair	i) To promote academic and cultural atmosphere in the locality.

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

- The College organizes seminars round the year in collaboration with neighboring colleges and University.
- Principal as well as teachers participate in annual functions of neighboring High Schools to encourage students for higher education,
- The College has played a significant role in organizing local book fair.

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

NCC unit of this college has received some awards, details of which have been given in the table:

Activity	year	Name of the Student	Award
Long Jump	2012	Mamoni Bauri	1 st
Long Jump	2013	Mamoni Bauri	2 nd
Parade	2010	22 NCC cadets	3 rd
Parade	2011	22 NCC cadets	3 rd
Parade	2012	22 NCC cadets	4 th
Parade	2013	22 NCC cadets	3 rd

3.7 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

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



- ▶ Collaborative research: As such no researcher in college is engaged in collaborative research. But helps from ZSI, University of Calcutta, Visva-Bharati, USIS, etc. enrich us.
- ▶ Staff exchange: ✓
- ▶ Sharing facilities and equipment: NA
- ▶ Research scholarships: NA

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

No MoU has been made. However, one steel factory Ispat Damodar Ltd., has invited our principal Dr. Sanjib Chattopadhyay to be a member in the environment/pollution monitoring committee of the said company. Another company named ACC Cement factory has included us as a member of community advisory panel Benefits of such collaborative arrangements help students to prepare projects and environment based field works. The company will assist us in various ways as and when required.

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

NA

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

Type:	UGC sponsored two-day National Seminar	
Topic:	Climate Change and Backward Areas: Doings and Well beings	
Organised by:	Department of Economics and Geography	
Held on:	24 th and 25 th November, 2011.	
Resource Persons	NAME	INSTITUTE
	Dr. Anish Chattopadhyay	DPI, Govt. of west Bengal
	Dr. Biswajit Mondal	Professor, Visva-Bharati
	Dr. Biswaranjan Mistry	Professor, University of Burdwan
	Dr. N. C. Jana	Professor, University of Burdwan
	Dr. Prasenjit Sarkhel	Professor, University of Kalyani
	Dr. Priyanath Halder	Inspector of Colleges, SKB University
	Dr. Samik Shome	Professor, IIM, Bangalore.
	Dr. Sanat Guchait	Professor, University of Burdwan
	Dr. Shafique Ahmed	Professor, DDU University, Gorakhpur



	Dr. Soumitra Sen	Professor, Jhaldah A. M. College, Purulia.
	Dr. Subal De	Controller of Exams, SKB University
	Dr. Subhas Mukhopadhyay	Emeritus Professor, University of Kolkata
	Dr. Tushar Nandi	Professor, Centre for Studies in Social Sciences

Type:	UGC sponsored two-day National Seminar	
Topic:	Partition of Bengal (1905-1911) and Rabindranath Tagore	
Organised by:	Department of English and Bengali	
Held on:	1 st and 2 nd December, 2011.	
Resource Persons	NAME	INSTITUTE
	Dr. Amrit Sen	Visva-Bharati, Santiniketan.
	Sri Atin Bandyopadhyay	Eminent Writer
	Prof. Soharab Hossain	Ananda Mohan College, Kolkata
	Dr. Niladri Biswas	Kalyani University
	Dr. Sonjoy Dutta Roy	Allahabad University
	Dr. Bhaskar Chakraborty	University of Calcutta
	Dr. Sushnata Das	Rabindra Bharati University
	Dr. Nirmal Kumar Bandyopadhyay	Paschim Banga Itihash Sanshad

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Type:	UGC sponsored two-day National Seminar	
Topic:	Evaluation of Ecosystem & Biodiversity with Economic Compass	
Organised by:	Department of Economics and Zoology	
Held on:	3 rd and 4 th February, 2012.	
Resource Persons	NAME	INSTITUTE
	Dr. Ananda Mukhopadhyay	Professor, North Bengal University
	Dr. Asish Ghosh	Famous Scientist
	Dr. Debal Deb	Famous Scientist
	Dr. Nachiketa Banerjee	Registrar, SKB University

Type:	UGC sponsored two-day National Seminar	
Topic:	Deprivation in Backward Areas: Food, Shelter, Health and Knowledge	
Organised by:	Department of Economics and Geography	
Held on:	6 th and 7 th December, 2012.	
Resource Persons	NAME	INSTITUTE
	Dr. Biswajit Mondal	Professor, Visva-Bharati
	Dr. Debasish Ghosh	Professor, SKB University
	Dr. Mrinal Mondal	Professor, SKB University
	Dr. Nachiketa Banerjee	Registrar, SKB University
	Dr. Priyanath Halder	Inspector of Colleges, SKB University
	Dr. Samita Manna	Vice-Chancellor, SKB University
	Dr. Soumananda Dinda	Professor, SKB University
	Dr. Soumitra Sen	Professor, Jhaldah A. M. College, Purulia.
	Dr. Subal De	Controller of Exams, SKB University
	Dr. Sugata Margit	Chairman, Council for Higher Edu., Govt. of W.B.
	Dr. Supravat Bagali	Professor, SKB University
	Dr. Tushar Nandi	Professor, Centre for Studies in Social Sciences



Type:	UGC sponsored two-day National Seminar	
Topic:	Significance and Applications of Computer and Information Technology in Daily Life	
Organised by:	Department of Economics and Computer Science	
Held on:	7 th and 8 th December, 2012.	
Resource Persons	NAME	INSTITUTE
	Dr. Manish Chowdhury	Indian Statistical Institute, Kolkata
	Dr. Nilanjan Mondal	Professor, Bangobashi College, Kolkata
	Dr. Soumitra Sen	Professor, Jhaldah A. M. College, Purulia.
	Dr. Subhajit Mandal	Officer, Adult Education, Govt. of W.B.
	Dr. Subhasish Karmakar	CEO, Logitech Inc. India.
	Sri Sudeb Das	Indian Statistical Institute, Kolkata
	Dr. Sumit Chakraborty	Professor, Presidency University
	Dr. Sunil Karforma	Professor, University of Burdwan
	Dr. Tajuddin Ahmed	Professor, Aliah University

Type:	UGC sponsored two-day National Seminar	
Topic:	Green Chemistry and Sustainable Agriculture Practices: A step towards better future	
Organised by:	Department of Chemistry and Zoology	
Held on:	1 st and 2 nd February, 2013.	
Resource Persons	NAME	INSTITUTE
	Dr. B.C. Ranu,	Senior Prof., Department of Organic Chemistry, IACS
	Swami divyananda	Secretary, Ramkrishna Mission, Saradha Pith, Howrah
	Dr. Debashis Das	Associate Prof. , Calcutta University, Kolkata
	Dr. Adinath Majee	Assistant Prof. , Visva- Bharati University, Santiniketan
	Dr. Alokanda Hazra	Assistant Prof. , Visva- Bharati University, Santiniketan
	Dr. Sankar Kumar Nath	Ex- senior oncologist, R. G. Kar Medical College, Kolkata
	Dr. Biplab Kr. Modak	Assistant Professor , Department of Zoology, SKBU, Purulia
	Dr. Sutanu Majee	Prof. Dept. of App.Plant Science, B B A University, Lucknow
	Dr. Kaushik Mandal	Assistant Professor , Department of Zoology, SKBU, Purulia

Type:	UGC sponsored two-day National Seminar	
Topic:	Contribution of Swami Vivekananda to India's National Reawakening: Present Relevance	
Organised by:	Department of English and Political Science	
Held on:	13 th and 14 th February, 2013.	
Resource Persons	NAME	INSTITUTE
	Dr. Ayub Mallick	Asst. Prof., Kalayani University, Kalyani, Nadia
	Dr. Apurva Ratan Ghosh	Director, ASC, Burdwan University.
	Prof. Nibedita Saha,	Asst. Prof., Kalayani University, Kalyani, Nadia
	Prof. Apurba Kumar Mukhopadhyay	Professor, NIAS, Kolkata, West Bengal.
	Dr. Srikanta Bhattacharaya	Associate Professor, Dr. B.N.D.S Mahavidyalaya, Hatgobindapur, Burdwan.
	Prof. Nirmalya Majumder	Asso.Prof., Kachrapara College, West Bengal
	Prof. Sharmila Mazumder,	Asst. Prof., Kalayani University, Kalyani, Nadia
	Prof. Apurba Saha,	SKB University, Purulia.
	Prof. Sunit Mukherjee,	Kalayani University, Kalyani, Nadia



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

- ❖ NO MoUs have been signed.
- ❖ But the institution has linkages/ collaborations with some other institutes in some of the following fields:
 - Curriculum development/enrichment – NA
 - Internship/ On-the-job training – NA
 - Summer placement – NA
 - Faculty exchange and professional development - ✓
 - Research - ✓
 - Consultancy - NA
 - Extension - ✓
 - Publication - ✓
 - Student Placement – NA
 - Twinning programmes – NA
 - Introduction of new courses - ✓
 - Student exchange- NA
 - Any other- NA

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

NA

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES





4.1 PHYSICAL FACILITIES

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

Creation and enhancement of infrastructural facilities for improvement of teaching-learning process, and extending maximum possible educational amenities to its continuously increasing number of learners is the primary policy of the Institution. According to the demands of new courses, syllabi and increasing enrolment, Governing Body continuously resolve to create and enhance new infrastructure and renovate the existing infrastructure. The policy is implemented by the appropriate sub-committees.

4.1.2 Detail the facilities available for:

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

- **Classrooms:** we have 28 classrooms of different sizes, from 40 to 200 seating capacities. Classrooms are well-lighted, well-ventilated; most have Dias and fiber blackboard.
- **Technology enabled learning spaces:** An airy and lighted seminar hall is available equipped with audio-visual system and fixed projection system that has at least 60 seating capacities. UGC Network Centre is equipped with 5 computers, server and photocopier.
- **Seminar halls:** One large (with 250 seat capacity) and a small (with 60 seat capacity) hall are used for holding seminars.
- **Tutorial spaces:** Smaller classrooms are used as tutorial spaces.
- **Laboratories:** There are sufficient laboratories for practical-based subjects – Geography (2 labs), Computer Science (2 labs), Botany (1 Lab), Chemistry (1 lab), Physics (2 labs) and Zoology (2 labs).
- **Botanical garden:** As such college has no botanical garden. We maintain one small garden for medicinal plants and large plantation of economically important plant species.
- **Animal house:** None
- **Specialized facilities and equipment for teaching, learning and research:** White boards with markers, Green boards with dust-free chalk in class rooms, Audio facility in larger class rooms, availability of LCD Projector, modern equipments in laboratories.



- ❖ **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**
 - **Sports:** College organizes annual sports for students and staffs. Our students participate in University sports and District athletic meets regularly.
 - **Outdoor and indoor games:** A playground within campus is space for outdoor games like football, cricket, volleyball etc. There are separate spaces for indoor games, like carom, chess etc. for boys', girls' and staffs.
 - **Gymnasium:** None. A proposal is under consideration.
 - **Auditorium:** A large hall with stage used as auditorium for academic purposes; conducting seminars, cultural programmes, counseling for admission, students' meeting.
 - **NSS:** 3 units actively serve college as well as locality.
 - **NCC:** remarkably praised for students performance and providing employments.
 - **Cultural activities:** annual competition in recitation, singing, quiz, debate; Annual cultural program organized by student's council, observing Bhasha Dibas (Language Day), etc.
 - **Public speaking:** through programmes organized by NSS, NCC, Students' Council and college to observe national and annual days.
 - **Communication skills development:** done through Seminars, workshop, Programmes organized by NSS, NCC, Students' Council, and through language laboratory.
 - **Yoga, Health and Hygiene:** No specific units. Eye and gynecological specialists visit periodically. First aid trainings are conducted by NSS units.

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

Institution emphasizes on plans in respect of increasing student enrolment (from 1005 in 2010-11 to 1509 in 2013-14), introduction of new courses (Honours in Philosophy and Zoology), purchase of books in library and purchase of modern equipments for laboratories, construction of hostels, and development of playground. Naturally those plans ensure that the available infrastructure is in line with institution's academic growth.

Some specific examples of facilities developed/augmented and the amount spent during the last five years are as below:



Year	Facility developed/augmented	Amount spend (in Rs.)	Funding agency
2009-10	Construction of new class rooms	1,601,115.00	HED
	Construction of Science laboratories	748,153.00	MPLAD
	Girls' Common Room	811,276.00	HED
	Construction of Cycle stand with canteen	250,751.00	BEUP
2010-11	Construction of A. P. C. Roy Boys' Hostel	2,282,319.00	HED
2011-12	Purchase of Sound System	53,950.00	BEUP
	Network Room	45,000.00	College
	Room for UGC schemes	25,000.00	College
2012-13	Renovation of Seminar Room	70,000.00	College
	GIS laboratory for Geography Department	20,000.00	College
2013-14	Construction of Library with spacious reading room	2,085,936.00	HED
	Construction of RAMP	511,684.00	UGC
	Construction of spacious class rooms	1,020,765.00	UGC
	Construction of Computer Science Laboratory	1,546,176.00	UGC
	Audio-visual section in library	60,000.00	College
	Construction of Women's Hostel	4,000,000.00 (under construction)	UGC

Master Plan of the Institution is enclosed in the Annexure D & Plan of Main Building in Annexure E

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

Several infrastructure facilities developed by institution meet the requirement of students with physical disabilities:

- Construction of Ramp (UGC in 11th plan)
- Purchase of Computer with screen reading software (UGC in 11th plan).
- Purchase of wheelchair and crutch (UGC in 11th plan).

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

- **Hostel Facility – Accommodation available:** in one Boys' hostel with 60 seat capacity. A women's hostel with 40 seat capacity is under final phase of construction.
- **Recreational facilities, gymnasium, yoga center, etc.:** common room for Boys' and girls'
- **Computer facility including access to internet in hostel:** No
- **Facilities for medical emergencies:** Yes, first aid facility and quick transport to primary health center.
- **Library facility in the hostels:** None
- **Internet and Wi-Fi facility:** Limited internet facility with wireless modems.



- **Recreational facility-common room with audio-visual equipments:** Yes one is staff room for teachers and another is the seminar room.
- **Available residential facility for the staff and occupancy:** None
- **Constant supply of safe drinking water:** Yes
- **Security:** Yes

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

- First Aid Kits are available at office, NCC Room & Students' Union Room for minor emergency. Good number of students is trained in First Aid treatment through NSS units.
- For major emergency, arrangements are made with ambulance service to transfer the patient to nearest Primary Health Center (8 Km away).
- Experts visit our college periodically for Eye and Gynecological check up of students and staffs.
- Body Weight, Blood pressure and Blood sugar check up are available at Zoology Laboratory by digital instruments.
- Establishment of a health unit to monitor the health of the students, teachers and non-teaching staff periodically is under consideration.

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

Special Unit	Space available	Facility
IQAC	Yes	Team meets regularly to resolve problems related to quality of the institution.
Grievance Redressal unit	No	Operated from Teachers' Room and a drop-box to receive grievances
Women's Cell	No	No such cell, but equal opportunity centre organizes class and seminar in women issues
Counseling and Career Guidance	Yes	Functioning through notification, class and seminars.
Placement Unit	No	No such unit.
Health Centre	Temporary	Periodical health check up, particularly eye and gynecological problems.
Canteen	Yes	One each for students and for staffs.
Recreational spaces for staff and students	Yes	One each for staffs, Boy and Girl students
Safe drinking water facility	Yes	One each for students and staffs. Also in library, office and hostel.
Auditorium	Yes	Large with stage for holding various programmes.



4.2 LIBRARY AS A LEARNING RESOURCE

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

Yes, our library has an advisory committee in the form of library sub-committee consisting of the following members:

1. Principal – chairman
2. Secretary, Teachers' Council
3. Bursar
4. Head Clerk
5. Senior Teachers' Representative of GB
6. Senior Non-teaching Representative of GB
7. Assistant Librarian – Convener
8. One Library Full-time Staff
9. General Secretary, Students' union

The library sub-committee normally meets twice in a year and discuss on the needs of the students and faculty members, takes decision to purchase books, documents, journals and newspapers. The committee also supervises the performance of the library as learning resource centre. Departmental requirements are initially discussed in Teachers' Council and forwarded to library subcommittee. The final budget allocation for each department is made by library sub-committee, which of course, needs approval of purchase committee.

Some significant initiatives implemented by the library sub-committee are:

- More books according to students' demand.
- Separate reference section.
- Spacious reading room for students.
- Audio-visual facility.
- Internet facility (limited).
- Students' book search (computerized) facility.
- Printing and photocopying facility.
- Safe drinking water facility.
- Toilet facility.

**4.2.2** Provide details of the following:

Total area of the library (in Sq. Mts.) :	336 Sq. Mts.
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Total seating capacity:	(50 [student] + 10 [teacher])
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WORKING HOURS

On working days	Monday to Friday-10:00A.M – 5.00P.M. Saturday-10:00A.M – 2.30P.M.
On holidays	Closed
Before examination days	Monday to Friday-10:00A.M – 5.00P.M. Saturday-10:00A.M – 2.30P.M.
During examination days	Monday to Friday-10:00A.M – 5.00P.M. Saturday-10:00A.M – 2.30P.M.
During vacation	According to prior notification

Layout of the library in Annexure – F (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Separate reading carrels for teachers, special IT zone for accessioning e-resource to the students in the library.

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

College purchase reading materials by funds from HED, UGC and own resources. Book and journal lists are invited from faculties following recent checklist of various publishing houses, approved by the Library Sub-Committee and then sent for purchase. Feedback from students is also considered in purchasing reading materials.

LIBRARY HOLDINGS	2010-11		2011-12		2012-13		2013-14	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	1,672	316,851	1,619	402,828	1,140	329,624	1,161	229,712
Reference Books	123	121,300	29	16,625	110	53,813	17	4,335
Journals/ Periodicals	-	-	18	53,008	1	480	2+1	-
e-resources	-	-	1	with book	7	with book	42	6,970
Any other (Gifts)	5	560	Nil	-	47	12,845	25	7,306



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

- OPAC : **Yes**
- Electronic Resource Management package for e-journals : **No**
- Federated searching tools to search articles in multiple databases : **No**
- Library Website : **No, Included in college website**
- In-house/remote access to e-publications : **No**
- Library automation : **Partial (Cataloguing, OPAC searching)**
- Total number of computers for public access : **6**
- Total numbers of printers for public access : **1**
- Internet band width/ speed ☐ **2mbps** ✓ ☐ 10 mbps ☐ 1 gb (GB)
- Institutional Repository : **No**
- Content management system for e-learning : **No**
- Participation in Resource sharing networks/consortia (like Inflibnet) : **No**

4.2.5 Provide details on the following items:

- Average number of walk-ins : **90/ day**
- Average number of books issued/returned : **72/ day**
- Ratio of library books to students enrolled : **8 : 1**
- Average number of books added during last three years : **4,148**
- Average number of login to opac (OPAC) : **Under Process**
- Average number of login to e-resources: **No**
- Average number of e-resources downloaded/printed : **5**
- Number of information literacy trainings organized : **4 times in a year**
- Details of “weeding out” of books and other materials : **Very minimum**

4.2.6 Give details of the specialized services provided by the library

- Manuscripts : **Nil**
- Reference : **Yes**
- Reprography : **Yes**
- ILL (Inter Library Loan Service) : **No**
- Information deployment and notification : **Yes**
- Download : **Yes**
- Printing : **Yes**
- Reading list/ Bibliography compilation : **Yes**
- In-house/remote access to e-resources : **In house**
- User Orientation and awareness : **Yes**
- Assistance in searching Databases : **Yes**
- INFLIBNET/IUC facilities : **No**



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

- The library staffs are always at the service of the library users.
- Library staffs help readers trace the books they require.
- The practice of “demand slip” ensures the reader about availability of the book required.
- Maintaining separate reading rooms for students & staffs.
- Display of new arrivals of journals and magazines to update readers.
- Arrival of new additions and editions are informed to the Faculties and Departments.

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

- Students with physical disability can use the RAMP to reach library in first floor.
- Crutches and wheel chairs are available in need.
- A special computer with screen reading software is ready for visually challenged persons.
- Visually/physically challenged students can keep borrowed books for a longer time than the usual, if they require and apply for.

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

- Usually students can make demands of their requisite textbooks directly to the library staffs or departmental teachers. Student member in library sub-committee take part in improving the library services.
- Faculties can place their demands through TR or TCS or directly to the library staffs.
- A students’ feedback on institution has been introduced from current session, which also include library services

IT Infrastructure

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

Number of Computers with Configuration



Sl. No.	Location/ Department	Branded(BPC)/ Assembled(APC)/ Laptop	Configuration	Number
1	Principal's Office	BPC (DELL (Inspiron One)	Intel Pentium Dual Core 2.80 GHz, 1 GB RAM, 320 GB HDD, Optical(W) K & M,	1
2	Main Office	BPC (Compaq)	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	2
		APC	Pentium Dual Core 3.20 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	
3	Accounts/ Bursar's office	BPC (Compaq)	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	1
5	Head Clerk Office	Laptop (Lenovo)	Pentium Dual Core 2.20 GHz, 1 GB RAM, 160 GB HDD	1
4	UGC Network Center	BPC (Compaq)	Pentium Dual Core 2.60 GHz, 1 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	1
		BPC (Compaq)	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	2
		BPC (IBM)	IBM Server Intel Xeon 3.10 GHz, 3 GB RAM, 250 GB HDD, Optical Keyboard & Mouse, 17"LED, UPS	1
		BPC (Compaq)	Pentium Dual Core 3.00 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	1
5	Remedial Coaching	BPC (Compaq)	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	1
6	Entry into Service	Laptop	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical Keyboard & Mouse, UPS, 15.4"LED	1
7	Career. Counseling Cell	BPC (Compaq)	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical K & M, 17"LCD	1
8	Seminar Room	Laptop (Samsung)	Intel Core™ i-5 2.53 GHz, 3 GB RAM, 400 GB HDD, 15.6"LED	1
		Laptop (Samsung)	Intel Core™ i-3 2.27 GHz, 3 GB RAM, 320 GB HDD, 15.6"LED	1
9	Computer Science Lab.	BPC (Lenovo)	Intel Pentium Dual Core 2.70 GHz, 2 GB RAM, 500 GB HDD, Optical Keyboard & Mouse, 17"LED	4
		BPC (IMB)	IBM Server Intel Xeon 3.10 GHz, 3 GB RAM, 250 GB HDD, Optical Keyboard & Mouse, 17"LED, UPS	1
		APC	Intel Celeron 2.20 GHz, 120 MB RAM, 20 GB HDD, Optical K & M, 14"CRT	1
		BPC (Compaq)	Pentium Dual Core 2.60 GHz, 1 GB RAM, 320 GB HDD, 15"LED	1
		BPC (Compaq)	Intel Pentium Dual Core 1.80 GHz, 512 MB RAM, 80 GB HDD, Optical Keyboard & Mouse, 14"CRT	1
		BPC (Acer)	Intel Pentium Dual Core 1.60 GHz, 2 GB RAM, 500 GB HDD, Optical Keyboard & Mouse, 17"LED	1
		BPC (Acer)	Intel Pentium Dual Core 3.20 GHz, 2 GB RAM, 500 GB HDD, Optical Keyboard & Mouse, 17"LED	1
		BPC(Acer)	Intel Pentium Dual Core 2.20 GHz, 2 GB RAM, 500 GB HDD, Optical Keyboard & Mouse, 17"LED	1
		BPC (Acer)	Intel Pentium Dual Core 3.20 GHz, 2 GB RAM, 500 GB HDD, Optical	1



			Keyboard & Mouse, 14"CRT	
		APC	Intel Pentium Dual Core 2.40 GHz, 1 GB RAM, 40 GB HDD, Optical Keyboard & Mouse, 14"CRT	1
		APC	Intel Celeron 2.40 GHz, 1 GB RAM, 40 GB HDD, Optical K & M, 14"CRT	1
10	Geography Lab.	Laptop (HCL)		1
		APC	Intel I-3 3.00 GHz, 4 GB RAM, 500 GB HDD, DVD writer, Optical Keyboard & Mouse, 19"LED, UPS	1
		APC	Pentium Dual Core 2.00 GHz,1 GB RAM, 80 GB HDD, Optical K & M, 14"CRT	2
		APC	Pentium Dual Core 2.00 GHz, 256 MB RAM, 80 GB HDD, Optical Keyboard & Mouse, 14"CRT	1
		APC	Intel Pentium Dual Core 1.80 GHz, 512 MB RAM, 40 GB HDD, Optical Keyboard & Mouse, 14"CRT	1
		APC	Intel ATOM 1.60 GHz, 2 GB RAM, 80 GB HDD, Optical Keyboard & Mouse, 14"CRT	1
11	Zoology Lab.	BPC (Compaq)	Pentium Dual Core 2.60 GHz,1 GB RAM, 320 GB HDD, Optical Keyboard & Mouse, DVD Writer, 17"LED, UPS	1
12	History	Laptop (Compaq)	Pentium Dual Core 2.16 GHz, 2 GB RAM, 160 GB HDD, 15.4"LED	1
13	Hindi	Laptop (Lenovo)	Pentium Core i-3, 2 GB RAM, 500 GB HDD, 15.6"LED	1
14	Commerce dept.	Laptop (DELL)	Del Inspiron i-3, 2 GB RAM, 320 GB HDD, 14"LED, 1 GB HD GRAPHIC	1
		Laptop (Zenith)	Pentium Dual Core 2.00 GHz, 1 GB RAM, 320 GB HDD, 15.6"LED	1
15	Physics Lab.	BPC (Compaq)	INTEL GB Motherboard,Core 2 Duo 2.60 GHz, 2 GB DDR3 RAM, 500 GB HDD, Optical Keyboard & Mouse, 16"LED, UPS	1
16	Language Lab.	BPC (Compaq)	INTEL GB Motherboard,Core 2 Duo 2.60 GHz, 2 GB DDR3 RAM, 500 GB HDD, Optical Keyboard & Mouse, 16"LED, UPS	1
		Laptop (HP)	Quared Qure Processor, 2 GB DDR3 RAM, 500 GB HDD, 16"LED, Wi-Fi	1
17	IQAC	BPC (Compaq)	INTEL GB Motherboard,Core 2 Duo 2.60 GHz, 2 GB DDR3 RAM, 500 GB HDD, Optical Keyboard & Mouse, 16"LED, UPS	1
18	NCC Office	APC	Pentium Dual Core 2.80 GHz, 2 GB RAM, 320 GB HDD, Optical Keyboard & Mouse, DVD Writer, 17"LED, UPS, Speaker	1
19	Library	APC	AMD Semtron 2.80 GHz, 4 GB RAM, 500 GB HDD, Optical K & M, 17"LCD, UPS	1
		APC	AMD 1.50 GHz, 2 GB RAM, 160 GB HDD, Optical K & M, 15.6"LCD	4
		APC	Intel Core i-7, 2600 CPU @ 3.40 GHz, 16 GB RAM, NVIDIA GeForce,1 TB HDD, Optical Keyboard & Mouse, DVD Writer, 21"LED, UPS, 2.1 Speaker	1
		APC	Pentium Dual Core 2.00 GHz, 1 GB RAM, 80 GB HDD, Optical Keyboard & Mouse, DVD Writer, 15.6"LED	1
TOTAL				53



Computer-student ratio – 1:29

Stand alone facility - 23

LAN facility – 9 + 13 + 6 + 2

Wi-Fi facility - Nil

Licensed software - 8

Number of nodes/ computers with Internet facility – limited internet facility with 3 wireless dongle modems.

Any other –

Sl. No.	ITEM	NUMBER
1	Photocopier	5
2	Printer	7
3	LCD Projector	2
4	LED TV	4
5	Scanner	3

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

Limited internet facility is available to the faculty and students within campus during college hours though wireless Modem because we have no broadband connection despite repeated request to BSNL authority. However, faculty and students can avail the internet facility in UGC network center, library and their departments.

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

Institutional plan and strategies are:

- To provide desktop/laptop to every honours teaching departments.
- 24 hours Broadband/Wi-Fi connection to all computers within campus.
- More terminals to connect with central LAN of college.
- To establish a digital classroom already sanctioned by UGC. Waiting for fund release.

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

The college has no fixed annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. But we are purchasing computers regularly for the benefit of students, faculty and administration. The number of computers has increased from 17 to 53 in last 4 years. Following table shows the amount spent by institution for procurement, upgradation, deployment and maintenance of computers and their accessories in last four years.



Year	Procurement (Rs.)	Deployment (Rs.)	Upgradation (Rs.)	Maintenance (Rs.)
2010-11	408,927.00	408,927.00	6,532.00	6,000.00
2011-12	432,429.00	432,429.00	8,530.00	8,000.00
2012-13	37,469.00	37,469.00	49,125.00	18,000.00
2013-14	336,500.00	336,500.00	42,270.00	18,000.00
Total	1,215,325.00	1,215,325.00	106,457.00	50,000.00

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

- Institution has installed a LAN with a high capacity Server, which provides fast flow of data across computers terminals situated in various offices. The said Server preserves all documents in relation to cash transactions, accounts and students' admission, examinations, registration etc. This system is very useful to quick access to preserved data.
- Internet connection in UGC-Network Center and Library enables teachers and others to browse and download study materials, research papers etc
- Teachers prepare their own study materials using ICT resources for effective class teaching and students' support.
- Study-materials are presented to students by some teachers through PowerPoint presentations.

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

- Activities like covering entire syllabus through modules, terminal examinations, purchase of syllabus-oriented and reference books in library, supplying study materials and model questions by some departments have visibly enriched teaching-learning in the college, as evident by increasing enrolment, percentage of qualification in University examinations.
- The institution use ICT optimally depending upon the facility available in the locality. Computer-aided teachings, use of internet, PowerPoint presentation, photocopy facility and audio-visual aids in library are not only increasing our teaching-learning resources but also promoting independent learning among students.
- No doubt, all these activities are student-centric but also have roles of facilitator for the teachers.

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

NA

**4.3 MAINTENANCE OF CAMPUS FACILITIES**

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

Facility	2010-11		2011-12		2012-13		2013-14	
	Allocation (Rs.)	Utilization (Rs.)	Allocation (Rs.)	Utilization (Rs.)	Allocation (Rs.)	Utilization (Rs.)	Allocation (Rs.)	Utilization (Rs.)
Building	625,000	2,266,501	2,795,000	2,378,661	3,798,809	2,149,435	1,000,060	2,031,538
Furniture	Nil	288,813	400,000	469,079	Nil	200,663	Nil	204,323
Equipment	1,641,000	405,040	Nil	957,885	1,119,100	677,740	230,000	295,118
Computers	408,927	408,927	432,429	432,429	86,594	86,594	431,500	431,500
Vehicles	NA	NA	NA	NA	NA	NA	NA	NA
Any other	Development of Playground				200,000	190733		
	Installation of Solar PV Street Light within campus						200,000	200,000

* Allocation Nil means funds provided from college source

** Computer are mostly purchased from equipment grants of various schemes

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

- There are two Building Committees – one for UGC-funded constructions and another for State Government-funded constructions. Both committees not only supervise constructions, also recommends maintenance of buildings, water supply, etc.
- A high power silent generator provides uninterrupted power supply in need.
- Inverters at principal's office, Cash office, Accounts office, Teachers' room, UGC-Network room, Computer Science Laboratory, Library are very helpful during power-cuts.
- Maintenance of computers, photocopiers, accounting soft ware is done through annual maintenance contract with suppliers/agencies.
- Higher Education Department has recently sanctioned a post of Part-time caretaker-cum-electrician to attend minor faults and repairs. Recruitment process is ongoing.
- Because the institution is a young one, most constructions and equipments are new and require little major maintenance.

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

- Laboratory instruments are regularly cleaned and checked by departmental staffs under supervision of teachers. Any problem is intimated to the supplier for immediate repair.



- Computers, photocopiers are under annual maintenance contract.
- Our own staffs take care of Silent Generator, Inverter batteries and water filters. Major problems are solved by outside experts with charges.
- As the institution is young one, all equipments/instruments are almost new and require almost no calibration and precision measures.

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

- Data Base server is located in a dust-free AC room.
- A number Inverters at important places effectively deal with voltage fluctuation and sudden power cuts through supply line.
- Sensitive instruments have voltage stabilizers.
- High power silent generator supplies the whole building during power supply failure.
- Two deep-tube-wells with submersible pumps, high capacity overhead tanks ensure constant supply of water to whole campus including hostel in this drought-prone locality.

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

- ❖ College has come under 2(f) and 12B of UGC in 2007 and has received assistance for the first time in 11th plan. College considerably progressed by UGC funds, such as –
 - Construction of 2 large classrooms, laboratory, Ramp, toilets for women and Women's hostel.
 - Acquiring good number of text & reference books and journals in library.
 - Purchased costly Laboratory equipments and ICT equipments as learning aids.
 - Several Minor Research projects not only encourage faculty but also increase learning resources of college.
- ❖ Higher Education Department, Govt. of West Bengal has funded for –
 - A large library with sufficient reading spaces for students and teachers.
 - A Boys' Hostel named after Acharja Prafulla Chandra Roy.
- ❖ A number of constructions are made from local fund, like –
 - Construction of several laboratories in science department (MPLAD).
 - A cycle stand with Canteen (BEUP).
 - A small pond for beautification and aquatic plants (Panchayet)

CRITERION V

STUDENT SUPPORT AND PROGRESSION





5.1 STUDENT MENTORING AND SUPPORT

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

Yes, the institution publishes its updated Prospectus and Academic Calendar each year. The following information is provided to students through these documents:

❖ **PROSPECTUS:** The institution publishes its updated Prospectus annually where the Institution provides clear information to students about:

- Admission procedures
- Requirements for all programmes (eligibility and documents necessary)
- Infrastructure available
- The fee-structure and refund policies
- Financial aid and student-support services.

Besides, it contains information like the history of the College, the composition of Governing Body, College Staff (Faculty and Non-teaching Staff), Students' Union, courses offered and subject combinations allowed, Attendance rules, Canteen facilities, medical facilities etc.

❖ **ACADEMIC CALENDER:** A brief information about phase-wise of teaching period, likely dates of terminal examinations & University Examinations, Holidays, Period of Recess and Vacation etc..

❖ **WEBSITE:** The Institution has moved towards electronic data management and have official institutional website www.panchakotmv.com to provide ready and relevant information to stakeholders.

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

Institutional Scholarships / Free ships			
Years	Type of Aid	No. of Students	Amount of Aid
2010-2011	College Merit-cum-means freeship	38*	100% of Tuition Fee for Full-Freeship 50% of Tuition Fee for Half-Freeship
	Assistance from Students' Aid Fund	20	Rs.6239
	Sponsored Scholarships	3	Rs.5025
2011-2012	College Merit-cum-means freeship	45*	100% of Tuition Fee for Full-Freeship 50% of Tuition Fee for Half-Freeship
	Assistance from Students' Aid Fund	14	Rs.3151
	Sponsored Scholarships	5	Rs.10668
2012-2013	College Merit-cum-means freeship	59*	100% of Tuition Fee for Full-Freeship



			50% of Tuition Fee for Half-Freeship
	Assistance from Students' Aid Fund	30	Rs.10960
	Sponsored Scholarships	5	Rs.7835
2013-2014	College Merit-cum-means freeship	88*	100% of Tuition Fee for Full-Freeship 50% of Tuition Fee for Half-Freeship
	Assistance from Students' Aid Fund	72	Rs.31961
	Sponsored Scholarships	3	Rs.9000

* No. of 1st year students are the recipients. Continuation of the freeship in subsequent years depends upon whether the student has passed or not in the previous examinations.

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

More than **50%** of the students receive financial assistance from state government, central government and other national agencies.

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?

- Students from SC/ST/OBC and economically weaker sections.
- Students with physical disabilities.
- Overseas students
- Students to participate in various competitions- National and International
- Medical assistance to students health centre, health insurance etc.
- Organizing coaching classes for competitive exams.
- Skill development (spoken English, computer literacy etc.)
- Support for slow learners.
- Exposures of students to other institution of higher learning/corporate/business house etc.)
- Publication of student magazine :

❖ Specific support services/facilities available are :

- All students belonging to SC/ST/OBC/Minority and economically weaker sections are provided with post-matric scholarship from the state of West Bengal. These scholarships are awarded directly to the students.
- College disbursed Stipend for Economically deprived and Physically Challenged students sanctioned by the UGC in the XIth plan.
- UGC sponsored Conveyance Allowance is also disbursed to needy students which also include above mentioned classes.
- Poor and meritorious students of our college are also provided with full-freeship/half-freeship, financial aid from students' aid fund.
- Differently-abled students are treated sympathetically. They are provided with fee concession. Some UGC sponsored infrastructural facilities like RAMP, Computer with screen reading software, wheel chair are available for them.



- For slow learners, Remedial Classes and extra classes are arranged.
- There is no overseas student in our college.
- Student with talents in extra-curricular activities are identified. They are encouraged by providing guidance from the teachers of the various departments. They are also given transportation and food costs to attend competitions conducted by other institutions/club.
- The college publishes students' magazine '**PANCHAKOT**' annually. Students are also allowed to publish their original works in our ISSN journal PANCHAKOTesSAYS. Students also contribute to Wall-Magazines like "WINDOW", "CHETANA" and other Departmental Wall-Magazines.

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

- The Institution encourages innovative, creative and entrepreneurial attitude in their approach, to ensure skill development amongst the students.
- Job Training programmes are organized by the department of, career counseling cell & the NCC Unit.
- The College has started conducting study programmes for Competitive Examinations Coaching Centre for entry in services funded by UGC for enabling the students for competitive examinations.

❖ **Impact of these efforts**

- Professionalism has been cultivated among the students
- Our students have been employed in public and private sector
- Skill enhancement opportunities provided by the College paved their way for higher education.

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

- **additional academic support, flexibility in examinations**
- **special dietary requirements, sports uniform and materials**
- **any other**
- NCC cadets, NSS volunteers and college representing sportsmen/women are given tutorial classes, relaxation in attendance, special dated for form fill-up, etc.
- Students are encouraged to participate in extracurricular activities as volunteers of NSS and cadets of NCC.
- They are engaged in various social welfare activities throughout the year i.e. participation in the competition of youth mock-parliament, cleanliness activity (Campus, Road, Bus stand, adopted villages), environmental



awareness programme, Human Rights awareness programme, Blood donation camp, literacy programme, tree plantation programme etc.

- The college makes arrangement for coaching camp during the practice session of different games and sports, when the students participate in different competitions.
- Students are encouraged to participate in sports and games organized by college and university and by Govt. of W.B. Sports uniforms, equipment and materials (like Dress materials, javelin, shut-put, football, Cricket kits, batons etc.) are supplied by the college.
- Students are given healthy refreshments during practice sessions.
- Apart from this, the college also bears the conveyance to players for participation to different venues.

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

Although systematic and detailed data are not available, many students have appeared and qualified in various competitive exams and most of them are successfully and efficiently working in various states of India.

❖ **Some information:**

- Coaching for Entry into Services, funded by UGC, provides guidance to a large number of students to ensure teaching jobs through the WBSSC, TET, PSC, Railway Recruitment, etc.

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

- ❖ **Academic counseling:** The Admission Committee conducts academic counseling at the time of entry into the College regarding the choice of stream and subjects. Academic counseling is given to the students through various seminars and workshops organized for them.
- ❖ **Personal counseling:** Personal counseling is received by the students through teachers. Principal and other Persons of the authority are available in their free time to listen to the various problems of students.
- ❖ **Career counseling:** Career counseling is also handled by the Career Counseling Cell funded by UGC through seminars, workshop and interaction with various entrepreneurs and professionals from different field. Career/course counseling begins right at the time of admission through the Admission Committee. The teachers guide and direct the students regarding the choice of stream / subjects.



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

No, the institution does not have such structured mechanism.

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

Yes, there is a student grievance redressal cell consisting of the following members:

1. Dr. Sanjib Chattopadhyay, Principal
 2. Prof. Ritabrata Mukhopadhyay, Secretary, TC
 3. Prof. Soumen Roy, Assist. Professor
 4. Prof. Saroj Sen, Part-time Teacher
- ❖ The students approach the Cell for their grievances regarding academic matters, financial matters, health services, library and other central services.
 - ❖ The committee sorts out their problems promptly and judiciously. As a result of this mechanism, the college has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.
 - ❖ Grievances redressed during the last two years of Students:
 - New Class Rooms for Science Departments.
 - New Girls Common Room with proper facilities.
 - Computer and Internet Access for students.
 - New central library building & more books according to new syllabus in the central library.
 - Budget allocation increased for student's aid fund.
 - Remedial Coaching Classes for financially & socially backward students.
 - Career and Counseling for students.
 - Improvement of Drinking water facilities for students.
 - Facilities for sports and indoor games.
 - Generator for continuous power supply.

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

The college had no such occurrences. If it occurs, Teachers' Council may convene a meeting to resolve the issue.

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

- The college has a Disciplinary and Anti-ragging committee which is entrusted with the responsibility of dealing with the problem of ragging.



- There is no single instance of ragging within the campus.

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

- Photocopy facility at concessional rate
- Safe drinking water
- Grievances redressed cell
- Student counseling cell
- Providing scholarship and financial aid to meritorious student
- Periodical health check up

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

Our college has an Alumni association but it is not registered. Till date it is in nascent stage.

5.2 STUDENT PROGRESSION**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

STUDENT PROGRESSION	%
UG to PG	20 (approx) of each batch
PG to M. Phil	unknown
PG to Ph.D.	unknown
Employed	> 15 of each batch

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

Pass percentage of our college students in final university exams. is good and is getting better each year. We also have better results in comparison not only to other institutions but also our average pass percentage in some programmes is better than the University Pass percentage. The table provided below is an ample proof of the scholastic level of our students.

**Programme wise pass percentage and completion rate for the last four years**

Year	Programme	University's Average Result (%)	R. N. Pur College	Kashipur M.M. Mahavidyalaya %	Our College (%)
2010	B.A (H)	78.75	70.90	65.62	79.00
	B.A (G)	91.62	78.25	34.69	74.00
	B.Sc. (H)	75.67	85.71	-	100.00
	B.Sc (G)	89.52	84.00	50.00	100.00
	B.Com (H)	84.42	85.00	-	100.00
	B.Com (G)	86.61	60.00	-	-
2011	B.A (H)	68.44	73.50	71.21	78.00
	B.A (G)	47.33	67.72	48.63	82.00
	B.Sc. (H)	60.79	75.00	-	100.00
	B.Sc (G)	50.42	71.42	66.66	100.00
	B.Com (H)	68.68	60.00	-	100.00
	B.Com (G)	59.31	57.14	-	-
2012	B.A (H)	77.61	68.46	56.36	74.00
	B.A (G)	89.96	79.45	57.33	74.00
	B.Sc. (H)	71.89	70.83	-	93.00
	B.Sc (G)	91.63	100.00	44.44	50.00
	B.Com (H)	82.16	100.00	-	80.00
	B.Com (G)	90.77	50.00	-	-
2013	B.A (H)	77.02	78.44	59.29	85.00
	B.A (G)	88.78	40.81	26.26	72.00
	B.Sc. (H)	76.36	80.39	-	80.00
	B.Sc (G)	89.98	41.66	-	100.00
	B.Com (H)	84.76	100.00	-	100.00
	B.Com (G)	89.78	00.00	-	100.00

Comparative study of the overall college's pass percentage and University's Pass %

Level	2010	2011	2012	2013
University	84.43	59.24	84.00	84.43
Our college	75.00	81.00	77.00	80.00
Other college	63.71	64.82	65.42	49.83

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



- Students are regularly encouraged in classes for progression to higher level of education.
- After completion of final examinations, willing students use to contact their departmental teachers who suggest the avenues for higher studies/employment.
- Advertisements from different professional institutions are displayed on the notice board.

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

- Remedial classes and tutorial classes for students at risk of failure.
- Financial support for students belonging to poor section.
- Risk of failure students are regularly counseled by the departmental teachers and helped by giving extra books, study materials etc.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

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

❖ **Sports**

- Football
- Cricket
- Athletics
- Volley Ball
- Badminton
- Indoor Games

Our students participate in our college annual sports events during the month of December-January. Selected students also participate in inter-college athletic meet during Feb-Mar every year.

❖ **Cultural events**

Every year before Annual cultural function of Students' Council, Cultural Competitions are organized with events like music, dance, recitation, etc. competition etc.

❖ **Co-curricular Events :**

The following events are organized annually

- Quiz competition
- Debate competition
- Essay Competition
- Extempore (Pick & Speak) Speech Competition



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

Year	Major achievements
2009-2010	1. 12 Participated and 04 won prizes in different events in XI INTER NON-GOVT. COLLEGE ATHLETIC MEET-2010.
2010-2011	1. 22 Participated and 03 won prizes in different events in XI INTER NON-GOVT. COLLEGE ATHLETIC MEET-2010.
2011-2012	1. 22 Participated and 02 won prizes in different events in XI INTER NON-GOVT. COLLEGE ATHLETIC MEET-2010. 2. 08 number of NCC cadets Participated at State & National level sports/cultural events and won 02 sports trophies and 22 cultural trophies.
2012-2013	1. 22 Participated and 02 won prizes in different events in XI INTER NON-GOVT. COLLEGE ATHLETIC MEET-2010. 2. 22 number of NCC cadets Participated at State & National level sports/cultural events and won 03 cultural trophies.

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

- No formal mechanism is yet introduced.
- Feedback from students is regularly collected through suggestion boxes kept in office and library.
- A Students' Feedback form has been introduced from this session.
- A facebook account of the college is opened to collect feedback in the recent past.

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

❖ **Academic sessions.**

- Departments of Bengali (two years), English (Three years) and Commerce (One year) publish their wall magazines.
- From this year the Science departments have started to publish one wall magazine – Chetana.
- A wall magazine entitled "WINDOW" is published regularly where students, faculty and staff contribute their articles, essays etc.

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

The college has an elected student council known as Student Union. The Student Union is constituted by the elected members known as class representatives. All class representatives are elected by a formal election process following the regulation of Parent University. Schedule of election, publication of voter lists for Science, Arts, and Commerce streams (class-wise), are notified well ahead by the Principal (being the Returning Officer) with the help of Election Commission. Students can freely issue nomination forms, submit after filling it and withdraw it (according to choice) on schedule dates. All regular students are voters. They cast their individual votes against individual class representatives on scheduled date of election. After counting votes the principal declares them elected and a date is announced to form students' Union with its office bearers. Principal is the president of Students' Union.

Throughout the year students' union involves in the following activities:

- To monitor and bring the students' problems to the notice of the authority.
- To help in preparing Freeship List and distributing students' aid fund.
- To Organize sports competition and cultural competition.
- To manages students' common room
- To organizes Fresher's Welcome and Annual cultural programme
- Fees collected from students in Union Fund, Games and Culture Fund, and Magazine Fund are Funding resources for all activities of Students' Union.

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

- General Secretary of the student union is a member of the Governing Body - the highest authority in college.
- Besides this, students' representatives are included in various committees/sub-committees like, Admission, Sports, Library, Hostel and Free-ship.

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

Alumni and former faculty regularly contact institution through email of college/principal. Recently our college has opened a face book account inviting the Alumni to join to exchange their feedback

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT





6.1 GOVERNANCE, LEADERSHIP AND MANAGEMENT

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

❖ **Vision:**

- 4 Our primary vision is "glow bright and spread light".
- 5 As a very young institution for higher learning, our college is academically oriented and student focused.
- 6 As an institution of backward locality, we are committed to the education, empowering and building self-confidence of the lesser privileged social groups such as the tribal, backward classes, women and other vulnerable sections of the society.

❖ **Mission:**

- 7 To provide students with relevant knowledge, competence, courage and creativity to face global platform.
- 8 To create a teaching - learning environment conducive to the pursuit of higher education.
- 9 To achieve innovations in teaching-learning, research and extension activities.
- 10 To promote awareness on ecological and environmental issues at local, regional, national and global context.
- 11 To sensitize the students on socio-economic issues (emphasizing on gender and human rights)
- 12 To promote participation of stakeholders in the development of the College.

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

- 1 Propagation of Higher Education in a rural setup and to prepare the students for broader life.
- 2 Satisfying the needs of the students from diverse backgrounds including socio-economic backward community within the norms of the Government.



- 3 Focusing on Learner-centric education approach, academic planning, and use of modern teaching-learning aids to make the curriculum interesting and effective for the students to facilitate effective learning outcome.
- 4 Up-keeping of the infrastructure facilities and promoting the optimum use of the same to maintain the quality of academic and other programmes on the campus.
- 5 Mechanism to promote research culture, research publication, & professional development among faculty members for quality enhancement of the teaching community.
- 6 Mechanism to promote the participation in community services through extension programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry among the students.
- 7 Mechanism for participation of the students in various cultural and sports activities at college, local, district, state and national level to foster holistic personality development of students.
- 8 Facilitating mechanisms like Remedial-coaching Classes, Coaching for Entry into Services, Career and Counseling cell for socio-economically backward students, Grievance Redressal Cell and welfare measures to support students.
- 9 Future vision is to introduce programmes in Distance Education, Post Graduate in selective subjects and relevant skill oriented courses.

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

- Policy and plans of an educational institution are determined by needs of its primary stakeholders - teachers and learners. These entail curricular functions, infrastructure development, administrative functions and evaluation of performance (self-assessment).
- For efficient and effective leadership, responsibilities are de-centralized. Initially, policy and plans are formulated at root level, by various sub-committees of college, such as Teachers' Council, Students' Council, Finance Committee, Purchase Committee, Library Committee, UGC planning Board, IQAC, which include faculty members and student member in some. Before implementation, those plans and policies must be approved by the Governing Body, the top management of the college.
- Principal, as administrative as well as academic head of the institution, co-ordinates between the said committees and the Governing Body.



- During implementation, emphases are given to simplicity of procedures, social equity considerations and pragmatism. Emphases are also given on optimal use of material and human resources.

6.1.3 What is the involvement of the leadership in ensuring :

❖ the policy statements and action plans for fulfillment of the stated mission

The institution believes in PDRA cycle. Head of the institution, that is principal, regularly keeps feedback from the implementation of action plans taken in one academic session. With the review of feedback, principal, in consultation with various sub-committees, identifies problems and prepares the policy and action plans for the next academic session. After approval of Governing Body, principal communicates the same to the faculty in the beginning of each academic session. To ensure transparency in the functioning of the college, each new batch of students are communicated the policies and action plans in open meetings. Principal also monitors the step wise implementation of the institutional plans and keeps feedback, which help to rectification and prepare action plans of next academic session.

❖ formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

While preparing the action plans, the institution carefully considers all of its thrust areas. For academic demands, the college with the help of respective departments plans its academic calendar, the schedule of terminal examinations. Similarly sports and cultural programmes are planned and executed as per the provisions of college and regulations of the university. However the institution is always ready to organize innovative programmes in short notice, which are not included in action plans.

❖ Interaction with stakeholders

All the stakeholders - students, parents, faculty, local community, governments and non-governmental bodies the college is linked to, participate in institutional plans within the stipulated norms and conditions. Students, being the first citizen of college, are active participants through the Students' Council of the college. They have free access to interact with the faculty as well as the principal, while the parents are invited, when need be. The feedback from society is taken and demands of the governmental and nongovernmental bodies are taken care of with priority. Institution maintains co-ordination between its office staffs and teaching staffs and also between the above two systems and the taught (the students) throughout the year. President and members of Governing Body as well as Principal formally and informally interact with the Faculty regularly to learn their problems.

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



Head of the institution regularly consults with external stakeholders, faculty member/conveners of various sub-committees, senior office staffs and General Secretary of Students' Council. Principal receives report about the progress of the teaching-learning process and functioning of the departments from senior-most teacher (HoD) of each department. The College has an effective monitoring mechanism through the co-ordination between the Teaching, Non-teaching staff & Students' Council under the leadership of the Principal. This monitoring mechanism supports in implementation of each strategy through need analysis.

❖ **Reinforcing the culture of excellence**

The institution reinforces the culture of excellence through –

- Workshops, awareness programmes for staffs and students,
- Special lectures on Teaching-Learning & Evaluation,
- Research oriented seminars,
- Applying for research grants and project,
- Location-specific curricula development,
- Effective use of advanced Learning Resources in class room and library,
- Customize office and library management software.

❖ **Champion organizational change**

- Learner Centric methods of operations.
- Implementing of academic & administrative plans in de-centralized manner, through committee/sub-committee system.
- Evaluation and appraisal of performance of staff.
- Effective mechanisms to provide modern teaching-learning aids and application of ICT resources to make the curriculum interesting.
- Programmes on competence development.
- Promotion and encouragement of research activities and to organize seminars, workshops etc.
- Linkage with HED/UGC/NGOs and local industries and organizations for Research, Consultancy and Extension activities.
- Wide publicity of action plans, and transparent implementation of reservation policy and admission policy.
- Promotion of awareness of Community development & Social work through Health and hygiene awareness, Environment awareness & plantation, Blood donation camp, gender sensitization and women empowerment.
- Feedback from Stakeholders (students, parents, staff and alumni).

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



Institution works in participative and democratic manner and adopts all plans & policies with guidance of the Governing Body, and in consultation with Teachers' Council, IQAC and other committees. At the time of effective implementation, monitoring and evaluation of its policies & plans, all the staff members & students are involved. Problems identified are reviewed and changes for the improvement where needed are incorporated time to time.

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

Top management provides faculty with academic leadership through their representation in academic management. The top management always encourages dynamism among the faculty and creates an environment conducive for the academic growth.

The faculty of different departments is empowered:

- to hold seminars, quiz competition, to publish wall magazine etc.
- to prescribe and purchase the books & journals in library according to the needs of syllabi and students.
- to purchase laboratory equipments according to the need of syllabi and students.
- to conduct field-studies and to train the students in practical knowledge.

6.1.6 How does the college groom leadership at various levels?

The college grooms leadership at various levels through –

- Decentralization: several committees are constituted under the approval of Governing Body of the College for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities, encouraging social and cultural activities and maintenance of service records. Such committees perform under the Convener-ship of a Teacher or a Non-teaching Staff with members from staffs & students for monitoring and decision making process.
- Empowerment: by giving responsibility and partial authority to staffs and students of the college. Involving others in decision-making creates leaders at every level of an organization.

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

The college delegates authority and provides operational autonomy to the departments to ensure decentralized governance system. The head and faculty of different departments, in consultation with principal and approved by Governing Body, are empowered –



- to formulate criteria of admission,
- to distribute syllabi and prepare lesson plans,
- to conduct terminal/monthly examinations,
- to develop infrastructure-facilities in the department
- to prepare booklist for library and to purchase necessary equipments in laboratory.
- to publish wall magazine and to organize internal seminars.

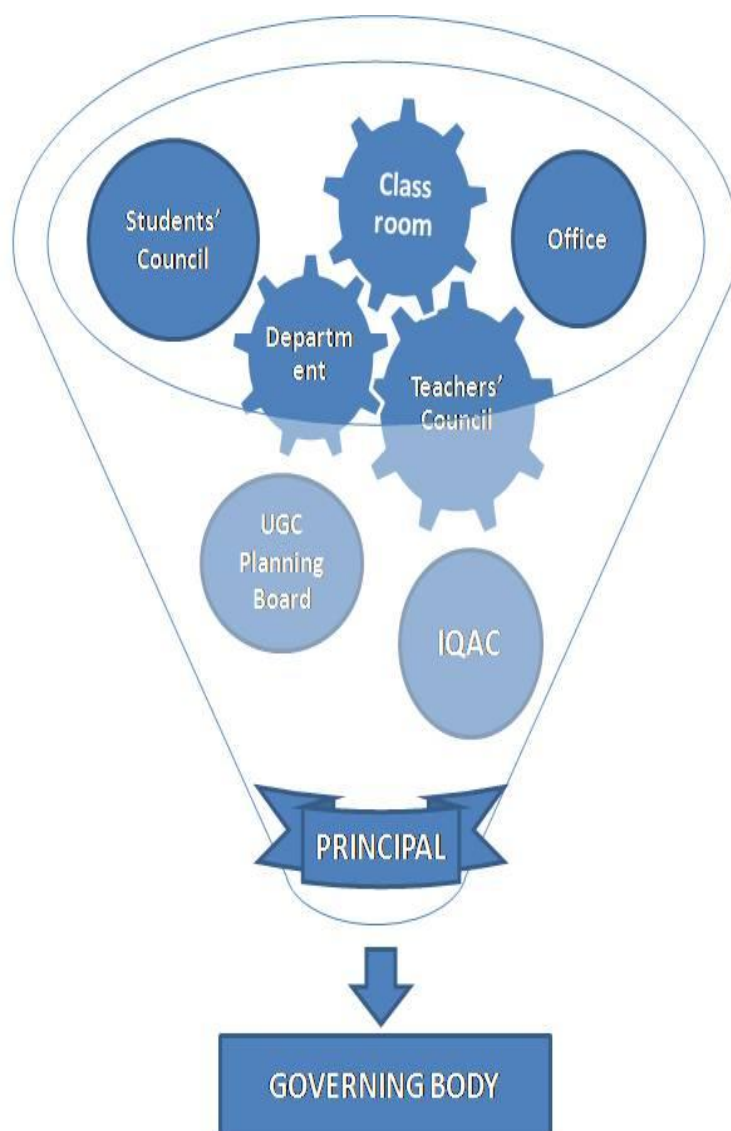
6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, the college promotes a culture of participative management at all levels.

Levels of management are:

- **Classroom:** feedbacks of the students regarding teaching, library, and infrastructure are collected by individual teachers and forwarded to respective departments.
- **Department:** students' feedbacks are discussed and analyzed in departmental discussions and necessary resolutions are brought to teachers' council.
- **Teachers' Council:** problems of all teaching departments in academic matters are discussed and resolutions are taken for possible remedies. Those resolutions are brought to principal, for discussion in IQAC/Governing Body.
- **Office:** all problems in students' affairs including cash, accounts, admission, enrolment, form fill up etc. are noted and discussed with senior staffs of office. Relevant problems are brought to principal for discussion in IQAC/Governing Body.
- **Students' Council:** an elected body of students to safe-guard the rights of students and to promote academic, cultural and social interest among students. The General Secretary of students' council is a member of Governing Body of college. Principal is president of Students' Council and several teachers perform as in-charges of each department of council.
- **UGC planning Board:** considering the thrust areas of UGC, prepares the plans for applying to UGC according to requirements of college.
- **IQAC:** documents, develops and applies benchmarks/parameters for the various academic and administrative activities of the College leading to quality improvement.
- **The Governing Body:** the highest decision-making authority of college includes teaching, non-teaching and student representation, as well as members nominated by State Government and affiliating University – an ideal example of participative management.

The following diagram shows the interrelationships of these levels.



6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

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

YES. The draft of formal quality policy is developed by principal with the help of senior teaching and non-teaching staffs. The draft is finalized, and then driven, deployed and reviewed by the Governing Body.

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

Yes, we have a perspective plan for development. In the democratic set-up of college, each unit is given freedom to innovate and plan its perspectives of



development. The factors we consider are needs of students/society, changing scenario in the field of education, relevancy to locality and time, and, of course, economic factors.

Some aspects considered for inclusion in the plan are –

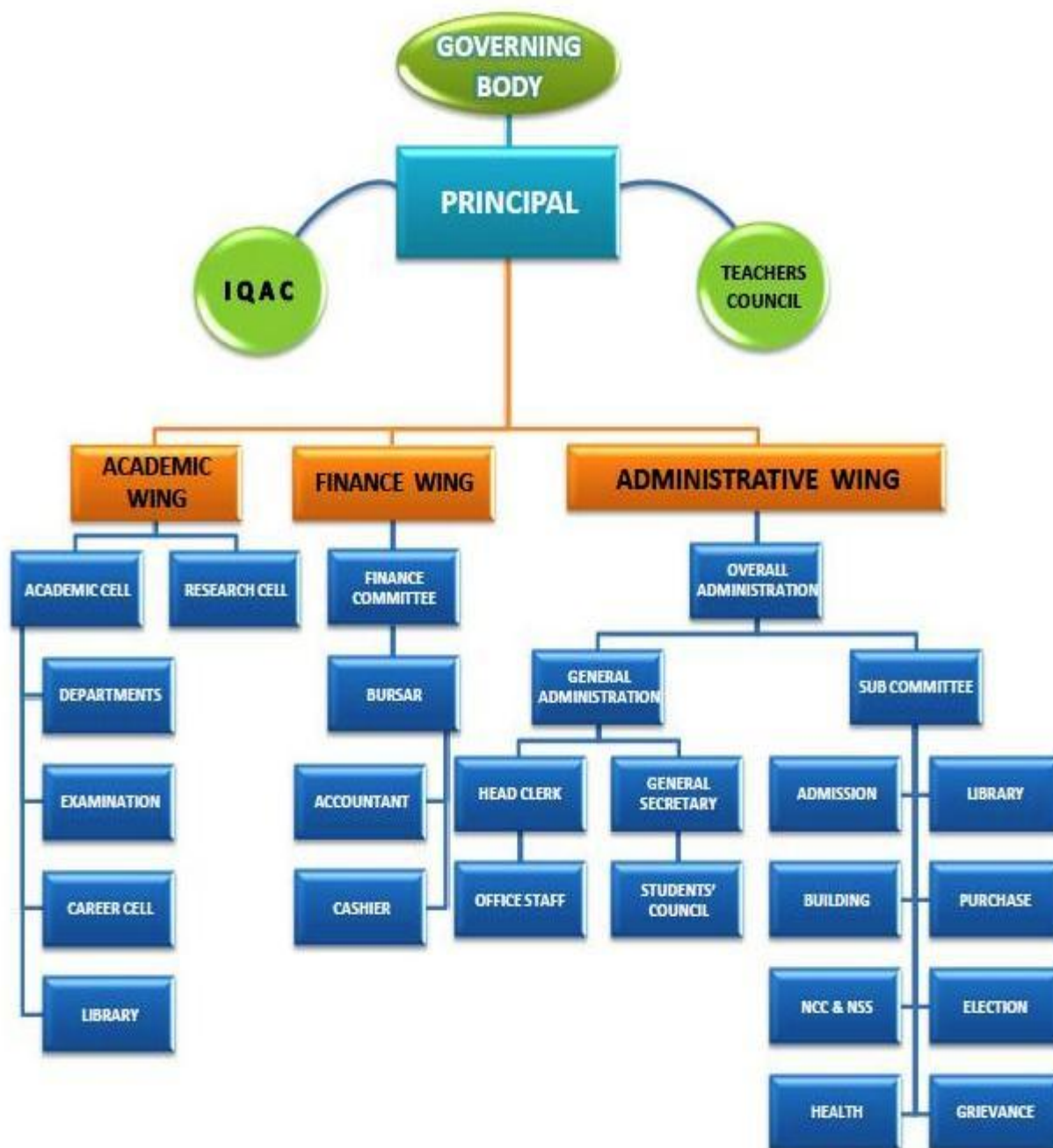
- Introduction of more subjects for Honours/General courses like Education, Physical Education, Sanskrit, Santali, Mathematics etc.
- Introduction of viable carrier/skill oriented/ courses.
- Introduction of Post-graduation Courses in subjects relevant to available infrastructure, like Bengali, Geography and Zoology.
- To purchase more Books, Journals for library and modern Laboratory equipments.
- To set up e-class room and smart boards for the benefits of teachers and the taught.
- To promote location-specific research and publications.
- To set up broadband/Wi-Fi system for easy availability of network within campus.

6.2.3 Describe the internal organizational structure and decision making processes.

The Governing Body and principal welcome the innovative idea, concepts and thoughts from the different sub-committee members and internal stakeholders, and involve them in decision making processes.

According to the needs and demands relevant to education and beneficiaries of the college in particular, the goals are set through collaborative and collective efforts of various components of the institution. Then the responsibilities are assigned to individual teacher/staff or/and departments maintaining hierarchy and code of conduct. Senior teachers of the departments, the conveners of different sub-committees play significant role along with the principal to monitor the progress and carry out the work. Both human and infrastructural resources of the college are readily available for the teacher/staff/department to carry out the programme/project successfully. After the target is achieved by the effort of the faculty involved and monitoring by the administration, the response of the beneficiaries of that project is taken as an index of its success. Wherever required, the expertise from external sources is sought by the principal.

The following diagram shows the organizational structure of our college.



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

❖ Teaching & Learning

- Adoption of Learner-centric education approach through academic planning and teaching module that ensures clarity, co-ordination, planning and distribution of classes properly.
- Need-base use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the learners.



- Introduction of interactive session, debates, projects, presentations, field work, surveys, experiments and practical classes, and inter-departmental lecture exchange.
- Need-based coaching facilities for competitive and entrance examination for the students under UGC schemes.
- Overall academic scenario of the college is regularly reviewed in Teachers' Council and resolutions are taken to improve it qualitatively.

❖ **Research & Development**

- Encouraging research culture, research publication and professional development for quality enhancement of the teaching community.
- Publication of *PANCHAKOTeSAYS* – ISSN numbered multidisciplinary journal.
- Full autonomy is given to the principal investigator for smooth progress and implementation of research schemes/projects. The Institution takes initiatives for timely availability or release of funds from sanctioning authority.
- Encouraging seminars organized by the Departments to attract eminent researchers at national level to interact with teachers and students.
- Encouraging and sanctioning leave for Paper presentations by faculty in different International and National Conferences.
- Purchasing research-supporting books and journals in library.

❖ **Community engagement**

- Three NSS Units of the College are deeply engaged in community development & social work.
- NCC unit participates in many local programmes like observing national days, Book Fair.
- Environment awareness and planting saplings by NSS and NCC units.
- Social service learning through Blood Donation camps and First Aid Training.
- Promotion of cultural activities and developing creative instinct of the students through wall magazines.
- Sensitizing & awareness against exploitation and abuse of any kind through the Equal Opportunity Centre.

❖ **Human resource management**

- Performance evaluation of the teaching and non-teaching staff members.
- Providing welfare measures to staff.
- Providing infrastructural facility to teachers, office staffs and the taught.
- Assistance to staff to develop computer and software operational skill.
- Encouragement to the faculties to pursue academic courses.
- Employing need-based part-time/ad-hoc faculty.
- Development programmes for skill up-gradation and training of the staff.



❖ **Industry interaction**

- College keeps contact with neighboring industries to facilitate students' exposure.
- During field work students of Geography, Zoology gets exposed to industries of various regions.
- College is contacting various software companies for campus interview of students of Computer Science.
- Local industries, like ACC Cement factory have included us as a member of community advisory panel and Ispat Damodar Ltd. has included us as a member in Environmental / Pollution Monitoring Committee.

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

Principal collects adequate information through interaction with the stakeholders—students, teachers and non-teaching staffs, parents, local well-wishers etc. about teaching quality, extracurricular activities and infrastructural facilities the college is providing. Relevant information is placed in the meeting of the top management, that is, Governing Body of college. After thorough discussion and review on the focused information, the decisions regarding the implementation of new policies are taken, which are then communicated to the stakeholders.

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

The Management, through the Principal, encourages and involves the staff members in various activities and decision making process related to the curricular, extra-curricular and administrative development of the college. The staff members in various sub-committees are free to give suggestions and opinions in the meetings with the Management. Those suggestions and opinions are considered in the meetings of top management before making resolutions. Many such suggestions have improved the effectiveness and efficiency of the college.

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

The college Management Council, that is Governing Body, has made a number of resolutions on academic, administrative, financial and other important matters in the last year (2013-14). Most of adopted resolutions have been properly implemented, a few are under process. Status of a few resolutions is as follows:



Resolution taken by Management	Status
College will undergo accreditation by NAAC	LOI & IEQA submitted
Formation of IQAC as per guideline of UGC	Formed & functioning
Color washing the entire college building – inside & outside	Done
Replacement of concrete overhead water reservoir with synthetic one	Done
Approval of guest teacher for Computer Science Dept.	Appointed
Installation Solar PV street light within campus	Fund transferred to WBREDA
Organizing a seminar on Women Empowerment	Done
Introduction of self-appraisal for staffs & feedback from students	Introduced
Introduction of Interactive classes in routine	Introduced
Installation of audio-visual aids in library	Done
Application for funds to construct office of Students' Council and Boys' Common Room outside main building to BEUP scheme	Vetted Plan & Estimate submitted to DM office
Introduction of Principal's performance feedback from staffs	Introduced
Introduction of Computer Literacy for students	Introduced

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

Yes, affiliating university does. But college made no effort in obtaining autonomy.

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

The College has a "Grievance Redressal Cell". Because the college has pleasant ambient atmosphere and good work culture with in-built mutual understanding among its primary stakeholders, the said Cell faces almost no complaints.

The students rather approach the principal for their problems, not grievance, regarding academic matters, financial matters, library matters, which are resolved with priority.

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

No, there is no court case filed by or against the institution during the last four years.

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

Yes. The college has recently introduced student feedback (from class representatives) on institutional performance. Those feedbacks are analyzed and reviewed, the shortcomings are identified. The outcome of the feedback analysis is a corrective measure to prevent the recurrence of the same in future.



6.3 FACULTY EMPOWERMENT STRATEGIES

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

Several efforts are made to enhance professional development of staffs –

- Teachers are encouraged to adopt learner-centric education approach, academic planning, and use of modern teaching-learning aids to make the curriculum interesting to the taught.
- Teachers are encouraged to carry out research projects and to publish research articles.
- Teachers are given support to participate in various faculty improvement programmes such as, Refresher Courses, Orientation Programmes and short term courses.
- Periodical workshops in teaching-learning-evaluation and inter-disciplinary lectures are organized among faculty members.
- Non-teaching staffs are allowed to upgrade their skill by interacting with Bursar and Principal and in computer use through interaction with software developers.
- There is facility of indoor games for staff.

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

- Inter-departments sharing of skill and knowledge promote co-operation, innovations and empowerment of the faculty.
- Permission to participate in Refresher courses/Orientation programmes/Short Term Courses to the teaching staff for professional development
- Encouragement to organize seminars, workshops, etc.
- Encouragement to apply for research grants and to provide with space and infrastructure to carry out the same.
- Encouragement to publish research articles in college journal – *PANCHAKOTeSAYS*, and popular articles in college wall magazine – *WINDOW*.
- Programme Officers of NSS are encouraged to attend the orientation programme conducted by the affiliated universities.
- Motivational classes are arranged by the NSS in national days and birthday of eminent visionaries.

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



- During placement in higher scales, that is, Career Advancement Scheme self-assessment forms are filled up by Teachers. Expert Committee reviews the same and accordingly recommends for placement/promotion. Expert Committee advises for necessary improvements in activities of respective teachers.
- Self-appraisal is introduced for staffs, both teaching and non-teaching from 2012-2013.
- Student feedback is another tool to capture and evaluate performance of faculty members.

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

- Self-assessment and Feedback forms are reviewed and the staffs are appraised about the outcome. The same is communicated to the appropriate stakeholders.
- Feedbacks of students are discussed in the meeting of Teachers' Council and Governing Body; the outcome is conveyed to the students either by the departmental teachers or by giving notice.

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

Various welfare schemes are available both for the teaching and non-teaching staff

- Salary paid on the 1st date of every month from college fund though the same is actually received from State government/Treasury much later.
- General provident fund for the permanent staff.
- Group Insurance Policy for all staff and Faculty.
- Rest room with entertainment facility and separate toilet facility for all staff.
- Festival advance to all staffs - permanent as well as contractual and part-time staff.
- Top management is considerate to sanction loan to staffs in their emergency.
- Authority helps staffs to get bank loans.

Most of staffs have availed the benefit of said schemes in the last four years.

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

- Good academic atmosphere.
- Democratic leadership and Departmental autonomy.
- Availability of modern facilities.
- Scope for advanced study, research, participation in seminars, conferences, workshops, etc.
- Better pay and job assurance for guest and ad-hoc teachers and staffs.



6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

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

- Income/expenditures are keenly monitored by the Accountant, the Bursar and, of course, by the Principal.
- Income/expenditures need regular authentication of finance and purchase committee and above all approval of Governing Body.
- Purchases are made following proper procedures, that is, through inviting and comparing quotations.
- Laboratory-based departments are allowed autonomy to purchase equipments following proper procedures.
- The regular audit through Government auditor also exercises check on the expenditure.
- Top Management is liberal enough to allow purchases in emergency up to a limit, which is then, approved post-facto after thorough checking of procedure.

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

- Accounts of college are internally audited regularly by a team consisting of Accountant, Bursar, members of Finance Committee and Principal.
- External audit is carried out by a Government Auditor nominated by Education Directorate, Government of West Bengal.
- Results of internal and external audit are regularly reviewed by Governing Body and measures are taken to rectify problems, if any.
- External audit is up to date. Audit report for financial year 2012-2013 has been prepared by Government-nominated auditor, approved by Governing Body and submitted to Education Directorate within December, 2013.
- There is no major objection in audit report.

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

- The major sources of institutional fund are received from the Higher Education Department, Government of West Bengal and University Grant Commission.
- Another important source of fund is students' fee in various heads. However, from 2012-13 financial year, 50% of tuition fee has to be deposited to treasury as per order of the State Government.



- The deficit is managed by the college authority according to merit basis. Minor deficits are usually overcome up by development fund surplus. For major deficits, appropriate authorities are approached for matching grants with approval of Governing Body.

Audited income and expenditure statement of academic and administrative activities of the previous 4 years, that is 2009-10, 2010-11, 2011-12 and 2012-13 are given in annexure - G

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

Top Management of college continuously pursue elected members in Parliament, Legislative Assembly, Panchayet, organizations like Eastern Coalfields Limited and well wishers for necessary funding for development of college. Some successful efforts in previous years are as follows:

Year	Purpose of additional fund	Sanctioned by	Amount (Rs.)	Status
2007-08	Construction of Science Labs.	MPLAD	719,362.00	Utilized
2008-09	Construction of Rooms (1st floor)	Zilla Parishad	1,300,000.00	Utilized
	Book Grant	DPI	200,000.00	Utilized
	Purchase of Computers for Comp. Sc. Dept	D. P. Chakraborty – a Well wisher	125,000.00	Utilized
	Need-based Incentive	DPI	850,000.00	Utilized
2009-10	Construction of Canteen & Cycle stand	BEUP	250,000.00	Utilized
	Book Grant	HED	50,000.00	Utilized
2010-11	Purchase of Computers & Laboratory Equipments	ECL	100,000.00	Utilized
2011-12	Purchase of Sound System	BEUP	50,000.00	Utilized
2012-13	Development of Play Ground	District Youth Dept.	200,000.00	Utilized
2013-14	Installation of Solar PV Street Lights within Campus	HED	200,000.00	Under utilized
2014-15	Need-based Incentive	DPI	500,000.00	Under utilized
	Construction of Room for Students, Council & Boys' Common Room	BEUP	-	Awaiting fund

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

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

Yes, the institution has established IQAC.

This cell in its nascent stage is understanding duties and engaging itself to maintain academic atmosphere of the institution including infrastructural improvement, giving emphasis on quality rather than quantity. The institution seeks from IQAC to



recommend principles that will foster continuous improvement of the college in a systematic, integrated and consistent manner.

IQAC prepares the self-assessment reports of individual teachers during their promotion to higher scale in career advancement scheme.

The college has institutionalized the process of quality assurance by introducing the internal assessment system for teaching departments. The assessment is envisaged as an exercise of accountability to improve the performance of teachers, students, administrative staff and the whole institution in a holistic manner with a pragmatic view about the present national academic standards.

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

College authority readily accepts and implements the decisions of IQAC. A few are enlisted below:

- Renovation of a seminar Room.
- Self-appraisal for TS & NTS.
- Audio-visual aids in library for students use.
- A computer in the reading section of teachers.
- The decision of introducing e-classroom, language laboratory and smart board is accepted. Implementation is waiting for fund release by UGC.
- Introduction of students' feedback

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

No, IQAC of our college does not include any external member, but we often take suggestions from external persons like Principals of different colleges who are in the process of second cycle of accreditation. All of them enrich us with their valuable suggestions in functioning of IQAC and guided us in preparing for assessment and accreditation by NAAC.

❖ **How do students and alumni contribute to the effective functioning of the IQAC?**

The ultimate aim of setting up the IQAC is the promotion of good academic atmosphere, every effort is made to improve class teaching, interaction with the students, getting feedback, terminal examination, reviewing the result, organizing seminar, debates and thereby enriching quality education.

IQAC team is planning to meet student representatives and alumni for their evaluation and suggestions, which will be given priority during policy making.

❖ **How does the IQAC communicate and engage staff from different constituents of the institution?**

IQAC core team includes representatives of Teachers, Non-Teaching Staff and Management only, but in extended form includes Students, Alumni association, who



are actively involved in policy making. Members of IQAC convey the plans and activities of IQAC to their own communities.

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

Yes, the institution is planning for an integrated framework.

Teaching departments and office often forward new recommendations to the Principal, who with the IQAC team analyses, reviews and approves the appropriate recommendations and is then placed for the approval of the Governing Body. After approval, the recommendation is implemented.

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

The institution does not provide any such training to its staff. But informal trainings are always provided by internal experts regarding handling computer, laboratory equipments, software knowledge, maintenance of inverters and generator.

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

No, academic audit is yet to be introduced. But the institution always reviews the standard of new batch of students, terminal and University results of students. The outcome is to point out the weaknesses. Remedial measures are taken, which definitely improves the quality of the institution.

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

Our institution follows guidelines of UGC, Instructions of Education Directorate and rules and regulation of parent University in maintaining standards in teaching-learning process, conduct of examination & evaluation.

Those external quality assurance agencies/regulatory authorities also oblige us by offering many academic and co-academic programmes. We successfully conduct those programmes with entire satisfaction of the sanctioning body.

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

- Learner-centric education approach: Interactive & instructional techniques through audio-visual mode of teaching, organizing seminars, debates, inter-departmental lecture exchange, projects-based learning, field work, surveys, experiments and practical classes, etc.



- Academic Calendar & Teaching Plan: These enable the Students to know the syllabus framed by university, academic programme and the components to be learnt.
- Terminal examinations: Students have the scope to self-evaluate before final University examination. Results of terminal examinations are displayed in notice board and students are allowed to find their errors by checking evaluated answer scripts. This transparent method helps the students to find their errors and to rectify them.
- Departmental teachers regularly meet principal to discuss about their progress and problems in teaching-learning process and to make necessary mid-term corrections.
- The outcome of the adopted methods is implementation of teaching-learning-evaluation in a rational, practical and scientific manner.

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

- Through college prospectus.
- Through notifications.
- Through meeting with various stakeholders.
- Through college website www.panchakotmv.com

Any other relevant information regarding Governance, Leadership and Management which the college would like to include.

- The college adopts transparent governance. Top management includes members from various stakeholders, who actively take part in policy making.
- Top management promotes de-centralization of leadership through sub- committees for overall management of the admission, distribution of syllabi, conduction of examinations, promotion of research and extension activities, development of infrastructure-facilities and encouraging cultural activities.
- Top management promotes good relationship between staffs and students that maintains a healthy atmosphere in campus.
- The college authority delegates freedom and provides operational autonomy to the teaching departments.
- The college authority involves and empowers staffs from all level that creates leaders for near future.
- Introduction of self-appraisal system for staffs appropriately capture and store information on their activities, which is used when and where required.
- Reliance of top management upon principal is especially supportive to overcome any and all problems for the betterment of the institution.



CRITERION VII

INNOVATIONS AND BEST PRACTICES





7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The college has not conducted any official Green Audit by any external agency yet. However, the institution takes all possible steps to make the campus green. Though it is difficult to maintain plantation in this drought-prone area, our campus is becoming greener every season.

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

❖ Energy conservation

- The institution takes enough measures to use electricity carefully.
- Students and staff are made sensitized about energy crisis and to avoid power wastage through speeches and notices in different occasion.
- They are also encouraged to use eco-friendly transportation.

❖ Use of renewable energy

College authority has commitment to pollution-free environment. HED, WB has sanctioned a fund for installation of solar PV Street light within the campus. WBREDA has been assigned to install the same. The work will start very soon. College authority also has a plan to install a number of solar panels to supply the main grid, under the funding of HED, WB. It will increase the input of renewable energy and will lessen our dependency on main power supply line. The said proposal is sanctioned by HED, WB; WBREDA will start the project soon.

❖ Water harvesting

The huge volume of rainwater is collected from the garden and roof of the college buildings and channelized towards the pond. The reserved water is used for watering plantation within campus.

❖ Check-Dam construction

Not required

❖ Efforts for carbon Neutrality

- The College has made specific parking area near the entrance. This helps in keeping the campus as much as possible pollution-free.
- The college has installed one high power silent generator which supplements the electricity supply during power-cuts keeping the carbon emission at a bare minimum.
- Cutting down standing trees in the college campus has been strictly prohibited.
- Important computer terminals and offices are equipped with inverters for uninterrupted power supply.



❖ **Plantation**

- We are proud to have about 7.4 acres of green campus. A variety of commercially important floral species planted in the college to make the campus greener and rich in fresh air. These planted trees are maintained carefully by both the students and college authorities.
- The NSS unit of the college actively conducts green campaigns and has taken the initiative to teach students how to make environment more conducive to healthy living by making it greener.
- We have established a Medicinal garden within the campus, which is being maintained by Department of Zoology and Botany.

❖ **Hazardous waste management**

- Solid wastes are disposed in closed containers stationed at various points within the college premises which are regularly cleaned away by paid staff.
- Students and staff made continuously aware about the necessity of effective waste management through different speeches in different occasion.
- Electronic waste, such as discarded computers, office electronic equipments etc. though very negligible are disposed off as per their conditions or handed over to the companies engaged in recycling of e-waste.
- Hazardous effluents from the different laboratory are disposed by keeping separately in protected area.
- Sanitary waste is disposed of by the soak pit management procedure and it is very successful phenomenon as it never allows creating any foul odour in the process.

7.2 INNOVATIONS

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

❖ **Academic Innovations**

- The college has introduced Remedial coaching Classes for the students of SC/ST/OBC students particularly poor and financially weak students. For this the UGC also has provided sufficient grants for paying Resources Persons.
- Coaching Classes to appear for competitive examination for Entry into Govt. and Non Govt. Services for the students of SC/ST/OBC students particularly poor and financially weak students. For this the UGC also has provided sufficient grants for paying Resources Persons.
- Transparent Admission Procedure through general counseling.
- Laboratory up-gradation.
- Introduction of interactive classes.



- Introduction of area specific curricula, e.g. Medicinal plant and tourism.

❖ **Administration Innovations**

- College authority has created various subcommittees which reflect decentralization.
- Faculties have autonomy to purchase library books, equipments for laboratories, and sending research and seminar proposals as per departmental requirement.

❖ **Website:**

To meet the necessity of the time, the institution too has launched its website www.panchakotmv.com. All the relevant information of the institution is made available on it.

❖ **Feedback Mechanism:**

Students give the feedback about the teachers at the end of their course. The feedback from the students is obtained teacher-wise and course-wise. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.

❖ **Eco-friendly approach:**

- The use of server database for record keeping, enable us for less use of papers.
- The small but rich garden in the centre of the college building.
- Outside colour of the college main building is soothing for eye and eco-friendly.
- New constructions (except hostels) are made as vertical extension of main building to avoid wastage of land.

7.3 BEST PRACTICES

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

A. NURTURING THE UNDERACHIEVERS

B. SPOTLIGHTING LOCAL POTENTIALS

BEST PRACTICE - I



1) Title of the practice:

NURTURING THE UNDERACHIEVERS

2) The context:

Our institution has a large number of students from marginalized sections. They belong to poor, backward and daily-wage earning families. Many of them are first generation learners. There is a need to motivate them to higher studies, a prime aim of Ministry of Human Resource Development as well as of UGC. They usually cannot cope with the widely practiced lecture-method of teaching in the college, designed for all. They require a basic knowledge in the subjects of their higher study, which they always cannot acquire at +2 courses. This basic knowledge can build up their confidence in the subjects taken as combination in the college curriculum.

3) Objectives:

- i) To help the first generation, weak and slow learners to achieve a basic knowledge about the combination subjects they have taken in higher study.
- ii) To build up confidence among the shy and introvert learners.
- iii) To prepare the students to face the competitive employment market after successful completion of study.

4) The Practice:



- i) Remedial Classes are organized, after two-three months of the beginning of the session, particularly for students from backward category and financially-challenged sections but other willing students are also allowed to participate.
- ii) Parallel classes are organized to coach willing students to appear at different competitive examinations for entry into services.
- iii) The schedule of these classes is prepared well in advance and displayed on the notice board after the beginning of the new session.
- iv) Special care is taken so that timings of both of these classes do not overlap with normal routine of college.
- v) Feedback from students is obtained regularly and necessary need-based changes are made.

5) Obstacles faced if any and strategies adopted to overcome them:

- i) Though needy, the learners of target groups are often short of confidence. Often they cannot identify their problems and so, fail to respond to the opportunities.
- ii) Some learners of the target groups fail to attain classes, because they have to assist their families to earn.
- iii) Often specially qualified instructors are not available at nearby places. They are to be invited from distant institutions and the payment of their TA/DA appears to be a burden.

Strategies adopted to overcome:

- i) Regular notifications are made to increase the number of beneficiaries.
- ii) UGC assistance is claimed/utilized to overcome financial burden.

6) Impact of the practice:

Number of students in classes is increasing from past session. They are becoming interested in curricula framed in syllabi. Students are increasingly interested to face service-related competitive examination.

7) Resources required:

Expert instructors in different subjects and fields of competitive examinations are not always available in this remote area. There is the lack of stable internet connectivity also.

8) About the Institution:

Name: Panchakot Mahavidyalaya
Address: Sarbari; PO. Neturia; Dist. Purulia; West Bengal; 723 121
email: panchakotmahavidyalaya@gmail.com
website: www.panchakotmv.com
Contact person: The Principal

BEST PRACTICE - II



1) Title of the practice:

SPOTLIGHTING LOCAL POTENTIALS

2) The context:

One of the main goals of rural colleges should to focus on local resources through research and curricula development in short courses. In selecting topics of research projects or short courses we often neglect local treasures, though the locality has much potentiality.

3) Objectives:

- i) To highlight the research potentiality of the local resources.
- ii) To publish about local potentials through papers/articles/essays in books and journals.
- iii) To draw attention of national research bodies and universities to our local resources.
- iv) To encourage students to be aware of the resources of their locality.



4) The Practice:

- i) Faculty members are encouraged by the research sub-committee to apply UGC/ other agencies for Minor/ Major Research Projects on local issues.
- ii) Researchers are helped to interact with resourceful local personalities.
- iii) Related books and study materials are purchased in library.
- iv) Research articles on local issues are given priority for publication in our ISSN journal - PANCHAKOTesSAYS.
- v) Short courses are framed on Medicinal Plants and Tourism in Panchakot.

5) Obstacles faced if any and strategies adopted to overcome them:

Obstacle related to funding is overcome by UGC assistance. Insufficient literature on local issues is a major obstacle for researchers, particularly for beginners in field.

6) Impact of the practice:

- i) During 11th plan period UGC has sanctioned eight (8) MRPs to our faculty members of which 4 are based on local issues. In 12th plan period, 4 MRPs are already sanctioned of which 2/3 are locality-based.
- ii) About 25 Research articles are published in our college ISSN journal as well as in other journals. These publications are highlighting our local resources, at least, to national level.
- iii) Students enrolled in short-term courses are sufficiently encouraged and enriched about local resources.

7) Resources required:

Expert guidance in different fields is not always available within regional periphery. Authentic literatures in some research topics are really insufficient, even in internet.

8) About the Institution:

Name: Panchakot Mahavidyalaya
Address: Sarbari; PO. Neturia; Dist. Purulia; West Bengal; 723 121
email: panchakotmahavidyalaya@gmail.com
website: www.panchakotmv.com
Contact person: The Principal

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****BENGALI****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2003

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE****9. Number of Teaching posts:**

	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	02	02

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr. Touhid Hossain	M.A., Ph.D.	Assistant Professor	Madhyayuger Sahitya	13 Years	Nil
Dr. Arpita Das	M.A., Ph.D.	Assistant Professor	Natak	4 Years	Nil
Prof. Sandip Mukherjee	M.A.	Part Time Teacher	Madhyayuger Bangla Sahitya	13 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 52	1 : 299

*Calculated by considering total hon's/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr. Touhid Hossain	M.A., Ph.D.	Assistant Professor
Dr. Arpita Das	M.A., Ph.D.	Assistant Professor
Prof. Sandip Mukherjee	M.A.	Part Time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:**

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	21
No. of papers published in peer reviewed journals (national / international):	23
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	04
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	01
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	34

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	01

22. Student Projects :

% of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Teacher
Bhasa Shahid Barkat Swaran Puraskar (2012)	Dr. Touhid Hossain
Anilchandra Gupta Memorial Award (1998)	Dr. Touhid Hossain

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

Sl. No.	NAME	INSTITUTE
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1	Dr.Soharab Hossain, Eminent Writer	President-WBBME & Ananda Mohan College, Kolkata
2	Dr. Dilip Bandyopadhyaya, Eminent Poet	J.K. College, Purulia.
3	Sri Atin Bandyopadhyaya	Eminent Writer
4	Dr. Safikunnabi Samadi	Professor, Rajshahi University, Bangladesh

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	1 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	01	-
SPECIAL LECTURE	1 (Dr. Soharab Hossain)	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
BENGALI (Hons)	590	72	33	23	NA
BENGALI (Gen)	672	536	372	162	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
BENGALI (Hons)	95	05	0
BENGALI (Gen)	90	10	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NIL

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	50%
2	PG to M.Phil.	NIL
3	PG to Ph.D.	NIL
4	Ph.D. to Post-Doctoral	NIL
5	Employed: Campus Selection	NIL
6	Employed: Other than Campus Selection	2 %
7	Entrepreneurship/Self-employment	> 10 %

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	1763



	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

Please refer to Q.25 above

33. Teaching methods adopted to improve student learning

- Special Classes in Theory
- Regular class tests
- Special Lectures by Eminent Resource persons
- Lecture Method
- Audio-visual Method
- Remedial Classes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Regular presence of the students Large number of books of Bengali literature in Library.
WEEKNESS	Short number of permanent faculty.
OPPORTUNITY	Enthusiasm of students.
CHALLENGE	Betterment of students.
FUTURE PLANS	1. To open P.G. Level Studies 2. Publication of literature-based monthly Journal

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****BOTANY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2006	-

3. Names of Programmes / Courses offered:**Undergraduate - GENERAL****4. Names of Interdisciplinary courses and the departments/units involved:****NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - GENERAL
ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Santosh Pandey	M.Sc.	Part time teacher	Plant Physiology Biochemistry	8 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 23

*Calculated by considering total hon's/pass students in contrast to only fulltime & PTT

14. Number of Posts:	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	1	0
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D. Sc/ D.Litt./ Ph.D./ M. Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Santosh Pandey	M.Sc.	Part time teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

**18. Research Centre /facility recognized by the University:**

NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

**26. Student profile programme/course wise: (refer question no. 4)**

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
BOTANY (Hons)	-	-	-	-	-
BOTANY (Gen)	86	12	4	1	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.Sc. (Hons)	-	-	-
B.Sc. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NIL

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	166
	Total No. of Journal Subscriptions	04
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

**33. Teaching methods adopted to improve student learning**

Teaching methods like giving lectures on topics by using latest updates
Participating in question-answer session with students
Regular field studies to encourage looking outside class
Getting feedback from students
Giving study materials

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	Enthusiastic Participation of students in all departmental activities.
WEEKNESS	Shortage of fulltime faculties. Lack of access to libraries outside the campus.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with only one Staff.
FUTURE PLANS	Make the Dept. better than now.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****CHEMISTRY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2006	-

3. Names of Programmes / Courses offered:

Undergraduate
GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:

NIL

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate - GENERAL
ANNUAL

6. Participation of the department in the courses offered by other departments:

NIL

7. Courses in collaboration with other universities, industries, foreign institutions, etc:

NIL

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

CASE DID NOT ARISE

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr.Tanmay Chattopadhyay	M.Sc. Ph.D.	Assistant Professor	Inorganic Chemistry	4 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
15 %	-

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 41

*Calculated by considering total hon's/pass students in contrast to only fulltime, CWTT & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	1	0
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D. Sc/ D.Litt./ Ph.D./ M. Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr.Tanmay Chattopadhyay	M.Sc. Ph.D.	Assistant Professor

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

(i)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	Dr. TANMAY CHATTOPADHYAY
	Status of Project	Ongoing

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL	
Amount approved and utilized	Rs.495000.00

**18. Research Centre /facility recognized by the University:**

NIL

19. PUBLICATIONS:

Publication per Faculty	20
No. of papers published in peer reviewed journals (national / international):	37
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	02
Books Edited	01
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	NIL

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Sl. No.	NAME (in alphabetical order)	INSTITUTE
1	Dr. Shankar Nath	Famous Oncologist.
2	Dr. B.C. Ranu	Senior Prof., IACS
3	Swami divyananda	Secretary, Ramkrishna Mission, Howrah
4	Dr. Debashis Das	Associate Prof. , Calcutta University, Kolkata
5	Dr. Adinath Majee	Assistant Prof. , Visva- Bharati, Santiniketan
6	DR. Alokanda Hazra	Assistant Prof. , Visva- Bharati, Santiniketan
7	Dr. Biplab Kr. Modak	Assistant Professor , SKBU, Purulia
8	Dr. Sutanu Majee	Prof. Dept. of App.Plant Science, BBAU Lucknow
9	Dr. Kaushik Mandal	Assistant Professor , SKBU, Purulia

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	01 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
CHEMISTRY (Hons)	-	-	-	-	-
CHEMISTRY (Gen)	86	21	8	1	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
CHEMISTRY (Hons)	100	0	0
CHEMISTRY (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	177
	Total No. of Journal Subscriptions	04
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	NIL

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

**32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts****NIL****33. Teaching methods adopted to improve student learning**

1. Innovative teaching-learning process through national seminars/student seminars, workshops based on the curriculum,
2. Audio visual mode of teaching,
3. Study tour/excursions/field work, project work, survey work,
4. Up-gradation of ICT based learning resources,
5. Use of Library and modernization and up-gradation of laboratories which are created an atmosphere of skill development of students and widen their space in Job Market. It also helps to expand the knowledge base of students.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities**NIL****35. SWOC analysis of the department and Future plans:**

STRENGTH	Regular attendance of both students and Faculty members. Well equipped laboratories. Sufficient amount of text and reference books in Library. Presence of job oriented curriculum
WEEKNESS	Dearth of Faculty members and non-teaching stuffs.
OPPORTUNITY	Adequate autonomy to run the department.
CHALLENGE	Continuous knowledge based up gradation of both student and Faculty members.
FUTURE PLANS	To evolve as a centre of excellence with academic flexibility so that faculty members can recharge themselves and students gain recognition

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****COMMERCE****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2003

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	03	02

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr. SAPTARSHI CHAKRABORTY	M.Sc. M..Phil. Ph.D	Assistant Professor	Monetary Economics	13 Years	Nil
Prof. SUJIT SINHA CHOWDHURY	M.Com.	Assistant Professor	Accountancy	13 Years	Nil
Prof. CHIRANJIT SARKAR	M.Com.	Part-time Teacher	Accountancy	2 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
22 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 7	1 : 3

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr. SAPTARSHI CHAKRABORTY	M.Sc. M.Phil. Ph.D	Assistant Professor
Prof. SUJIT SINHA CHOWDHURY	M.Com.	Assistant Professor
Prof. CHIRANJIT SARKAR	M.Com.	Part-time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding

**agencies and grants received**

(i)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	Dr. SAPTARSHI CHAKRABORTY
	Status of Project	Ongoing
	Amount approved and utilized	Rs.155000.00
	Duration of the Project	2 Years
	Title of the project	Inter-Linkage between Financial Development and Real Sector Growth in India: A Time Series Econometric Investigation.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:**NIL****18. Research Centre /facility recognized by the University:****NIL****19. PUBLICATIONS:**

Publication per Faculty	06
No. of papers published in peer reviewed journals (national / international):	17
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	02
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL

20. Areas of consultancy and income generated:**NIL****21. Faculty as members in:**

National Committees	International Committees	Editorial Boards
NIL	NIL	02

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in	NIL



Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Sl. No.	NAME	INSTITUTE
1	Dr. Ananda Mukhopadhyay	Professor, North Bengal University
2	Dr. Anish Chattopadhyay	DPI, Govt. of west Bengal
3	Dr. Asish Ghosh	Famous Scientist
4	Dr. Biswajit Mondal	Professor, Visva-Bharati
5	Dr. Biswaranjan Mistry	Professor, University of Burdwan
6	Dr. Chandrasekher Hazra	Professor, Nistarini College, Purulia.
7	Dr. Debal Deb	Famous Scientist
8	Dr. Debasish Ghosh	Professor, SKB University
9	Dr. Jayanta Hazra	Professor, Nistarini College, Purulia.
10	Dr. Manish Chowdhury	Indian Statistical Institute, Kolkata
11	Dr. Mrinal Mondal	Professor, SKB University
12	Dr. N. C. Jana	Professor, University of Burdwan
13	Dr. Nachiketa Banerjee	Registrar, SKB University
14	Dr. Nilanjan Mondal	Professor, Bangobashi College, Kolkata
15	Dr. Prasenjit Sarkhel	Professor, University of Kalyani
16	Dr. Priyanath Halder	Inspector of Colleges, SKB University
17	Dr. Samik Shome	Professor, IIM, Bangalore.
18	Dr. Samita Manna	Vice-Chancellor, SKB University
19	Dr. Sanat Guchait	Professor, University of Burdwan
20	Dr. Shafique Ahmed	Professor, DDU University, Gorakhpur
21	Dr. Soumananda Dinda	Professor, SKB University
22	Dr. Soumitra Sen	Professor, Jhaldah College, Purulia.
23	Dr. Subal De	Controller of Exams, SKB University
24	Dr. Subhajit Mandal	Officer, Adult Education, Govt. of W.B.
25	Dr. Subhas Mukhopadhyay	Emeritus Professor, University of Kolkata
26	Dr. Subhasish Karmakar	CEO, Logitech Inc. India.
27	Sri Sudeb Das	Indian Statistical Institute, Kolkata
28	Dr. Sugata Margit	Chairman, Council for Higher Edu., Govt. of W.B.
29	Dr. Sumit Chakraborty	Professor, Presidency University
30	Dr. Sunil Karforma	Professor, University of Burdwan
31	Dr. Supravat bagali	Professor, SKB University
32	Dr. Tajuddin Ahmed	Professor, Aliah University
33	Dr. Tushar Nandi	Professor, Centre for Studies in Social Sciences

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	04 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

**26. Student profile programme/course wise: (refer question no. 4)**

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
COMMERCE (Hons)	15	9	8	1	NA
COMMERCE (Gen)	11	4	4	0	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.Com. (Hons)	80	20	0
B.Com. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	20 %
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	> 15 %

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	548
	Total No. of Journal Subscriptions	06
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	UGC NRC and Computer Sc. Lab

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

**33. Teaching methods adopted to improve student learning**

Proving Study Materials from other than Text Books
Involving Students in Survey Works
Dividing syllabus into Modules
Question Answer Sessions
Educational Tours
Feedbacks

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Student-teacher ratio.
WEEKNESS	Govt. policy for commerce stream.
OPPORTUNITY	Panchakot Mahavidyalaya.
CHALLENGE	Make B.Com. for attractive and Job Oriented
FUTURE PLANS	1. Separate Computer Laboratory for B.Com. 2. Introduction of BCA course. 3. Campus Recruitment. 4. Introduction of Internship. 5. Tagging with relevant industries. 6. Students projects from the govt.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****COMPUTER SCIENCE****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2013	2007

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:

NIL

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:

NIL

7. Courses in collaboration with other universities, industries, foreign institutions, etc:

NIL

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

CASE DID NOT ARISE

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr. SAPTARSHI CHAKRABORTY	M.Sc. M..Phil. Ph.D	Guest Lecturer	Monetary Economics	13 Years	Nil
Prof. RIMI BISWAS	M.C.A.	Contractual Teacher	NA	6 Years	Nil
Prof. KRISHNA KANTA BALL	M.C.A.	Part-time Teacher	NA	6 Years	Nil
Prof. TANMAY PAUL	M. Sc.	Guest Lecturer	NA	1 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
20 %	10 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 27	-

*Calculated by considering total hons/pass students in contrast to only fulltime, CWTT & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	1	0
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr. SAPTARSHI CHAKRABORTY	M.Sc. M.Phil. Ph.D	Guest Lecturer
Prof. RIMI BISWAS	M.C.A.	Contractual Teacher
Prof. KRISHNA KANTA BALL	M.C.A.	Part-time Teacher
TANMAY PAUL	M. Sc.	Guest Lecturer



16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	0.75
No. of papers published in peer reviewed journals (national / international):	02
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	01
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	02

22. Student Projects :

% of students who have done in-house projects including inter departmental / programme	100
% of students placed for projects in org. outside the institution (Research labs/Industry/ others)	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
Bibharani Student's Scholarship 2013	Bibhas Chandra Paul	Computer Science Honours,3 rd Year,B.Sc,20013-14	3000/-
Bibharani Student's Scholarship 2012	Bhabani Chakraborty	Computer Science Honours,3 rd Year,B.Sc,20012-13	1170/-

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

Sl. No.	NAME (in alphabetical order)	INSTITUTE
1	Dr. Manish Chowdhury	Indian Statistical Institute, Kolkata
2	Dr. Nilanjan Mondal	Professor, Bangobashi College, Kolkata
3	Dr. Priyanath Halder	Inspector of Colleges, SKB University
4	Dr. Subhajit Mandal	Officer, Adult Education, Govt. of W.B.
5	Dr. Subhasish Karmakar	CEO, Logitech Inc. India.
6	Sri Sudeb Das	Indian Statistical Institute, Kolkata
7	Dr. Sumit Chakraborty	Professor, Presidency University
8	Dr. Sunil Karforma	Professor, University of Burdwan
9	Dr. Tajuddin Ahmed	Professor, Aliah University

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	01 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
COMPUTER SCIENCE (Hons)	64	25	15	1	NA
COMPUTER SCIENCE (Gen)	22	0	-	-	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
COMPUTER Sc. (Hons)	90	10	0
COMPUTER Sc. (Gen)	0	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	> 40 %
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	> 15 %



30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	408
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	UGC NRC and Computer Sc. Lab

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

Proving Study Materials from other than Text Books
Involving Students in Survey Works
Dividing syllabus into Modules
Question Answer Sessions
Educational Tours
Feedbacks

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Excellent communication among teachers, students and other staff.
WEEKNESS	There is an urgent necessity for more Full-Time & Part-Time teachers.
OPPORTUNITY	Infrastructure in the department.
CHALLENGE	Make our students fittest for the job market.
FUTURE PLANS	- Air-Conditioning the Laboratories, Air-Conditioning the class-rooms. - Arranging Campus Recruitment for the students. - Arranging internship for the students.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****ENGLISH****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2004

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:

Teachers of English Department take some classes on History of English Literature, prescribed in the syllabus of Bengali Department.

7. Courses in collaboration with other universities, industries, foreign institutions, etc:**NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Banibrata Goswami	M.A, M.Phil	Assistant Professor	Colonialism, Post colonialism and Tagore Literature	11 Years	Nil
Prof. Surajit Moni	M.A.	Part Time Lecturer	American Literature Post Fifties	6years	Nil
Prof. Indrani Banerjee	M.A	Guest Lecturer	Indian English Literature	2 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
14 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 59	1 : 54

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Banibrata Goswami	M.A, M. Phil	Assistant Professor
Prof. Surajit Moni	M.A.	Part Time Lecturer
Prof. Indrani Banerjee	M.A	Guest Lecturer

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	18
No. of papers published in peer reviewed journals (national / international):	17
Number of publications listed in International Database	NIL
Monographs	25
Chapter in Books	07
Books Edited	04
Books with ISBN/ISSN numbers with details of publishers	00
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	01 (3 Journals)

22. Student Projects :

% of students who have done in-house projects including inter departmental / programme	100
% of students placed for projects in org. outside the institution (Research labs/Industry/ others)	NIL

23. Awards / Recognitions received by Faculty and Students:

NIL

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

Sl. No.	NAME	INSTITUTE
1	Prof. Chhandam Deb	J. K. College, Purulia
2	Dr.Indrani Deb	Principal, Nistarini College, Purulia
3	Dr. Sujit Kumar Basu	Kanchrapara College, Kanchrapara, 24 Pgs(N)



4	Dr. Tajuddin Ahamed	Alia University, Kolkata.
5	Prof. Sharmila Majumdar	Kalyani University, Kalyani.
6	Dr. Amrit Sen	Visva-Bharati, Santiniketan.
7	Dr. Sumit Mukherjee	Rabindrabharati University, Kolkata.
8	Prof. Apurba Saha	Sidho-Kanho-Birsa University, Purulia.

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	02 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-
SPECIAL LECTURE	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
ENGLISH (Hons)	590	59	33	11	NA
ENGLISH (Gen)	672	67	44	11	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
ENGLISH (Hons)	100	0	0
ENGLISH (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Considerable
7	Entrepreneurship/Self-employment	unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	902
	Total No. of Journal Subscriptions	05
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

**31. Number of students receiving financial assistance from college, university, government or other agencies****> 50%, (please refer to Section 5.1.2 % 5.1.3)****32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts****Please refer to Q.25 above****33. Teaching methods adopted to improve student learning**

- Giving lectures on modulated topics by using black board ,
- Using Text and Reference Books , journals,
- Offering Power Point presentations using LCD Projectors, using Language Lab,
- Conducting class tests and terminal Tests , organizing Remedial and tutorial classes,
- monitoring students' attendance, getting feedback from students
- Elaborate discussions on Feed backs in Meetings of Department, Teachers Council and IQAC.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities**NIL****35. SWOC analysis of the department and Future plans:**

STRENGTH	Enthusiasm among Students, young and energetic teaching Faculty, sanction of departmental autonomy by the management for betterment of the teaching learning activity.
WEEKNESS	Poor base in various skills of English Language among learners, and lack of permanent faculty.
OPPORTUNITY	Support from UGC to Install a language Lab, Managements' liberal outlook to purchase costly foreign published books and journals, scope of using web resources and computer based learning.
CHALLENGE	To earn a linguistic competence among students in using English, to enhance their confidence, self esteem and employability.
FUTURE PLANS	✓ Inviting more number of experts to deliver special lectures. ✓ Organising workshops on building linguistic competence in a regularized form. ✓ Appointing competent fulltime faculty ✓ Organising more national/international seminars to expose students more. ✓ Publication of refereed departmental journals in a regular basis, maintaining national/international standards.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****GEOGRAPHY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2004

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	02	02

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Ritabrata Mukhopadhyaya	M.Sc.	Assistant Professor	Eluvial Geomorphology	14 Years	Nil
Prof. Pradhan Show	M.A	Assistant Professor	Environmental Geography	4 Years	Nil
Prof. Monoj Banerjee	M.A.	Guest Teacher	Political science	2 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
20%	15%

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 49	1 : 65

*Calculated by considering total hons/pass students in contrast to only fulltime, CWTT & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	2	2
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Ritabrata Mukhopadhyaya	M.Sc.	Assistant Professor
Prof. Pradhan Show	M.A	Assistant Professor
Prof. Monoj Banerjee	M.A.	Guest Teacher



16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

(i)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	RITABRATA MUKHOPADHYAY
	Status of Project	Ongoing
	Amount approved and utilized	Rs.2,50,000.00

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	10
No. papers published in peer reviewed journals (national / international):	11
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	02
Books	01
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	17

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	01

22. Student Projects :

% of students who have done in-house projects including inter departmental / programme	100
% of students placed for projects in org. outside the institution (Research labs/Industry/ others)	NIL

**23. Awards / Recognitions received by Faculty and Students:**

Name of Award	Name of Student	Subject & Class	Amount of Rupees
Bibharani Student's Scholarship, 2013	Ayan Mukherjee	Geography Honours, 3 rd Year, B.A., 2013-14	3000/-
Bibharani Student's Scholarship, 2012	Sourav Mondol	Geography Honours, 3 rd Year, B.A., 2012-13	3500/-
Bibharani Student's Scholarship	Riya Addy	Geography Honours, 3 rd Year, B.A., 2012-13	1170/-
Bibharani Student's Scholarship	Uma Gupta	Geography Honours, 3 rd Year, B.A., 2012-13	1170/-

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

Sl. No.	NAME (in alphabetical order)	INSTITUTE
1	Dr. Subhas Mukhopadhyay	UGC Emiritus Fellow, University of Calcutta.
2	Dr. Sanat Guchait	Associate Professr, University of Burdwan
3	Dr. Debasish Ghosh	H.O.D, Dept. of Geography, S.K.B.U.
4	Dr. Soumitra Sen	H.O.D, Jhalda AM College, Purulia.
5	Dr. Biswajit Mondal	Associate Professor, Viswabharati.
6	Dr. Tushar Nandi	Associate Professor, Dept. of Economics, C.S.S.S. Kolkata
7	Dr. Biswaranjan Mistry	Asstt. Prof., Dept. of Geography, B.U
8	Prof. Mrinal Mondal	Asstt. Prof., Dept. of Geography, S.K.B.U.
9	Dr. Narayan Jana	H.O.D, Dept. of Geography, B.U.
10	Dr. S. Ahamed	Associate Professor, Gorokhpur University.

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	02 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
GEOGRAPHY (Hons)	590	41	22	9	NA
GEOGRAPHY (Gen)	672	56	47	9	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
GEOGRAPHY (Hons)	100	0	0
GEOGRAPHY (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

**29. Students Progression:**

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	50 %
2	PG to M.Phil.	04 %
3	PG to Ph.D.	0.5 %
4	Ph.D. to Post-Doctoral	NIL
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Some
7	Entrepreneurship/Self-employment	20 %

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	1418
	Total No. of Journal Subscriptions	07
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	NIL

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

Providing current data collected from internet

Arranging seminars, workshops, short courses etc.

Arranging study tours and field study

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Regular attendance of both students and Faculty members Well equipped laboratories Sufficient amount of text and reference books in Library Presence of job oriented curriculum
WEEKNESS	There is an urgent necessity for more Full-Time & Part-Time teachers.
OPPORTUNITY	Infrastructure in the department.
CHALLENGE	Continuous knowledge based upgradation of both student and Faculty.
FUTURE PLANS	Providing more academic and research flexibility to faculty, Applying for teaching PG courses.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****HINDI****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2005

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE****9. Number of Teaching posts:**

	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	02	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr. RISHI KUMAR	M.A. Ph.D.	Assistant Professor	Katha Sahitya	4 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 5	1 : 8

*Calculated by considering total hon's/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr. RISHI KUMAR	M.A. Ph.D.	Assistant Professor

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST, FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

**19. PUBLICATIONS:**

Publication per Faculty	08
No. of papers published in peer reviewed journals (national / international):	04
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	01
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	03

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / prog.	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)



Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
HINDI (Hons)	590	0	0	0	NA
HINDI (Gen)	672	5	1	4	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.A. (Hons)	60	40	0
B.A. (Gen)	50	50	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	Unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	308
	Total No. of Journal Subscriptions	02
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

- Using Text and Reference Books , journals,
- conducting class tests and terminal Tests ,



- organizing Remedial and tutorial classes,
- monitoring students' attendance,
- getting feedback from students

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	Strong teacher-student interpersonal relations. Enthusiastic Participation of students in all departmental activities.
WEEKNESS	Shortage of fulltime faculties. Lack of access to libraries outside the campus.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with only one permanent Staff.
FUTURE PLANS	Make the Dept. better than now.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****HISTORY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2003

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	03	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. JAYA BISWAS	M.A. M. Phil.	Assistant Professor	Economic History	4 Years	Nil
Prof.SURANJANA CHAKRABORTY	M.A.	Part-time Teacher	Medieval History of India	4 Years	Nil
Prof. PAMPA CHATTERJEE	M.A.	Guest Teacher	Modern India	9 Years	Nil
Prof. SONALI ACHYARYA	M.A.	Guest Teacher	Economic History	2 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
37 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 58	1 : 403

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. JAYA BISWAS	M.A. M..Phil.	Assistant Professor
Prof.SURANJANA CHAKRABORTY	M.A.	Part-time Teacher
Prof. PAMPA CHATTERJEE	M.A.	Guest Teacher
Prof. SONALI ACHYARYA	M.A.	Guest Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received



(i)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	JAYA BISWAS
	Status of Project	Ongoing
	Amount approved and utilized	Rs.70000.00

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	01
No. of papers published in peer reviewed journals (national / international):	03
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	01
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
Bibharani Student's Scholarship	Babli Majee	History Honours, 3 rd Year, 2013-14	3000/-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
HISTORY (Hons)	590	49	29	12	NA
HISTORY (Gen)	672	506	315	139	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.A. (Hons)	100	0	0
B.A. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

At least 4 students have joined Airforce, CISF, WBP, Rest UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	> 15 %

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	957
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

**31. Number of students receiving financial assistance from college, university, government or other agencies**

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

Teaching methods like giving lectures on topics by using black board

Participating in question-answer session with students

Getting feedback from students

Giving study materials

Using map etc

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	Student and teaching faculty. Good Teacher Student relationship.
WEEKNESS	Short number of permanent faculty.
OPPORTUNITY	Student's willpower to overcome their backward position.
CHALLENGE	Betterment of students.
FUTURE PLANS	Improvement of teaching methods by using projectors, using ICT room for enhancing their interest in lectures. Try to relate their syllabus with practical field by conducting educational tours in historical places. Try to arrange special lectures by outside faculty specialized in various arena of history. Students learning can also be improved by organizing seminars, workshops etc. Also starting a Journal on History.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****MATHEMATICS****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2007	-

3. Names of Programmes / Courses offered:**Undergraduate - GENERAL****4. Names of Interdisciplinary courses and the departments/units involved:****NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate – GENERAL
ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE****10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Chandra Mohan Maji	M.Sc.	Part time Teacher	Cell Biology	6 Years	Nil

11. List of senior visiting faculty:



NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 56

*Calculated by considering total hon's/pass students in contrast to only fulltime & PTT

14. Number of Posts:	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Chandra Mohan Maji	M.Sc.	Part time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL



Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
MATHEMATICS (Hons)	-	-	-	-	-
MATHEMATICS (Gen)	86	34	19	1	NA

**27. Diversity of Students:**

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.Sc. (Hons)	-	-	-
B.Sc. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**UNKNOWN****29. Students Progression:**

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	Unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	388
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies**> 50%, (please refer to Section 5.1.2 % 5.1.3)****32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts****NIL****33. Teaching methods adopted to improve student learning**

Learner-centric education approach through appropriate methodologies like Academic Calendar, interactive & instructional method

Using modern teaching aids and tools like computers, Internet are part of today's teaching learning process

Apart from this procedure, tutorial classes at regular intervals and home assignments are also arranged by the faculty



34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	Students have a Computer background as most of them are from Computer Science Honours course.
WEEKNESS	Absence of fulltime faculties.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with only one Staff.
FUTURE PLANS	Opening Honours Course

**ELALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****PHILOSOPHY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2005	2009

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Saroj Sen	M.A.	Part time Teacher	Psychology	9 Years	Nil
Prof. Kakali Layak	M.A	Part time Teacher	Applied Ethics	3 Years	Nil
Prof. Sanjib Roy	M.A	Guest Teacher	Logic	1 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
33 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 18	1 : 223

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Saroj Sen	M.A.	Part time Teacher
Prof. Kakali Layak	M.A	Part time Teacher
Prof. Sanjib Roy	M.A	Guest Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:**

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
PHILOSOPHY (Hons)	672	10	3	5	NA
PHILOSOPHY (Gen)	590	208	119	56	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.A. (Hons)	100	-	-
B.A. (Gen)	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

NIL

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	Unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	951
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

**32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts****NIL****33. Teaching methods adopted to improve student learning**

Usual teaching methods like giving lectures on topics by using black board

Referring important books in library to consult with

Giving study materials

34. Participation in Institutional Social Responsibility (ISR) and Extension activities**NCC & NSS****35. SWOC analysis of the department and Future plans:**

STRENGTH	Strong teacher-student interpersonal relations. & rich library.
WEEKNESS	No fulltime faculties.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with no permanent Staff.
FUTURE PLANS	Make the Dept. better than now.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****PHYSICS****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2007	-

3. Names of Programmes / Courses offered:**Undergraduate - GENERAL****4. Names of Interdisciplinary courses and the departments/units involved:****NIL****5. Annual/ semester/choice based credit system (programme wise):****Undergraduate – GENERAL
ANNUAL****6. Participation of the department in the courses offered by other departments:****NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Chandrajit Prasad Singha	M. Sc	Part-time Teacher	Radio Physics & Electronocs	6 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 56

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	1	0
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Chandrajit Prasad Singha	M.Sc	Part time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:



NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-



CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
PHYSICS (Hons)	-	-	-	-	-
PHYSICS (Gen)	86	34	19	1	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.Sc. (Hons)	-	-	-
B.Sc. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	226
	Total No. of Journal Subscriptions	04
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts



NIL

33. Teaching methods adopted to improve student learning

Apart from chalk-talk method, power point and overhead projectors are also used.

Modern teaching aids and tools like computers, Internet are used.

Tutorial & Remedial Classes arranged frequently.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	Eagerness of the faculty member and students for achieving the goal.
WEEKNESS	Absence of fulltime faculties and technical staff.
OPPORTUNITY	Infrastructure.
CHALLENGE	Run the Dept with only one Staff.
FUTURE PLANS	Opening Honours Course

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****POLITICAL SCIENCE****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2000	2005

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:

NIL

5. Annual/ semester/choice based credit system (programme wise):

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:

NIL

7. Courses in collaboration with other universities, industries, foreign institutions, etc:

NIL

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

CASE DID NOT ARISE

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	02	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Soumen Roy	M.A., M.Phil.	Assistant Professor	Public Administration and Local Government	4 Years	Nil
Prof.Chakradhar Kabi	M.A.,	Part Time Teacher	Indian Constitution	13 Years	Nil
Prof. Pintu Mukherjee	M.A.	Part Time Teacher	Public Administration and Local Government	7 Years	Nil
Prof. Biswajit Dey	M.A , B.Ed	Guest Teacher	Public Administration	2 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
16 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 13	1 : 223

*Calculated by considering total hons/pass students in contrast to only fulltime, CWTT & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
------	---------------	-------------



Prof. Soumen Roy	M.A., M.Phil.	Assistant Professor
Prof. Chakradhar Kabi	M.A.,	Part Time Teacher
Prof. Pintu Mukherjee	M.A.	Part Time Teacher
Prof. Biswajit Dey	M.A , B.Ed	Guest Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	2.25
No. of papers published in peer reviewed journals (national / international):	05
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	04
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	NIL

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-



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

Sl. No.	NAME (in alphabetical order)	INSTITUTE
1	Dr. Prabir Kr. Dey	Professor, Kalayani University, Kalyani, Nadia
2	Dr. Ayub Mallick	Asst. Prof., Kalayani University, Kalyani, Nadia
3	Prof. Nibedita Saha,	Asst. Prof., Kalayani University, Kalyani, Nadia
4	Prof. Apurba Kumar Mukhopadhyay	Professor, NIAS, Kolkata, West Bengal.
5	Dr. Srikanta Bhattacharaya	Asso.Prof. B.N.D.S.Mahavidyalaya,Hatgobindapur,Burdwan.
6	Prof. Nirmalya Majumder	Asso.Prof., Kachrapara College, West Bengal

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	01 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
POLITICAL SCIENCE (Hons)	590	12	5	4	NA
POLITICAL SCIENCE (Gen)	672	442	279	123	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
Pol. Sc. (Hons)	100	0	0
Pol. Sc. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	unknown

**30. Details of Infrastructural Facilities:**

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	630
	Total No. of Journal Subscriptions	04
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	NIL

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

- Using Text and Reference Books , journals,
- Conducting class tests and terminal Tests ,
- Organizing Remedial and tutorial classes,
- Monitoring students' attendance,

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Enthusiasm among Students, young and energetic teaching Faculty,
WEEKNESS	Lack of permanent faculty.
OPPORTUNITY	Scope of using web resources and computer based learning.
CHALLENGE	To enhance their confidence, self esteem and employability.
FUTURE PLANS	✓ Inviting more number of experts to deliver special lectures. ✓ Organising workshops on building competence in a regularized form. ✓ Publication of refereed departmental journals in a regular basis, maintaining national/international standards.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****SANSKRIT****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2008	-

3. Names of Programmes / Courses offered:**Undergraduate - GENERAL****4. Names of Interdisciplinary courses and the departments/units involved:****NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - GENERAL
ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Munmun Chatterjee	M.A	Part time Teacher	Combined	6 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 425

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Munmun Chatterjee	M.A.	Part time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL



18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
SANSKRIT (Hons)	-	-	-	-	-
SANSKRIT (Gen)	672	189	111	49	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.A. (Hons)	-	-	-
B.A. (Gen)	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	Unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	488
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil



31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

Usual lecture method using chalk and blackboard

Participating in question-answer session with students

Remedial classes held from time to time

Supplying study materials on selective topics

Periodical tests taken

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NCC & NSS

35. SWOC analysis of the department and Future plans:

STRENGTH	A large number of students take Sanskrit as General subject.
WEEKNESS	Absence of fulltime faculties.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with only one Staff.
FUTURE PLANS	Opening Honours Course

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****SANTALI****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2008	-

3. Names of Programmes / Courses offered:**Undergraduate - GENERAL****4. Names of Interdisciplinary courses and the departments/units involved:****NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate – GENERAL
ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	01	0

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Prof. Gurupada Marandi	M.A.	Part time Teacher	Santali	6 Years	Nil

11. List of senior visiting faculty:

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
-	-	-	-	-	-

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
0 %	0 %

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
-	1 : 147

*Calculated by considering total hons/pass students in contrast to only fulltime & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	-	-
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Prof. Gurupada Marandi	M.A.	Part time Teacher

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:



NIL

19. PUBLICATIONS:

Publication per Faculty	NIL
No. of papers published in peer reviewed journals (national / international):	NIL
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	NIL
Books Edited	NIL
Books with ISBN/ISSN numbers with details of publishers	NIL
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	NIL

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	Nil

22. Student Projects :

Percentage of students who have done in-house projects including inter departmental / programme	100
Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Nil

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	-	-



CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
SANTALI (Hons)	-	-	-	-	-
SANTALI (Gen)	672	85	57	21	NA

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
B.A. (Hons)	-	-	-
B.A. (Gen)	85	15	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	Unknown
2	PG to M.Phil.	Unknown
3	PG to Ph.D.	Unknown
4	Ph.D. to Post-Doctoral	Unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	Unknown
7	Entrepreneurship/Self-employment	Unknown

30. Details of Infrastructural Facilities:

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	452
	Total No. of Journal Subscriptions	03
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	Nil

31. Number of students receiving financial assistance from college, university, government or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

**32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts****NIL****33. Teaching methods adopted to improve student learning**

Participating in question-answer session with students

Getting feedback from students

Giving study materials

Remedial classes held from time to time

Periodical class tests taken

34. Participation in Institutional Social Responsibility (ISR) and Extension activities**NCC & NSS****35. SWOC analysis of the department and Future plans:**

STRENGTH	A good number of students are Santals and they are very eager to learn their own language.
WEEKNESS	Absence of fulltime faculties. Lack of access to libraries outside the campus.
OPPORTUNITY	Eagerness of both student and teacher.
CHALLENGE	Run the Dept with only one Staff.
FUTURE PLANS	Opening Honours Course Opening a periodical magazine exclusively in Santali Language.

**EVALUATIVE REPORT OF THE DEPARTMENT****1. Name of the Department:****ZOOLOGY****2. Year of Establishment:**

Introduction of General course	Introduction of Honours course
2006	2011

3. Names of Programmes / Courses offered:

Undergraduate	Undergraduate
HONOURS	GENERAL

4. Names of Interdisciplinary courses and the departments/units involved:**NIL****5. Annual/ semester/choice based credit system (programme wise):**

Undergraduate - HONOURS	Undergraduate - GENERAL
ANNUAL	ANNUAL

6. Participation of the department in the courses offered by other departments:**NIL****7. Courses in collaboration with other universities, industries, foreign institutions, etc:****NIL****8. Details of courses/programmes discontinued (if any) with reasons:****CASE DID NOT ARISE**

9. Number of Teaching posts:	SANCTIONED	FILLED
PROFESSORS	-	-
ASSOCIATE PROFESSORS	-	-
ASSISTANT PROFESSORS	02	01

**10. Faculty profile:**

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	No. of Years of Experience	No. of Ph.D. Students guided (last 4 years)
Dr.Sanjib Chattopadhyay	M.Sc. Ph.D.	Principal	Cell Biology	33 Years	Nil
Dr.Biplab Bhowmik	M.Sc. B.Ed.Ph.D	Assistant Professor	Parasitology	4 Years	Nil
Rupak Majee	M.Sc.	Guest Teacher	Fishery	2 Years	Nil

11. List of senior visiting faculty:

NIL

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

UG – (H&G)	UG – (H&G)
LECTURES DELIVERED	PRACTICAL CLASSES HANDLED
26 %	-

13. Teacher-Student Ratio* (programme wise):

HONOURS	GENERAL
1 : 16	-

*Calculated by considering total hons/pass students in contrast to only fulltime, CWTT & PTT

14. Number of Posts:

	SANCTIONED	FILLED
ACADEMIC SUPPORT STAFF (technical)	1	0
ADMINISTRATIVE STAFF	-	-

15. Qualifications of teaching faculty with D.Sc/ D.Litt./ Ph.D./ M.Phil / PG:

NAME	QUALIFICATION	DESIGNATION
Dr.Sanjib Chattopadhyaya	M.Sc., Ph.D.	Principal
Dr.Biplab Bhowmik	M.Sc., B.Ed., Ph.D	Assistant Professor
Rupak Majee	M.Sc.	Guest Teacher

16. Number of faculty with ongoing projects from National/International funding agencies and grants received

(i)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	Dr. SANJIB CHATTOPADHYAY
	Status of Project	Ongoing
	Amount approved	Rs.110000.00



(ii)	Type of Project	Minor Research Project
	Funding Agency	University Grants Commission
	Project done by Faculty Member	Dr. BIPLAB BHOWMIK
	Status of Project	Ongoing
	Amount approved	Rs.485000.00

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, and total grants received:

NIL

18. Research Centre /facility recognized by the University:

NIL

19. PUBLICATIONS:

Publication per Faculty	16
No.of papers published in peer reviewed journals (national / international):	24
Number of publications listed in International Database	NIL
Monographs	NIL
Chapter in Books	03
Books Edited	01
Books with ISBN/ISSN numbers with details of publishers	02
Citation Index	NIL
SNIP	NIL
SJR	NIL
Impact factor	NIL
h-index	NIL
Others	14

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in:

National Committees	International Committees	Editorial Boards
NIL	NIL	01

22. Student Projects :

% of students who have done in-house projects including inter departmental / programme	100
% of students placed for projects in org. outside the institution (Research labs/Industry/ others)	NIL

23. Awards / Recognitions received by Faculty and Students:

Name of Award	Name of Student	Subject & Class	Amount of Rupees
-	-	-	-

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

Sl. No.	NAME (in alphabetical order)	INSTITUTE
1	Dr. Ananda Mukhopadhyay	Professor, North Bengal University
2	Dr. Debal Deb	Famous Scientist



3	Dr. Asish Ghosh	Famous Scientist
4	Dr. Nachiketa Banerjee	Registrar, SKB University
5	Dr. Shankar Nath	Famous Oncologist.
6	Dr. B.C. Ranu,	Senior Prof., IACS
7	Swami divyananda	Secretary, Ramkrishna Mission, Howrah
8	Dr. Debashis Das	Associate Prof. , Calcutta University, Kolkata
9	Dr. Adinath Majee	Assistant Prof. , Visva- Bharati, Santiniketan
10	Dr. Alokanda Hazra	Assistant Prof. , Visva- Bharati, Santiniketan
11	Dr. Biplab Kr. Modak	Assistant Professor , SKBU, Purulia
12	Dr. Sutanu Majee	Prof. Dept. of App.Plant Science, BBAU Lucknow
13	Dr. Kaushik Mandal	Assistant Professor , SKBU, Purulia

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

ORGANIZED	NATIONAL	INTERNATIONAL
SEMINAR	02 (funded by UGC)	-
CONFERENCE	-	-
WORKSHOP	-	-

26. Student profile programme/course wise: (refer question no. 4)

Name of the Programme	Applications Received	Selected	Enrolled		Pass %
			M	F	
ZOOLOGY (Hons)	64	12	4	1	NA
ZOOLOGY (Gen)	22	0	-	-	NA

26. Student profile programme/course wise: (refer question no. 4)

N A

27. Diversity of Students:

Name of the Course	% of Students from SAME State	% of Students from OTHER State	% of Students from ABROAD
ZOOLOGY (Hons)	90	10	0
ZOOLOGY (Gen)	0	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

UNKNOWN

29. Students Progression:

Sl. No.	STUDENT PROGRESSION	AGAINST % ENROLLED
1	UG to PG	unknown
2	PG to M.Phil.	unknown
3	PG to Ph.D.	unknown
4	Ph.D. to Post-Doctoral	unknown
5	Employed: Campus Selection	0 %
6	Employed: Other than Campus Selection	unknown
7	Entrepreneurship/Self-employment	unknown

**30. Details of Infrastructural Facilities:**

Sl. No.	STUDENT PROGRESSION	DETAIL
a	Total No. of Books in Library	319
	Total No. of Journal Subscriptions	04
b	Internet Facility for Staff & Students	UGC-NRC & Library (wireless dongle)
c	Classrooms with ICT Facility	Sanctioned, yet to be set up
d	Laboratories	NIL

31. NO.of students receiving financial assistance from college, univ., govt. or other agencies

> 50%, (please refer to Section 5.1.2 % 5.1.3)

32. Details on student enrichment prog. (lectures / workshops /seminar) with external experts

NIL

33. Teaching methods adopted to improve student learning

Providing study materials on various topics in syllabus

Providing current information collected from internet

Arranging seminars, workshops, short courses etc.

Arranging study tours and local field study

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

NIL

35. SWOC analysis of the department and Future plans:

STRENGTH	Departmental laboratories are provided with various instruments, Chemicals, glass goods and internet connection are present in the department. A good number of reference books related to this subject are present in the college library and the books are easily accessible to the students. In addition to these, all the teachers of this department try their best for the students.
WEEKNESS	There is an urgent necessity for more Full-Time & Part-Time teachers.
OPPORTUNITY	Infrastructure in the department.
CHALLENGE	The foremost challenge ahead of this department to perform best with the poor teacher strength and average quality of students.
FUTURE PLANS	To evolve as a centre of excellence with academic flexibility so that faculty members can recharge themselves and students gain recognition



Ph. No. - 03251-203449

PANCHAKOT MAHAVIDYALAYA

SARBARI • P.O. NETURIA • DIST. PURULIA • PIN - 723121 (W.B.)
(Nearest Railway Station : Madhukunda (S. E. Railway))

Ref. No. PKMV/NAAC/93/14

Date 01.07.2014

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal:

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia



ANNEXURE

(A - G)

- A. Photocopy of College Establishment G.O.**
- B. Photocopy of College Affiliation Certificate.**
- C. Photocopy of Certificate of Recognition under 2F & 12B of UGC.**
- D. Master Plan of the Institution.**
- E. Plan of the Main Building.**
- F. Layout of the Library.**
- G. Photocopies of Audited Income-Expenditure of 09-10, 10-11, 11-12 & 12-13**



ANNEXURE – A

Government of West Bengal
Higher Education Department
C. S. Branch
Bikash Bhavan, Bidhannagar, Calcutta-91

No. 1142-Edn(CS)
4C-7/2000

Dated, Calcutta, the 11th Sept., 2000.

From : Shri R. K. Chakraborty,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub. : Establishment of a new Degree College named as Panchakot Mahavidyalaya, Sarbari, Neturia, in the district of Purulia.

The undersigned is directed by the order of the Governor to say that the Governor is pleased to approve of the proposal for the establishment of a new Degree College named as Panchakot Mahavidyalaya, Sarbari, Neturia in the district of Purulia with effect from the academic session 2000-2001 subject to the following terms and conditions :-

- i) The organisation shall be required to provide land, by way of registered deed, free from all encumbrances in favour of the college authority.
- ii) The organisers shall be required to provide at their own costs, adequate accommodation for classes, office rooms, teachers' room, principal's chamber and essential furniture, equipment, Books etc. for the purpose of the college. In case of delay in constructing the permanent building, the organisers shall be required to construct temporary structure consisting of at least five rooms.
- iii) Adequate arrangement shall be made for supply of drinking water, separate toilets for male and female students and members of the staff.
- iv) The college shall not be permitted to run Higher Secondary Course.
- v) The college shall be run in the manner prescribed in the Statute of the affiliating University. No special constitution of the governing Body shall be allowed.
- vi) Terms and conditions for the purpose of affiliation laid down by the University are to be fulfilled.

2. The college may, for the present be affiliated to B.A.(pass) with six subjects viz. Bengali, English, Hindi, Geography and Political Science and B.Com.(Pass) with usual combination subject to the condition that no subject with less than 30(thirty) enrolments should be opened.

3. The Governor is also pleased to approve the creation of the following posts in the usual scale of pay with effect from the date of filling up the posts during the current academic session :-

Contd...P/2..



ANNEXURE – A (contd..)

-: 2 :-

Teaching Staff

- | | | | | |
|----|-----------|---|----------|--|
| 1. | Principal | : | 1 (one) | |
| 2. | Lecturer | : | 9 (nine) | one each in Bengali, English, Hindi, History, Political Science and Geography and three commerce subjects. |

Non-Teaching Staff

- | | | | |
|----|---------|---|---------|
| 1. | Cashier | : | 1 (one) |
| 2. | Clerk | : | 1 (one) |
| 3. | Typist | : | 1 (one) |
| 4. | Peon | : | 2 (two) |
| 5. | Guard | : | 1 (one) |

Teaching staff shall be appointed on the recommendation of the West Bengal College Service Commission and recruitment to non-teaching posts should be made subject to observance of the recruitment rules prescribed by the Government and the provisions of the statute of the affiliating university. The candidate to be appointed to the post of Cashier should be at least B.Com degree holder.

4. The charge on account of payment of grants towards salary of the staff of the college will be met from the provision under the head, "2202-General Education-03-University and Other Higher Education-800-Other Expenditure-State Plan (Annual Plan & 9th Plan) 004-Establishment of a new Degree College including diversification of essential courses of study in existing colleges-31-Grants-in-aid-01-Salary Grants" in the State budget during the current financial year (Code Number : "2-02-03-800-SF-004-V-31-01").

5. The college shall be governed by the West Bengal (payment of Salaries) Act, 1978.

6. This order issues in concurrence of the Finance Department vide their U.O. No.Group 'B' 419, HK, dated 5.9.2000.

7. All concerned are being informed.

B. M. Chakrabarti.

Deputy Secretary.

sd/-



ANNEXURE – A (contd..)

- 3 -

No.1142/1(1)-Edn(CS),

Copy forwarded for information to the Registrar, Burdwan University, Rajbati, Burdwan, PIN - 713 101. This has reference to his letter No.10/10/25 dated 24.8.2000.

Calcutta,
the 11th Sept., 2000.

Deputy Secretary.

No.1142/2(15)-Edn(CS),

Copy forwarded for information to the

- 1) Principal Accounts General (A&S), West Bengal;
- 2) Finance (Group 'A') Department of this Government;
- 3) Finance (Budget) Department of this Government;
- 4) Deputy Director of Public Instruction (F&S), West Bengal;
- 5) Assistant Director of Public Instruction (NGC), West Bengal;
- 6) Assistant Director of Public Instruction (IFS), West Bengal;
- 7) Assistant Director of Public Instruction (UCC), West Bengal;
- 8) Budget Branch of this Department;
- 9) P.A. to the Principal Secretary of this Department;
- 10) P.S. to the Minister-in-Charge, Higher Education Department;
- 11) Member-Secretary, the West Bengal State Council of Higher Education, 147A, Rashbehari Avenue, Calcutta-29;
- 12) Secretary, the West Bengal College Service Commission, 5, Dhobani Muttia Lane, 4th floor, Calcutta-73;
- 13) Secretary, Managing Committee, Panchakot Mahavidyalaya, Sarbari, Neturia, Purulia;
- 14) Monitoring Cell of this Department.

Calcutta,
the 11th Sept., 2000.

Deputy Secretary.



ANNEXURE – B

**SIDHO-KANHO-BIRSHA UNIVERSITY**

Purulia Campus :
Purulia Zilla Parishad, Old Administrative Building, Jubilee Compound,
P.O. & Dist. : Purulia, Pin : 723101, Phone : 03252 - 224438

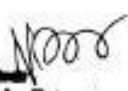
Ref No: R/922/SKBV/13

Date: 7.10.2013

TO WHOM IT MAY CONCERN

This is to certify that Panchakot Mahavidyalaya, Sarbari, PO. Neturia, Dist. Purulia, West Bengal (formerly affiliated to University of Burdwan) is affiliated to the Sidho Kanho Birsha University, Purulia since 05/01/2011 and recognized by the University Grants Commission (both 2f and 12B since 03.05.2007) and the following Courses/Subjects are taught in the said college as per approval :

Sl No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
(I)	Three year B.A. Hons. Courses in Bengali, English, Hindi, History, Political Science, Philosophy and Geography	Permanent		NA
(II)	Three year B.A. General Courses in Bengali, English, Hindi, History, Political Science, Philosophy, Geography, Sanskrit and Santali	Permanent		NA
(III)	Three year B.Com. Hons. Courses in Accountancy	Permanent		NA
(IV)	Three year B.Com. General Courses	Permanent		NA
(V)	Three year B.Sc Hons. Courses in Computer Science and Zoology.	Permanent		NA
(VI)	Three year B.Sc General Courses in Botany, Chemistry, Zoology, Physics, Mathematics and Computer Science a	Permanent		NA


Signature
Sidho-Kanho-Birsha University
Purulia

Competent Authority
(with Name, Designation, Seal and Signature)

ANNEXURE – C

232360561, 232367061, 232377221, 232348110
232367333, 232323617, 232367335, 232396437
www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. 8-216/2004 (CPP-I)

April, 2007

The Registrar,
The University of Burdwan,
Burdwan-713 104 (West Bengal).

- 3 MAY 2007

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.**

Sir,

I am directed to refer to the letter No. PKMV/UGC/37/06 dated 30.11.2006 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Panchakot Mahavidyalaya, Sarbari, P.O.-Neturia, District Purulia-723 121 (West Bengal). (On permanent affiliation)	2000	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

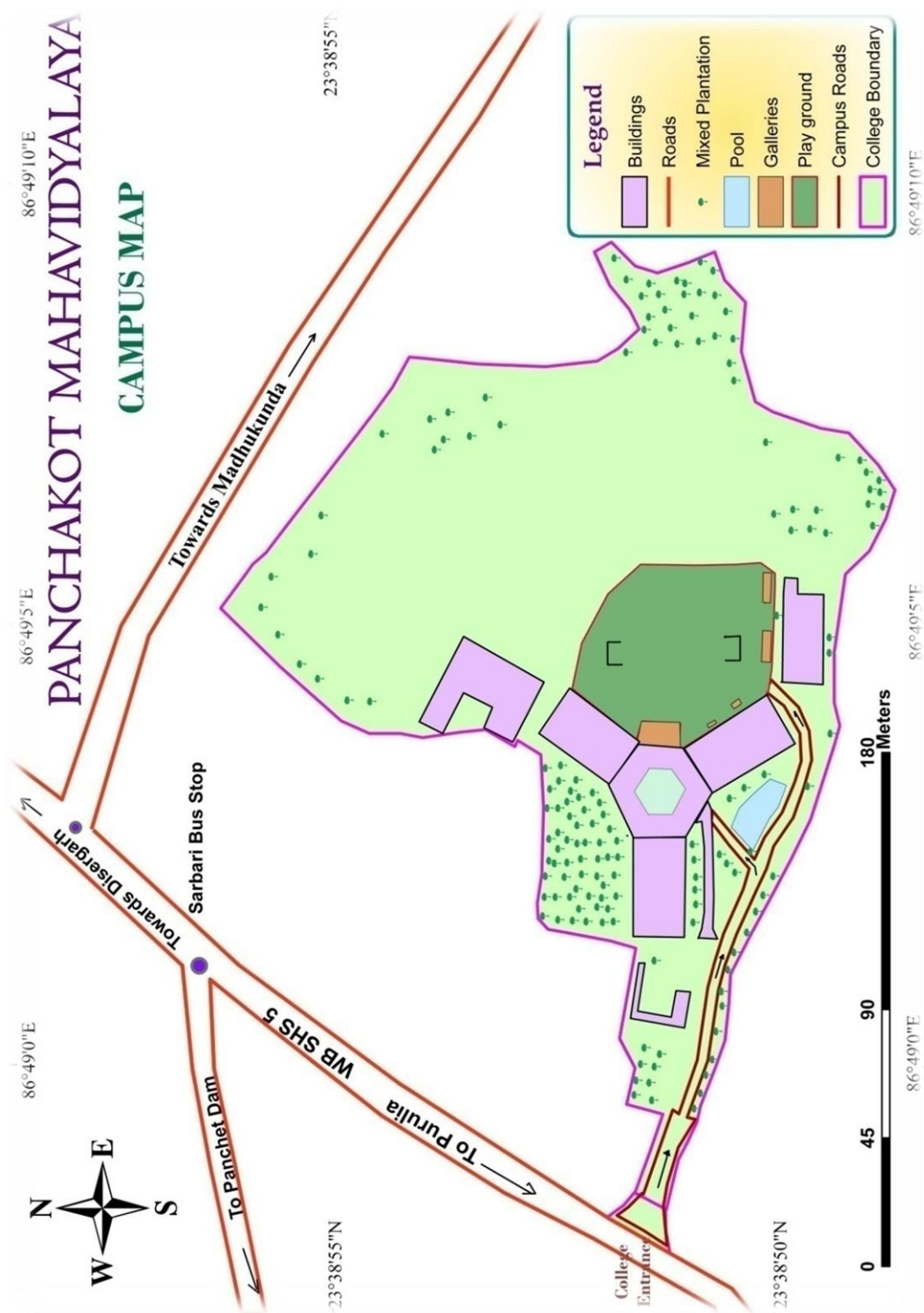
(S.C. Chadha)
Deputy Secretary

Copy to:-

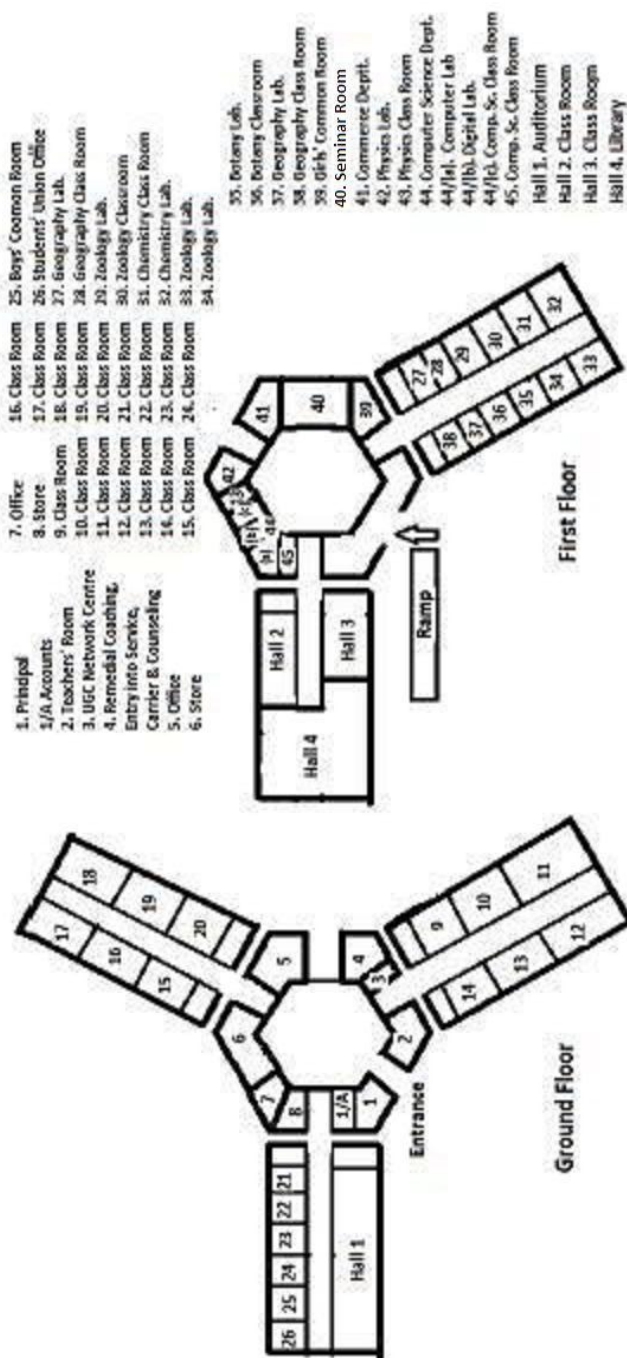
1. The Principal, Panchakot Mahavidyalaya, Sarbari, P.O.-Neturia, District Purulia-723 121 (West Bengal).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001
3. The Principal Secretary (Higher Education), Government of West Bengal, Bikas Bhawan, Salt Lake, Calcutta - 700 091.
4. Joint Secretary, UGC, Eastern Regional Office, LB-8 Sector-III, Kolkata-700 091.
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

(Om Prakash)
Section Officer

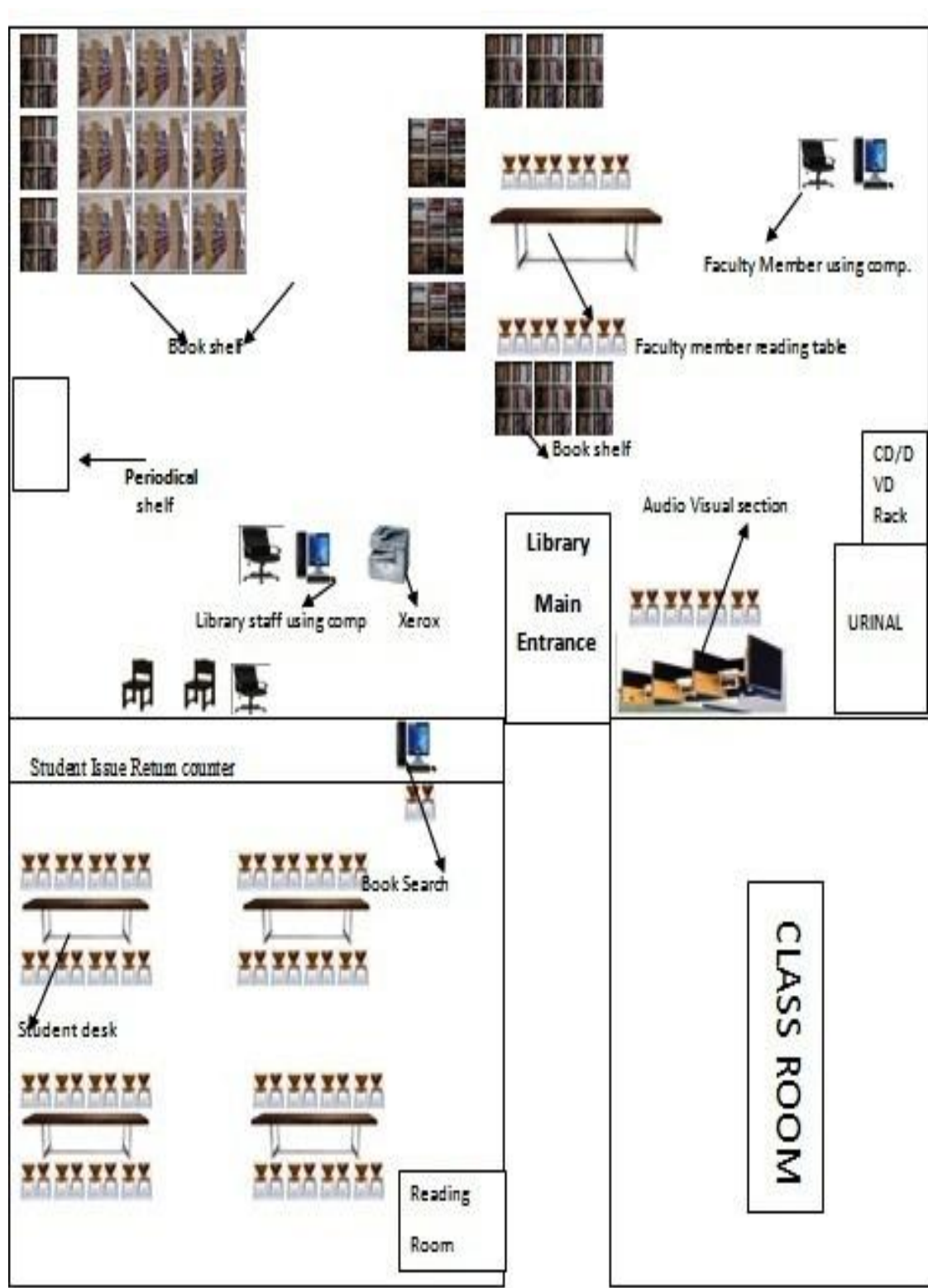
ANNEXURE – D



ANNEXURE – E



ANNEXURE – F



ANNEXURE – G

PANCHAKOT MAHAVIDYALAYA SARBAR, P.O. NETURIA, DIST - PURULIA INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2010					
EXPENDITURE	AMOUNT (RS.)	AMOUNT (RS.)	INCOME	AMOUNT (RS.)	AMOUNT (RS.)
FEES AND OTHER CHARGES			BANK CHARGE		268.00
ENROLLMENT FEES	16,800.00		DONATION FROM OTHER		
EXAM CENTRE CH	40,000.00		E.C.T.L. DONATION FOR LABORATORY	98,000.00	
EXAM EXPENSES	77,079.00		SCHOLARSHIP	1,500.00	101,495.00
EXCEPTION	20,000.00				
PRIZE	150.00		GOVT. GRANT (SALARY RECEIVED)		
REVIEW	19,944.00		SALARY		6,617,445.00
UNIV. CHARGES	236,400.00				
UNIV. PRACTICAL FEES	1,270.00		INCOME FROM OTHER SOURCES		
UNIV. REGISTRATION FEES	43,509.00	483,023.00	BANK INTEREST	61,352.00	
			CULTURAL	27,000.00	
OTHERS EXPENDITURE			ELECTRICITY FEES	91,010.00	
AUDIT FEES	11,000.00		EXAM CENTRE CH	150,263.00	
BANK CHARGE	3,303.00		FACULTY DEVELOPMENT CHARGE	267,920.00	
CONTINGENCY	11,600.00		FINE	1,650.00	
CULTURAL	68,000.00		FORM	52,310.00	
ELECTRICITY FEES	2,141.00		MISC	2,559.00	
GAMES AND CULTURE	41,220.00		MRP GRANT FOR A CHATTERJEE	68,250.00	
LAND REVENUE	2,948.00		REMUNERATION FOR EXAM. DUTY	17,210.00	
MISC	4,479.00		REMUNERATION FROM UNIV. (Examiners)	1,102.00	
MRP GRANT FOR A CHATTERJEE	105,250.00		REVIEW	22,120.00	
P.TAX FINE	1,852.00		SPOI ASSESSMENT	6,050.00	
PLANTATION	6,956.00		STUDENTS AID FUND	17,020.00	
POSTAGE & TELEPHONE	21,227.00		UNIV. CHARGES	186,600.00	
PRINTING STATIONARY	88,767.00		UNIV. SPORTS CHARGE	8,200.00	979,712.00
REFRESHMENT	1,314.00				
SCHOLARSHIP	1,440.00		Tuition & Other Fees Collection From STUDENTS		
T.A.	21,870.00		ADMISSION FEES	102,240.00	
T.A. FOR CLASS	35,500.00	414,487.00	COLLEGE EXAM. FEES	100,290.00	
TAX CONSULTANCY	2,650.00		DEVELOPMENT FEES	72,900.00	
			ENROLLMENT FEES	55,720.00	
P.F. CONTRIBUTION			GAMES AND CULTURE	42,350.00	
P.F. CONTRIBUTION		143,087.00	I CARD AND FEES BOOK	16,420.00	
			LABORATORY CHARGE	25,970.00	
Salaries & Other Allowance Payment			LIBRARY CARD	8,200.00	
BONUS	2,000.00		LIBRARY FEES	129,630.00	
FESTIVAL ADVANCE	40,000.00		MAGAZINE FEES	21,275.00	
G.S.L. (LIC)	16,200.00		MIGRATION	120.00	
INCOME TAX	241,877.00		STUDENTS UNION FEES	38,340.00	
L.I.C. (INS. SS)	90,877.00		TUITION FEES	467,945.00	
LOAN	40,000.00		UNIV. PRACTICAL FEES	7,180.00	
PROFESSIONAL TAX	33,484.00		UNIV. REGISTRATION FEES	20,500.00	1,120,520.00
REMUNERATION FOR LAB. CONTRACT	12,000.00				
SALARY FOR GUARD	32,400.00				
SALARY FOR NON-TEACHING	600,747.00				
SALARY FOR PART TIME TEACHER	1,244,876.00				
SALARY FOR TEACHING	3,572,919.00				
SALARY PART TIME STAFF	25,784.00				
SALARY PART TIME TEACHER/CASHI	372,470.00	6,443,920.00			
DEPRECIATION ON					
BUILDING	442,677.00				
COMPUTER	91,247.00				
ELECTRICAL EQUIPMENT	27,006.00				
FURNITURE & FIXTURE	109,541.00				
GENERATOR	4,217.00				
LAB. EQUIPMENT	60,467.00				
LIBRARY BOOKS	79,961.00				
OTHER FIXED ASSETS	4,370.00				
SPORTS EQUIPMENT	423.00	1,219,700.00			
Excess Of Income Over Expenditure		25,424.00			
TOTAL		8,829,741.00	TOTAL		8,829,741.00

For, Mukesh Choudhary & Associates
Chartered Accountants
Mukesh Choudhary
MCA, Mukesh Kumar Choudhary
Partner



Place: Kolkata
Date: 01/11/2010

Signature 01/11/10

ANNEXURE – G (contd..)

PANCHAKOT MAHAVIDYALAYA SARBARI, NETURIA, PURULIA					
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2011					
Expenditure	Amount (₹)	Amount (₹)	Income	Amount (₹)	Amount (₹)
Fees & other Charges			Fees Collection from Students		
University Exams	44,640.00		Admission	141,490.00	
Practical Exams	29,612.00		College Exams	79,180.00	
Exam Centre Fees	46,995.00		Development	117,190.00	
Exercises	30,694.00		Enrollment	43,810.00	
Exam duty	21,280.00		Games & Culture	52,550.00	
Exam Expenses	16,284.00		Identity Card & Pass Book	26,800.00	
University Charges	218,862.00	397,173.00	Laboratory	22,000.00	
Salaries & Pay Allowances			Laboratory Charges	16,400.00	
G.S.L.I	12,300.00		Library Card	170,280.00	
Income Tax	227,271.00		Magazine	24,275.00	
L.I.C. - S.S.S	172,180.00		Migration	1,200.00	
Salary for Guard	21,300.00		Student union	47,259.00	
Salary for non teaching staff	88,000.00		Tuition Fee	637,119.00	
Salary for teaching staff	5,467,348.00		University Practical	3,020.00	
Salary for part time teachers	833,917.00		University Registration	25,980.00	
Salary for part time staff	1,982.00		University Charges	259,779.00	
Salary for part time teachers (contd)	51,383.00		University Sports Charges	10,499.00	1,669,969.00
Provident Fund	362,817.00		Salaries & Other Grants		
Professional Tax	41,140.00		Bank Interest	127,546.00	
Provident Advance	122,800.00		Subsidy grant from D.P.I	6,931,222.00	
Loan	75,900.00	8,351,233.00	Sports grant from (H.E.D)	90,000.00	
Other Expenses			U.D.C. various scheme	2,516,800.00	9,367,568.00
Advertisement	3,050.00		Other Receipts		
College Magazine	26,000.00		Conveyance	1,440.00	
College Sports	26,000.00		Hostel Admission Fee	4,000.00	
Computer Repair	6,532.00		Hostel Contingency	18,000.00	
Cultural Expenses	16,000.00		Hostel Electricity Fee	500.00	
Bank Charges	7,169.00		Hostel Seat Rent	4,000.00	
Post	288.00		G.S.L.I	600.00	
Lab Chemical	17,485.00		Postage	4,580.00	
Lab Payment	1,290.00		Printing & Stationary (Scale of Admission Fee)	82,180.00	
Land measurement	390.00		Telephone Rate	46,527.00	
Account open	550.00		University Practical Fee	1,250.00	
Poor boys free ship	6,299.00		Scholarship	106,790.00	
Residential coaching	20,000.00		Electricity Fee	67,000.00	
Guest house rent	300.00		Exam Centre Fee	87,906.00	
Accounting Software	56,400.00		Faculty Development Charges	424,000.00	
Sports Expenses	89,910.00		Fine	2,000.00	
Transportation	510.00		Miscellaneous	23,263.00	
Renovation for Building	5,000.00		Sports Account	5,118.00	
Renovation for Library	7,020.00		Students Aid Fund	21,828.00	
Tax Consultant	4,660.00		University Renovation	4,185.00	874,290.00
Audit fee	15,000.00				
Contingency	27,829.00				
Cultural	33,069.00				
Electricity Fee	15,117.00				
Games & Cultural	20,062.00				
Land Revenue	1,474.00				
Miscellaneous	90,630.30				
Postage	2,078.00				
T.A	24,089.00				
Scholarship	5,023.00				
Printing & Stationary	81,196.50				
Refundment	17,820.00				
M.E.P Grant	18,602.00	652,666.00			
Degradation					
Building	148,884.00				
Library - Books	92,173.00				
Furniture & Fixture	142,923.00				
Generator	29,724.00				
Computer	169,561.00				
Lab- Equipment	61,471.00				
Lab- Assets	19,523.00				
Other Fixed Assets	892.00				
Sports Equipment	430.00				
Electricity Equipment	7,544.00	1,475,832.00			
Excess of Income Over Expenditure		1,858,823.00			
TOTAL		11,518,927.00	TOTAL		11,518,927.00

For, Mukesh Choudhary & Associates
Chartered Accountants

Place : Kolkata
Date: 1/11/2011

(CA. Mukesh Kumar Choudhary)
Partner



Pan: 11/11/11
Sd: 11/11/11



ANNEXURE – G (contd..)

PANCHAKOT MAHAVIDYALAYA
SARBAR, NETURIA, PURULIA-723121

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2012

EXPENDITURE	AMOUNT (₹)	AMOUNT (₹)	INCOME	AMOUNT (₹)	AMOUNT (₹)
Fees & other Charges			Fees Collection from Students		
Exam Centre Fees	55,176.00		Admission Fees	855,070.00	
Exam Duty	55,261.00		College Exam Fees	54,040.00	
Exam Expenses	68,747.00		Development Fees	8,88,550.00	
Practical Exam	5,000.00		Enrollment Fees	59,960.00	
University Charges	119,415.00		Games & Culture	45,700.00	
University Exam Fee-Reg.	194,250.00		Security Card & Photo Book	24,280.00	
University Registration Fees	81,090.00	482,043.00	Laboratory Charges	21,900.00	
Salaries & Pro. Allowances			Laboratory Charges	198,560.00	
G.L.L.	12,800.00		Library Card	12,140.00	
Advance Salary (NTS)	54,000.00		Library Fees	50,480.00	
Arrears & Allowances for Part-time Teacher	1,856,727.00		Magazine Fees	55,570.00	
Partial Advance	432,000.00		Student Union Fees	854,114.50	
Income Tax	256,175.00		Tuition Fees	160,970.00	
L.D.C-S.S.S.	130,144.00		University Charges	7,420.00	
Professional Tax	27,758.00		University Practical	90,350.00	
Provident Fund	415,650.00		University Registration	12,140.00	1,649,124.50
Salary for Commercial Library Staff	91,845.00		University Sports Charges		
Salary for Commercial Teachers	255,800.00		Salaries & Other Grants		
Salary for Non-teaching Staff	1,465,134.00		Salary	8,370,052.00	
Salary for Part-time Teachers	592,672.00		Arrears & Allowances for Part-time Teacher	2,328,000.00	
Salary for Part-time Teachers (Caf)	18,200.00		Contractual Teacher	256,800.00	
Salary for Teaching Staff	5,744,857.00	11,177,793.00	U.G.C Common scheme	127,500.00	11,886,752.00
Other expenses			Other Receipts		
Advertisement	1,720.00		Bank Interest	261,088.00	
Affiliation Charges	1,000.00		Conveyance	14,200.00	
Audit fees	15,000.00		Electricity Fees	74,840.00	
Bate Charges	5,621.00		Exam Centre Fees	76,867.00	
Cleaner & Consuming	10,000.00		Faculty Development Charges	81,800.00	
Cleaning	13,627.00		Flax	1,200.00	
Coupling for Entry into Service	77,750.00		Furni	93,040.00	
College Magazine	30,000.00		Hall Rent	2,200.00	
Contingency	8,296.00		Hotel Admission Fees	3,700.00	
Conveyance & Stipend	1,80,500.00		Hotel Canteen Money	7,500.00	
Change in Tourist	40,000.00		Hotel Electricity Fees	20,580.00	
Central Expenses	86,627.00		Hotel Rent	184,850.00	
Electricity Fees	97,426.00		Interest from Fixed Deposits	43,192.00	
Excursion	3,100.00		Revol	20,900.00	
Fuel	5,250.00		Scholarship	12,600.00	
Hotel Accommodation	177,475.00		Seminar Collection	10,800.00	
Internal Charges	11,297.00		Sports Assessment	6,820.00	
Annual Membership Fees	35,228.00		Students Aid Fund	25,480.00	
Lab Chemical	20,500.00		Telephone Rent	22,100.00	
Land Revenue	1,474.00		University Reimbursement	11,125.00	1,000,102.00
MED Plan	10,000.00		Total of Expenditure Over Income		951,772.50
Miscellaneous	26,722.00				
Plaster	8,770.00				
Postage & Stamp	2,111.00				
Printing & Stationery	68,658.00				
Refreshment	26,942.00				
Remedial coaching	199,000.00				
Repairs & Maintenance	22,680.00				
Scholarship	10,668.00				
Sports Expenses	11,550.00				
T.A.	32,545.00				
T. A. for Class	6,980.00				
Tax Consultant	7,400.00				
U.G.C. Seminar	478,906.00	1,504,553.00			
Durisdiction					
Building	1,087,193.00				
Computer	207,208.00				
Electric Equipment	15,079.00				
Electronic Items	47,370.00				
Furniture & Fittings	144,105.00				
Generator	10,032.00				
Lab Assets	17,571.00				
Lab Equipment	85,367.00				
Library Books	116,789.00				
Other Fixed Assets	803.00				
Sports Equipments	861.00	1,917,690.00			
TOTAL		15,180,051.00	TOTAL		15,180,051.00

For, Mukesh Choudhary & Associates
Chartered Accountants(CA. Mukesh Kumar Choudhary)
PartnerPlace: Kolkata
Date: 15/10/2012PRINCIPAL
PANCHAKOT MAHAVIDYALAYA
SARBAR, NETURIA, PURULIA

ANNEXURE – G (contd..)

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Pte. Mohesh Choudhary & Associates
 Chartered Accountants
 (CA Mohesh Kumar Choudhary)
 New Delhi

18 NOV 2013

Principal
PANCHAKOT MAHARAJALAYA
Sarpali, Netuna, Punjab