ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2015-16

GARHBETA COLLEGE

GARHBETA, PASCHIM MEDINAPUR-721127

WEST BENGAL

CONTENTS

Part – A

1. Details of the Institution

1.1 Name of the Institution

GARHBETA COLLEGE

1.2 Address Line 1

GARHBETA

Address Line 2

GARHBETA ,PASCHIM MEDINIPUR

City/Town

MEDINIPUR

State

WEST BENGAL

Pin Code

721127

Institution e-mail address

garhbetacollege48@gmail.com

Contact Nos.

03227-265143

Name of the Head of the Institution:

DR.HARIPRASAD SARKAR

03227-267154

Tel. No. with STD Code:

Mobile:

09434509500

Name of the IQAC Co-ordinator:

Mr.Alarif Mollah

Mobile:

09434128478

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IQAC e-mail address:

Iqac2016@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) WBCOGN16176

1.4 Website address:

www.garhbetacollege.in

Web-link of the AQAR:

http:/www.garhbetacollege.in/AQAR2015-16

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.31	2014	2014-2019
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY

06.01.2012

1.7 AQAR for the year (*for example 2010-11*)   **2015-2016**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR   2014-15(24.12.2015) (DD/MM/YYYY)
   ii. AQAR   2015-16(24.12.2016 (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

AQAR2015-16,GARHBETA COLLEGE   √ ☐

Affiliated College   Yes   No

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [√]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   VIDYASAGAR UNIVERSITY

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

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UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NA
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers `8`

2.2 No. of Administrative/Technical staff `2`

2.3 No. of students `2`

2.4 No. of Management representatives `2`

2.5 No. of Alumni `2`

2. 6   No. of any other stakeholder and

   community representatives `2`

2.7 No. of Employers/ Industrialists `X`

2.8   No. of other External Experts `X`

2.9 Total No. of members `18`

2.10 No. of IQAC meetings held `5`

2.11 No. of meetings with various stakeholders: No. `4`   Faculty `2`

   Non-Teaching Staff Students `1`   Alumni `1`   Others `1`

2.12 Has IQAC received any funding from UGC during the year?   Yes `√` No `   `

   If yes, mention the amount   `Rs.3 LACS`

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2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC   NIL

Total Nos. [ ] International [ ] National [ ] State [ ] Institution Level [ ]

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

- The IQAC and the GB (Governing Body) are always sensitive to the various enrichment programme running in the College and is always watchful of gaps and ready with suggestions of improvement.
- The members of IQAC regularly hold meetings through which monitoring of all seminal academic activities including research projects undertaken by the individual teachers of the respective departments are monitored.
  - The IQAC sensitizes departments to become computer literate in advance degrees so that all departmental records are gradually transferred into a data base format by the teachers.
  - It motivates opening of advance learning courses - PG, Career oriented courses: it oversees the need to enhance facilities of all kinds that helps upgrade classroom teaching.
  - The IQAC regularly seeks funding through schemes and instigates utilization and application.

A healthy body inspires a healthy mind. it also responded to student demand for yoga classes and initiated a dialogue to induct a qualified yoga teacher.

- The State Government guided by UGC norms has recognized the role of the IQAC by including its participation as an internal sanctioning authority of Career Advancement Scheme (CAS). The IQAC is doing its duty sincerely.
  - The IQAC comprising of Senior Faculty members headed by the Principal cover the aspect of research promotion in its regular meetings. Whenever need arises the IQAC keeps open the option of expert consultation. In the coming session IQAC takes a mission **to open PG course in Bengali, Mahematics, Physics & Chemistry.**
  - The IQAC is very active in the College since the previous NAAC. It meticulously takes note of progress and regress and publishes AQARs which are kept ready in the Principal's chamber and are at the disposal of the Governing Body
  - Additionally, after evaluation by NAAC in 2014, the IQAC assists the Principal in chalking out
    a) Academic programmes, including identification of research areas.
    b) Infrastructural blue prints related to academic progression & campus management.
    c) Value Education programmes.
    d) Authentication of data by incumbent applying under CAS (Career Advancement Scheme)by IQAC Convener.
  - The GB and IQAC meet at regular intervals to monitor the implementation of the programmes.The IQAC plays a more active role because the standing Cell consists of present teachers headed by the IQAC Co-ordinator, who survey the entire college and engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development.

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- There is a constant and vigilant system of monitoring progress in which the Principal is always actively engaged and there is a live consultation between the Principal, the TCS (Secretary,Teachers' Council), Coordinator, IQAC, Conveners of UGC Committees and all the Heads as also those seniors in charge of key areas. The Librarians, the Hostel super and the Head Clerk are always in touch if policies concern their jurisdiction.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. PG course in Bengali.,Mathematics,Physics and Chemistry	1. PG course in Bengali,Mathematics,Physics and Chemistry department will start from the session 2017-18. All the clearances from the Higher Education Department, Govt. of West Bengal and affiliated University has already been done.
2.UG course in Nutrition,Santali,Computer Science,Military Science,NSS ,BCA	2.All the clearances from Higher Education Council of West Bengal and affiliated University is completed.
3.Professional course BCA	3. All the clearances form Higher Education Council of West Bengal and affiliated University has already done
4.Proper utilisation of RUSA Fund	4. RUSA fund is used in positive, transparent and progressive manner. RUSA building is about to completed. Books, equipment and ICT related accessories are purchased keeping in the view upgrading and enriching our college.
5.Purifed drinking water facility	
6.wifi the campus	5.Centraly purified and cold water facility is installed in the campus
7.Upgradation of class rooms and laboratory, Library	
8.Examination and evaluation	6. Wifi system is installed and all the staff and students can avail it.
	7.Infrastuructural ,digital and instrumental upgradation has done in broad aspect using RUSA fund
9. Teachers Diary	8. IQAC along with Teachers' Council has already implemented test examination for the honours students as per university syllabus before final examination. Seminar by the students are hold regular basis in each department to encourage them with the current progress of the respective subject.
	9. Teachers Diary is implemented to regulate them in academic, research, and administrative progress of the Institute

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [Governing Body]

Provide the details of the action taken

The Governing Body (GB) and IQAC meet at regular intervals to monitor the implementation of the programmes. The IQAC plays a more active role because the standing Cell consists of present teachers headed by the IQAC Co- ordinator, who survey the entire college and engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development. The IQAC and the GB (Governing Body) are always sensitive to the various enrichment programme running in the College and is always watchful of gaps and ready with suggestions of improvement.

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	6	SANTALI	01	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	2(B.P.Ed& OMSV)		01	00
Total	8	01	02	00

Interdisciplinary	Interdisciplnary couses like ENVS,BNGM,ENGC and COMMERCE.involve faculty members from different departments of the college.
Innovative	Skill development programmes through NSS,NCC,Project work,field work, seminar etc.

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

College has core option at UG level in English,Bengaliand Environmental studies.

CBCS-Our affiliating University does not allow it till now.

Elective Option-Students choose their elective subjects as per norm of our affiliating University which is given below

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

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

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

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

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	00
Annual	07

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers   Students √
   (On all aspects)

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Mode of feedback   :   Online   Manual   Co-operating schools (for PEI)

Please provide an analysis of the feedback in the AnnexureIII

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

No. The syllabus is prepared and revised by our affiliating University from time to time. It was revised in 2104-2015 session .All most all the teachers participated in the workshop to suggest and update it upto the mark of global need of the respective subject.

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

Santhali department is introducing in this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25+33*+5**+3***	16	08	01(Principal)	41

   *Govt. Approved Permanent Part Time Teacher (PTT)

    ** Contractual Whole Time Teacher

    *** Graduate Laboratory Instructor

2.2 No. of permanent faculty with Ph.D.   11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	15	00	00	00	00	12	00	12	15

*PTT,** Clock Hours Basis Teacher,*** GLI

34   00   34

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2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	7	11
Presented papers	6	7	11
Resource Persons	01		

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Transparent online admission procedure is continuing.

2. ICT enabled class rooms and teachers are enhanced remarkably.

3. wifi system is already installed to enrich the teaching and research of the faculty and students .

3. Books and journal are purchased in the library to update it and compatible it up to the need of the syllabus and research.

164/257

4. All the laboratories are updated using RUSA Fund.

NA

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

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

34		34

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Zoology	28	22	03	19	3	92.86
Mathematics	30	26	01	25	0	86.6
Botany	16	15	01	14	00	93.75

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Chemistry	26	22	03	19	02	92.3
Physics	18	17	06	11	01	100
Geography	29	18	01	17	05	79.3
Bengali	87	84	04	80	00	96.5
English	59	35	00	44	12	94.9
Sanskrit	33	19	05	24	01	90.9
Philosophy	08	08	00	08	00	100
History	26	23	00	23	03	100
Commerce	02	02	00	02	00	100
B.Sc. Gen	46	36	04	32	05	89
B.A. Gen	343	140	01	149	170	93.3
B.Sc. Bio.	27	23	03	20	04	100
O.M.S.V	15	15		15		100

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

> IQAC suggested that the Principal and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes Student Feedback from outgoing students and gives a report to the Principal. IQAC introduce teachers' diary to regular analysis of the performances.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	13	11	09
Technical Staff	07	05	00	11

Criterion – III

3. Research, Consultancy and Extension

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc.

2. The college authorities provide all necessary infrastructural support including space for carrying out research work.

3. The students at their final year of graduation are also required to submit a paper on Physics, Geography and Environmental Studies where teachers of different departments supervise the work of the students.

3.2   Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1		
Outlay in Rs. Lakhs	569000	160000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	15	12	5
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings		04	

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects 1.S.Patra 2.Mr.B.S.Kar 3.Mr.U.Sarkar 4.K.P.Prodhan	2(2014-2016)Completed 2(2014-2016)Completed 2(2014-2016)Ongoing 2(2014-2016)Ongoing	UGC UGC UGC UGC	190000 280000 270000 160000	180000 280000 175000 152500
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects *(other than compulsory by the University)*	NIL			
Any other(Specify)	NIL			
Total	NIL			

3.7 No. of books published NIL i) With ISBN No. [00]   Chapters in Edited Books [00]

ii) Without ISBN No. [00]

3.8 No. of University Departments receiving funds from NIL

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   NA   Autono[ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences

organized by the Institution NA

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [00]

3.13 No. of collaborations [00] International [00] National [00] Any other [00]

3.14 No. of linkages created during this year [00]

3.15 Total budget for research for current year in lakhs : NA

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College

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

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

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

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events:

University level [5]   State level [1]

National level [   ]   International level [   ]

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3.22 No. of students participated in NCC events:

University level [40] State level [25]

National level [15] International level [00]

3.23 No. of Awards won in NSS:

University level [2] State level [1]

National level [00] International level [00]

3.24 No. of Awards won in NCC:

University level [5] State level [6]

National level [1] International level [00]

3.25 No. of Extension activities organized

University forum [00] College forum [2]

NCC [4] NSS [15] Any other [3]

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

Principal is ever watchful of the progress of NSS and NCC. The plantation programme hold on regular basis. The special camp at four adopted villages was hold. With other programmes a survey on Economic condition of local people was done. The birth anniversary of R.N .Tagore, Vidyasagar and Swamiji" were celebrated. Women cell of our college named by SAHELI organized legal awareness programmes and health consciousness programmes in surrounding villages. Four NSS Unit and Two Battalion of NCC hold AIDS Awareness Rally ,save girl child rally and cleaning programmes in Garhbeta Rural Hospital, Station, Bus Stand etc.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	22Acres	-	-	22Acres
Class rooms	36	8	RUSA	44
Laboratories	9	-	-	9
Seminar Halls	5	-	-	5
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	50L(Approx)	10L	RUSA	60L
Others				

4.2 Computerization of administration and library

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

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

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30890	2763706 (Approx)	2560	5,70,000	33450	3333706
Reference Books	4188	537188 (Approx)	639	100214	4827	637402
e-Books						
Journals	22	11000	25	16000	25	16000
e-Journals	Subscriber of inflibnet					5000
Digital Database						

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CD & Video	35	20000	00	00	35	20000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	78	13	Broad Band Conntivity	6	-	13	42	3
Added	9	-	WIfi	-	-	4	5	-
Total	87	13		6		17	47	3

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

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

Our Institute also introduce wifi in the campus

Purchase different software such as Economics, Commerce and Chemistry to serve batter.

4.6 Amount spent on maintenance in lakhs :

i) ICT

22L

ii) Campus Infrastructure and facilities

70L

iii) Equipments

10.8L

iv) Others

10L

Total :

112.8L

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4440	00	00	22

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%
	2647	60

Women	No	%
	1818	40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2808	629	236	59	01	3853	2720	653	253	775	10	4462

Demand ratio 1:4.5   Dropout % 5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No, there is no such mechanism.

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No. of students beneficiaries   00

5.5 No. of students qualified in these examinations

NET   00   SET/SLET   03   GATE   02   CAT   00

IAS/IPS etc   00   State PSC   03   UPSC   00   Others   45

5.6 Details of student counselling and career guidance

No.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

International Women Day, Mother Day were celebrated

5.9 Students Activities

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

State/ University level   4   National level   2   International level   00

No. of students participated in cultural events

State/ University level   5   National level   02   International level   00

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

Sports : State/ University level [2]   National level [00]   International level [00]

Cultural: State/ University level [03]   National level [01]   International level [00]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	600	160000
Financial support from government	897	10536750
Financial support from other sources	114	587200
Number of students who received International/ National recognitions	109	523200

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students [6]

5.13 Major grievances of students (if any) redressed: No such grievance lodged by any wings.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of Garhbeta College

- To create a class of intellectually, morally and spiritually sound and committed citizens, who will become a human resource of high calibre, to cater to the needs of the society and the country as a whole. Spreading light glowing bright/watering for blooming and brightening.

Mission of Garhbeta College

- To provide qualitative education to the student coming from the poor, backward community of Bonanchal based remote area of the district Paschim Midnapore, Bankura, Purulia and Hoogly of West Bengal.

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

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

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

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

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

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

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

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

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

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

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

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

3. Field study, symposium, project work and dissertation work carried out by most departments of the college.

4. Diversity of learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant of the learner group. The teacher employs interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction knowledge.

6.3.3 Examination and Evaluation

1. Regular class test and showing the answer scripts to make batter.
2. Before final degree examination a selection test with same pattern of question as final examination and after valuation answer scripts are shown to the students.

6.3.4 Research and Development

Teachers are kept updated about available scopes for applying for research frants. Space and necessary infrastructural support and broad band connectivity, wifi and necessary soft ware are provided.

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:

I) The physical infrastructure has been remarkably improved/ developed. At present the college is about to start the construction of a Building.

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

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

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

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

vii) Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.

6.3.6   Human Resource Management

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

6.3.7   Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the College Service Commission, West Bengal Any contractual teacher is recruited by an expert committee which includes a University expert. Non-teaching staff are recruited by formation of selection committee. 11 non-teaching staff recruited.

6.3.8   Industry Interaction / Collaboration

No

6.3.9   Admission of Students

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

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NO

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affiliated University	Yes	G.B& IQAC
Administrative	Yes	State Govt.	Yes	G.B

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No √

For PG Programmes   Yes   No

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

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

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

NO such initiative has taken.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. The college Campus is declared as a no smoking zone.

2. Campus declared as a plastic free zone.

3. Regular testing of drinking water and quality of canteen food by the College Authority.

4. College Authority recruited a Gardener to maintain the greenery of the campus

Criterion – VII

7. Innovations and Best Practices

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

1. The college has filled up 11 non-teaching posts.

2. RUSA building is going to complete.

3. Teachers diary are maintained

4. Campus is fully wi-fi dominated zone.

5. Each class rooms are renovated by light, fan ,etc.

6. PG courses are to be introducing shortly. And some UG course will introduce from the coming session and process is going on.

7. Centraly drinking water system has been installed.

8.No. of ICT class room and ICT enabled teacher increased remarkably.

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

1. RUAS building will be extended to first floor.

2. Vidysagar Bhaban 2d floor is going to be completed by next session.

3. Construction of Extended Library building is going on.

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

1. To overcome the scarcity of purified drinking cold drinking water in the campus we installed centrally drinking water project.
2. Fully wifi the campus.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

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7.4 Contribution to environmental awareness / protection

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

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

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

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

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

NA

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

1. To advise the faculties to increase their participation in research-oriented activities and organize students" seminars, quiz contests, excursions/educational tours.
2. To introduce PG Course in Mathematics, Physics, Chemistry and Bengali.
3. To introduce UG Course in Nutrition and Santali, BCA, Economics and Computer Science.
4. To renovate the existing office space for better management of office-related works.
5. To increase number of well furnishing class
6. Virtual class room.
7. To renovate rooms for ICT enabled accordingly.
8. Extended library building.

Name Alarif Mollah   *Name   Dr.H.P.Sarkar*

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

————***———

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ANNEXURE I: ACADEMIC CALENDER

Month	Events
July(2015)	Admission and commencement of classes
August	Admission Process completed and Departmental teachers meeting hold to finalize the routine and distribution of syllabus
September	University registration along with continuation of classes.
October	Vacation(PUJA), Excursion and NSS/NCC camp
November	Classes continued along with class test
December	Classes continued along with guardians meeting. Departmental seminar by the students. Cultural competition
January(2016)	Part –III test, S.U-Election Sports competition(Indoor and Outdoor)
February	Part-II test, Part-III Form fillup
March	Part-I test Part-II Form fillup
April	Part-I form filluP Part-III University Examination
May	Part-II University Examination
June	Part-I University Examination(Summer Recess)

Annexure II

1. Best Practices: **Paracitice *#1* Title** **To overcome the scarcity of purified drinking cold drinking water in the campus we installed centrally drinking water project.**

Objective – To avail purified cold drinking water to students and staff in the campus.

Context – The number of students in the college as increased over time but there were a lot of crises in purified drinking water so it was too necessary.

Practice – Drinking water is no available in campus
Evidence of Success – students and staff need not carry water.
Resources Required –Resources required continuing the effort.
Problems encountered – None.

2. ***Practice #2* Titles** **– Fully wifi the campus**.

Objective – Provide adequate teaching and research facility to students and staff to cope with the syllabus and the progress of the global world..
Context –There were limited broad band connection to use for students and staff, which was not sufficient to the requirement. Now by installing wifi all the staff and students can browse any time anywhere in the campus.
Practice –Governing Body allotted the fund to fulfill the academic requirement of the students and staff.
Evidence of Success –
1) The quality of education has gone up with the introduction of wifi which help the students to cope their syllabus and the faculty to promote their research.

Resources Required –
1) Financial resources required.

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

Annexure III: Following Feedback form   is given to the students to so analyze the service of institute. All feedback is placed in IQAC and then G.B.

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STUDENTS FEED BACK FORM

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1. Name of the Teacher :   Course Code :

2. Class   :   Course Title :

3. YEAR   : I /II / III   Department :

Directions:

For each item please indicate your level of agreement with the following statement by choosing   a score between 1 and 5. A Higher score indicates a stronger agreement with the statement.

A. **COURSE CONTENT**: | 1 | 2 | 3 | 4 | 5 |

1. The teacher covers the entire syllabus   : ☐ ☐ ☐ ☐ ☐

2. The teacher discusses topics in detail   : ☐ ☐ ☐ ☐ ☐

3. The teacher possesses deep knowledge
   of the subject taught   : ☐ ☐ ☐ ☐ ☐

4. The teacher communicates clearly   : ☐ ☐ ☐ ☐ ☐

5. The teacher inspires me by his/her
   knowledge in the subject   : ☐ ☐ ☐ ☐ ☐

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B. *TEACHING- LEARNING PROCESS*

6. The teacher is punctual to the class   :   ☐ ☐ ☐ ☐ ☐

7. The teacher engages the class for the full
    duration and completes the course in time
    :   ☐ ☐ ☐ ☐ ☐

8. The teacher comes fully prepared for the class :   ☐ ☐ ☐ ☐ ☐

9. The teacher provides guidance
    counseling in academic and non-
    academic matters
    in/out side the class   :   ☐ ☐ ☐ ☐ ☐

10. The teacher encourages participation and
    discussion in class (Teacher-Student,
    Student-Student)   :   ☐ ☐ ☐ ☐ ☐

11. The teacher encourages and values
    disagreement   :   ☐ ☐ ☐ ☐ ☐

12. The teacher uses modern teaching
    aids/gadgets, handouts, suggestion of
    references, PPT, web-resources (Any other)   :   ☐ ☐ ☐ ☐ ☐

13. The teacher pays attention to academically
    weaker students as well   :   ☐ ☐ ☐ ☐ ☐

14. The teacher relates the course material with
    real world situations   :   ☐ ☐ ☐ ☐ ☐

15. The teacher's attitude toward the students
    was friendly and helpful   :   ☐ ☐ ☐ ☐ ☐

C. *EVALUATION PROCESS*

16. Periodical assessments were conducted
as per schedule : ☐ ☐ ☐ ☐ ☐

17. The teacher uses non-traditional methods of
    evaluation like Quiz, Seminars, Assignments,
Class room presentation/participation
(Any other) : ☐ ☐ ☐ ☐ ☐

18. Question paper covers all the topics in the
    Curriculum : ☐ ☐ ☐ ☐ ☐

19. The teacher was fair and unbiased in the
    evaluation Process : ☐ ☐ ☐ ☐ ☐

20. Overall Rating of the Teacher :
In my view the teacher has professional competence
and is a role model : ☐ ☐ ☐ ☐ ☐

STUDENTS FEED BACK FORM ON ADMINISTRATION

LIBRARY

1. How often do you visit the Library   Regular/Occasionally/Never

2. Are the required number of titles in your
   Subject available in the Library   Yes / No

3. Are you satisfied with the cataloguing and
   arrangement of books in the Library   Yes / No

4. Are you satisfied with the available
   Reading space in the Library   Yes / No

5. Are the Library Staff co-operative and
   helpful   Yes / No

6. Are you able make use of Xerox facility
   in the Library   Yes / No

INTERNET CENTRE

7. Are you able to access Internet Centre as
   and when you require   Yes / No

8. Are you making use of educational online
   resources   Yes / No

9. Are there enough number of nodes
   Available in the Internet Centre   Yes / No

10. Are the Net centre staff co-operative
    and   helpful   Yes / No

ADMINISTRATION

11. Is the College office helpful in
    administrative matters   Yes/No

12. Do you receive the Mark statements in time   Yes / No

13. Are there enough clean class rooms
    available in the Department   Yes/No

14. Are the toilets cleaned properly   Yes / No

15. Are you provided with enough
drinking water   Yes / No

16. Are you happy with the food served
in the present canteen   Yes / No

17. As there a Student Amenity Centre in
your Campus   Yes / No

18. How far is the S.U helpful to you   Yes / No

19. Are you making use of Green Box
Services in our College   Yes / No

20. Do you think that your grievances are
Redressed when Green box is used   Yes / No

21. Are you aware of the functioning of
a placement cell in our University   Yes / No

22. Are the Lab. Equipments is proper
working conditions   Yes / No

23. Are you provided with adequate quantity of
    chemicals and specimen for carrying out
Lab. activities   Yes / No

24.Are you aware of the "Earn While you Learn"
Scheme in our University   Yes / No

25.Do you avail any Scholarship from the
Govt./College   Yes / No

26.Are you a beneficiary of Free Education
Scheme of our College   Yes / No