ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2016-2017

GARHBETA COLLEGE

GARHBETA, PASCHIM MIDNAPORE-721127

WEST BENGAL

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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.

03227265143

Name of the Head of the Institution:

DR.H.P.SARKASR

03227267154

Tel. No. with STD Code:

Mobile:

09434509500

Name of the IQAC Co-ordinator:

Mr.Alarif Mollah

Mobile:

09434128478

IQAC e-mail address:

garhbetacollege48@gmai.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/AQAR2016-17

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	2104-2019
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)*

2016-2017

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**

   Affiliated College   **Yes** ☑   **No** ☐

   Constituent College **Yes** ☐   **No** ☑

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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

UGC-Special Assistance Programme   NO   **DST-FIST**   NO

UGC-Innovative PG programmes   **Any other (*Specify*)**

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   1   **Alumni**   1   **Others**

2.12 Has IQAC received any funding from UGC during the year?   Yes   √   [ ]

    If yes, mention the amount   Rs.3 LACS

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC   1

Workshop

    Total Nos.   International   [ ]   National   [ ]   State   1   Institution Level   [ ]

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| (ii) Themes | Role of IQAC to enhance the quality of higher education |

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 running institute introduce **PG course in Bengali,Mahemetics,History.**
- 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 Academic programmes, including identification of research areas.
- Infrastructural blue prints related to academic progression & campus management.
- Value Education programmes.
- 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.
- 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. Annual Reports are prepared and all

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
❖ PG course in Bengali, Mathematics, History introduced	• PG course in Bengali,Mathematics and History department commenced from the session 2017-18.
	• BCA, Computer Science are offer to the students from the session 2016-2017
❖ UG course in Nutrition,Santali,Computer Science,Militery Science,NSS ,BCA	• All the clearances form Higher Education Council of West Bengal and affiliated University has already done
❖ Professional course BCA	• 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.
❖ Proper utilisation of RUSA Fund	• Lavatories are construct in each corner of the college.
	• Infrastuructural ,digital and instrumental upgradation has done in broad aspect using RUSA fund

❖ Sanitation and parking placed are developed ❖ Upgradation of class rooms and laboratory, Library ❖ Examination and evaluation CBCS is introduced ❖ Teachers Diary is maintained by individual teacher.	• 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. • 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	03	03	03	00
UG	14	1(BCA)+3	04	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	19	07	07	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

This session 1st year B.Sc (Honours) CBCS system has been introduced.

Physics, Chemistry, Mathematics, Zoology Botany, Physiology, Geography offered as core subject.

Physics, Chemistry, Mathematics, Zoology Botany, Physiology, Geography, Computer Science, Nutrition, offered as generic subject

Elective Option- Our 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.

Three CBCS PG course , B.P.Ed, BCA and 1st year Honours CBCS 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	12
Trimester	00
Annual	08

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   udents [√]
   (On all aspects)

   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.

The syllabus is prepared and revised by our affiliating University from time to time. It was revised in 2106-2017 session CBCS for Science and PG Courses as per UGC norm. .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.

Nutrition, BCA, Computer Science, PG in Bengali, PG in History, PG in Mathematics department is introducing in this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

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

faculty

*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

2.4 No. of Guest and Visiting faculty and Temporary faculty | 34 | | 00 | | 34 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	8	3
Presented papers	19	7	3
Resource Persons	01		2

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 upto the need of the syllabus and research.

4. All the laboratories are updated using RUSA Fund.

2.7 Total No. of actual teaching days during this academic year
198/257

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

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

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	38	31	8	23	04	92%
Mathematics	38	30	3	27	7	97.36%
Botany	17	15		15	2	100%
Chemistry	33	24	09	15	07	93.9%
Physics	28	25	11	14	03	100%
Geography	18	12	00	12	05	94.4%
Bengali	92	91	11	80	00	98.9%
English	20	19	01	18	01	100%
Sanskrit	19	14	01	13	04	94.7%
Philosophy	12	11	04	07	00	91.6%
History	20	18	01	17	01	95%
Commerce	01				01	100%
B.Sc. Gen	50	38	04	34	10	96%
B.A. Gen	244	98	01	97	106	85.24%
B.Sc. Bio.	16	13		13	3	100%
O.M.S.V	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	03
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

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

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.Dr.Rajlaxmi Mukherjee	(2017-2019)Ongoing	UGC	260000	220000
2.Dr.S.K.Ghosh	2(2017-2019)ongoing	UGC	300000	280000
3.Sr.Swatilekha Maity	2(2014-2016)Ongoing	UGC	270000	175000
4.K.P.Prodhan	2(2014-2016)Ongoing	UGC	160000	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   Autonomy | | 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

Level	International	National	State	University	College
Number	3	2	2		13
Sponsoring agencies					

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3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{00}$

3.13 No. of collaborations $\boxed{00}$ International $\boxed{00}$ National $\boxed{00}$ Any other $\boxed{00}$

3.14 No. of linkages created during this year $\boxed{00}$

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

From Funding agency $\boxed{}$ From Management of University/College $\boxed{}$

Total $\boxed{}$

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 $\boxed{}$ $\boxed{}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{}$

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

JRF $\boxed{}$ SRF $\boxed{}$ Project Fellows $\boxed{}$ Any other $\boxed{}$

3.21 No. of students Participated in NSS events:

University level | 5 | State level | 1
National level | | International level |

3.22 No. of students participated in NCC events:

University level | 40 | State level | 25
National level | 15 | International level | 00

3.23 Number 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			
Class rooms	44L			
Laboratories	9L			
Seminar Halls	5L			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	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	33450	3333706	871	Rs		
Reference Books	4827	637402				
e-Books						
Journals	25	16000	27	22496		
e-Journals	Subscriber of inflibnet		5750			5000
Digital Database						
CD & Video	35	20000	00			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	13	Broad Band connectivity/ wifi	6		17	47	3
Added	13						08	05
Total	100							

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 | 10.81086L

ii) Campus Infrastructure and facilities | 9.51739L

iii) Equipments | 1.20526L

iv) Others | 59.73148L

Total: | 81.26499L

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
4417	00	00	44

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
2374	53

Women

No	%
2043	47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2720	653	253	775	10	4462	2717	644	260	795	01	4417

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.

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
NA	NA	NA	NA

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

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.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

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

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

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

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

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

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 is 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. Centrally 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 2nd floor is 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)

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 Zoology.
3. To introduce UG Course in Nutrition and Santali, 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 to be used extensively.
7. To renovate rooms for ICT enabled accordingly.
8. Extended library building and fully automated.

Name Alarif Mollah

Signature of the Coordinator, IQAC

Name   Dr.H.P.Sarkar

_____ _____

Signature of the Chairperson, IQAC

_____***_____

ANNEXURE I: ACADEMIC CALENDER

Month	Events
July(2016)	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(2017)	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)

1. Best Practices: **Paracitice *#1* Title   Concrete roads and cycle shed for both staff and students to avoid the dust and mud free campus.**

   ***O**bjective –* **T**o provide   (muddy and dusty) hassle free walking in rainy season and summer season in the campus.

   Context – The number of students in the college as increased over time but there were a problem in rainy season which make dirt in the class room and laboratory. So it was too necessary.

   Practice – it help us to make our class rooms and labs. Neat and clean rooms
   Evidence of Success – students and staff free walking in the campus..
   Resources Required –Resources required continuing the effort.
   Problems encountered – None.

   2. ***Practice #2*** *Titles* **– Developed a scatter sanitation all over all the campus for both men and women**.

   Objective – Provide adequate sanitary system both students and staff.
   Context –There were limited lavatory for us. Now each corner and each building has separate sanitation.
   Practice –Governing Body allotted the fund to fulfill the healthy facility of the students and staff.
   Evidence of Success –
   1) The healthy and joyful atmosphere enjoyed.
   Resources Required –
   1) Financial resources required.

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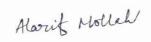
GARHBETA COLLEGE

Teacher Feedback by Students

For the Session-2016-2017

Consolidated Report

Total Number of Teachers-

S.No.	Department	Assesed by no. of students	No. of Teacher	Teaching Learning				
				Excellent	Very Good	Good	Average	Below Average
1	Bengali	92	5		2	1	3	
2	English	20	5			1	4	
3	Sanskrit	19	4			4		
4	History	20	7		2	3	2	
5	Philosophy	12	05		2	3		
6	Physics	28	7	1	1	4		
7	Chemistry	10	33	3	5	2		
8	Mathematics	38	7	3	1	3		
9	Zoology	38	5		3	2		
10	Botany	17	5		1	4		
11	Physiology	12	5		3	1	1	
12	Geography	18	6		2	2	2	
13	Commerce	4	4					
14	B.P.Ed	40	5			5		
15	Economics	30	3		3			
16	Political Science	25	2			2		
17	Physical Education	40	4	1	2	1		
18	Santali	10			1			
19		473	112	1	3	3	3	

Aharif Mollah

Total Number of Teachers-

S.No.	Department	Assesed by no. of students	No. of Teacher	About Course Content And Evaluation				
				Excellent	Very Good	Good	Average	Below Average
1	Bengali	92	5		2	1	3	
2	English	20	5			1	4	
3	Sanskrit	19	4			4		
4	History	20	7		2	3	2	
5	Philosophy	12	05		2	3		
6	Physics	28	7	1	1	4		
7	Chemistry	10	33	3	5	2		
8	Mathematics	38	7	3	1	3		
9	Zoology	38	5		3	2		
10	Botany	17	5		1	4		
11	Physiology	12	5		3	1	1	
12	Geography	18	6		2	2	2	
13	Commerce	4	4					
14	B.P.Ed	40	5			5		
15	Economics	30	3		3			
16	Political Science	25	2			2		
17	Physical Education	40	4	1	2	1		
18	Santali	10			1			
19		473	112	1	3	3	3	

Aarif Mollah

GARHBETA COLLEGE

Feedback by Students on Library and Administration

For the Session-2016-2017

Consolidated Report

Total No Of Students: 473

Library	Regular	Occasionally	Never
How often do you visit the Library	173	200	100
	Yes	No	
Are the required number of titles in your Subject available in the Library	250	223	
Are you satisfied with the cataloguing and arrangement of books in the Library	200	273	
Are you satisfied with the cataloguing and arrangement of books in the Library	173	300	
Are the Library Staff co-operative and helpful	250	223	
Are you able make use of Xerox facility in the Library	00	473	

Aarif Mollah

Total No of Students: 473

Administration And Internet centre	Yes	No
Are you able to access Internet Centre as and when you require	450	23
Are you making use of educational online resources	200	273
Are there enough number of nodes Available in the Internet Centre	150	373
Are the Net centre staff co-operative and helpful	200	273
Is the College office helpful in administrative matters	300	173
Do you receive the Mark statements in time	250	223
Are there enough clean class rooms available in the Department	250	223
Are the toilets cleaned properly	250	223
Are you provided with enough drinking water	450	23
Are you happy with the food served in the present canteen	200	273
How far is the S.U helpful to you	100	373
Are the Lab. Equipments is proper working conditions	150	30
Are you Provide with adequate quantity of chemicals and specimen for carrying out Lab. activities	80	30
Do you avail any Scholarship from the Govt./College	400	73
Are you a beneficiary of Free Education Scheme of our College	400	35

Aarif Mollah

GARHBETA COLLEGE

Analysis of Parents Feedback on Institution

For the Session-2016-2017

Consolidated Report

Criteria / Rating Scale	Academic Progress of the ward	Communication from the department	Support service from the Institution	Overall development of the ward	Responding on suggestion & Grivances
Excellent	20	25	30	34	34
Very Good	69	42	62	24	50
Good	10	21	6	32	12
Average	1	10	2	10	4
Below Average				2	

Alarif Mollah

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.

GARHBETA COLLEGE

STUDENTS FEED BACK FORM

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 | □ |

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 : ☐ ☐ ☐ ☐ ☐

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 ☐ ☐ ☐ ☐ ☐

AQAR2016-17, GARHBETA COLLEGE

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 :

GARHBETA COLLEGE
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
Yes / No

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

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

INTERNET CENTRE

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

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

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

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

ADMINISTRATION

10. 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