CHANDIDAS MAHAVIDYALAYA

Khujutipara, Birbhum
www.chandidasmahavidyalaya.org,
Email : cmahavidyalaya1972@gmail.com
Ph. No-03463-239666/ 9474039953

The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	**Chandidas Mahavidyalaya**
1.2 Address Line 1	P.O. Khujutipara
Address Line 2	P.S.-Nanoor, Birbhum
City/Town	Bolpur
State :	West Bengal
Pin Code :	731215
Institution e-mail address	*cmahavidyalaya1972@gmail.com*
Contact Nos.	03463-239666/ 9474039953
Name of the Head of the Institution:	Dr. Nursadh Ali, (***Principal***)
Tel. No. with STD Code:	03463- 239666
Mobile:	9474039953

Name of the IQAC Co-ordinator:

Subhas Singha Roy

Mobile:

9474488201

IQAC e-mail address:

cmahavidyalaya1972@gmail.com

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

EC/55/A&A/093

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

NAAC/A&AOC/EC-55/93/2011

1.5 Website address:

www.chandidasmahavidyalaya.org

Web-link of the AQAR:

www.chandidasmahavidyalaya.org/AQAR2013-14.docx

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.95	2011	5 year
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

19/07/2011

1.8 AQAR for the year *(for example 2010-11)*

2013-14

1.9 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 **2011-12 submitted to NAAC on 09/02/2015**
ii. AQAR **2012-13 submitted to NAAC on 09/02/2015**
iii. AQAR **2013-14 submitted to NAAC on 12/02/2015**

1.10 Institutional Status

University   State ✓ Central ☐ Deemed ☐ Private ☐

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 ☐

1.11 Type of Faculty/Programme

Arts ✓   Science ✓ Commerce ✓ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*   **The University of Burdwan**

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

Autonomy by State/Central Govt. / University | X |

University with Potential for Excellence | X | UGC-CPE | X |

DST Star Scheme | X | UGC-CE | X |

UGC-Special Assistance Programme | X | DST-FIST | X |

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

UGC-COP Programmes | X |

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	XX
2.4 No. of Management representatives	01
2.5 No. of Alumni	XX
2. 6 No. of any other stakeholder and Community representatives	XX
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	0 1
2.9 Total No. of members	**09**

2.10 No. of IQAC meetings held: | 02 |

2.11 No. of meetings with various stakeholders: No. | 08 | Faculty | 03 |

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | 02 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 10 | International | 0 | National | 0 | State | | Institution Level | 10 |

(ii) Themes

> Institution Level: 1. "Vivekananda and Nationalism", 2."Civil Society and Democracy in India" , 3."Application Software in Mathematics", 4."Sarat Chandra o Choto Golpo" , 5. "Tagore Philosophy of Reconstruction" 6. "Application of Modern Teaching Tools in the Class room", 7. "Sepoy Mutiny", 8. Indian contribution in English Literature", 9. "Water Crisis", 10"Kalidas in Sanskrit Literature".

2.14 Significant Activities and contributions made by IQAC

1. IQAC has succeeded to introduce Teaching Aid Software to make the teaching easier. 2. College persuaded to procure play ground.

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. Extending internet facilities. 2. Proposal for creating students database for admission & other academic work. 3. Proposal to generate Thrift Fund for the staff. 4. Further proposal for purchase of smart-board & arrange a room for e-learning. 5. Students empowerment through basic knowledge of computer. 6. Proposal for infrastructural / physical development of the college. 8. To provide desktop to each department.	1. Authority agrees provide a desktop to all department for academics & research work. 2. IT facility is provided to maintain data base of students for academic and administrative purposes. 3. Started Thrift fund. 4. Purchased smart boards and green boards . 5. Decision taken to teach the students of respective department about using computer and e-material. 6. College purchased land for play ground. 7. Departments will be provided computer very soon. Official procedures started.

* 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 [✓]

Provide the details of the action taken

The present IQAC has placed a detail report before the governing body. GB provides necessary guidance.

Part – B

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				
PG				
UG	11	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	11	0	0	0

Interdisciplinary				
Innovative				

✓

1.2 (i) Flexibility of the Curriculum: Almost open options

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	11

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

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

*Please provide an analysis of the feedback in the Annexure

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

> The college has no autonomy to revise the syllabi. But if the University convenes the meeting in this regard, college participates actively and provides suitable suggestions.

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	12	02	Principal	15

2.2 No. of permanent faculty with Ph.D. | 07 |

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
0	7	0	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty | 02 | | 00 | | 00 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	01
Presented papers	02	07	00
Resource Persons	0	00	01

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

The institution has adopted a number of innovative measures in teaching - learning. Teaching module and teaching plan are prepared and students are informed in advance. Major focus on ICT use, making teachers e-Literate , motivating the teachers to follow the modules in the class, prepare the students to present seminar in the class.

2.7 Total No. of actual teaching days
     during this academic year | 207 |

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

2.9 No. of faculty members involved in curriculum
     Restructuring /revision /syllabus development | 0 | 0 | 02 |
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %		Pass %
B.A.	179	NIL	9.89%	90.10%%		50.83%
B.Sc.	08	NIL	NIL	25%		25%

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

Monitoring of Curriculum Preparation, Result meeting regarding the betterment of Examination System, Organizing workshops for using ICT in classroom.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	01
Others (NSS)	01

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	15	06	0	1
Technical Staff	2	00	0	00

Criterion – III

3. Research, Consultancy and Extension

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

> Under the initiative of IQAC, college has instituted Research Promotion sub-committee comprising the senior teachers from different disciplines. Teachers are encouraged to submit Minor Research Project, Major research Project to the different funding agencies like UGC, ICSSR, ICHR, CSIR etc. Teachers are also encouraged to undertake research works, present papers in the seminars, workshops. Research committee plays a pivotal role in this regard.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		4	2
outlay in Rs. Lakhs	3.09 Lakh	00	08.67 Lakh	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	4	12
Non-Peer Review Journals	NIL	NIL	5
e-Journals	NIL	NIL	NIL
Conference proceedings	7	11	15

3.5 Details on Impact factor of publications:

Range   NIL   Average   NIL   h-index   NIL   Nos. in SCOPUS   NIL

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	NIL	NIL	NIL	NIL
Minor Projects	2014-16	UGC	8.67 Lakh	7.00lakh
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total			08.67 Lakh	7.00Lakh

3.7 No. of books published i) With ISBN No. $\boxed{3}$ Chapters in Edited Books $\boxed{1}$

ii) Without ISBN No. $\boxed{0}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{\text{NIL}}$ CAS $\boxed{\text{NIL}}$ DST-FIST $\boxed{\text{NIL}}$

DPE $\boxed{\text{NIL}}$ DBT Scheme/funds $\boxed{\text{NIL}}$

3.9 For colleges Autonomy $\boxed{\text{NIL}}$ CPE $\boxed{\text{NIL}}$ DBT Star Scheme $\boxed{\text{NIL}}$

INSPIRE $\boxed{\text{NIL}}$ CE $\boxed{\text{NIL}}$ Any Other (specify) $\boxed{\text{NIL}}$

3.10 Revenue generated through consultancy $\boxed{\text{NIL}}$

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		Proposal submitted to UGC	00		10
Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{2}$

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

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

3.15 Total budget for research for current year in lakhs:

From funding agency $\boxed{\text{7.00 Lakh}}$ From Management of University/College $\boxed{0}$

Total $\boxed{\text{7.00 Lakh}}$

3.16 No. of patents received this year

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

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

NIL

NIL

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

NIL

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

JRF NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No. of students Participated in NSS events:

University level 15   State level NIL

National level NIL   International level NIL

3.22 No. Of students participated in NCC events:

University level 25   State level

National level 5   International level

3.23 No. Of Awards won in NSS:

University level NIL   State level NIL

National level NIL   International level NIL

3.24 No. Of Awards won in NCC:

University level 00   State level 04

National level   International level NIL

3.25 No. of Extension activities organized

University forum | NIL College forum | 2

NCC | 3 NSS | 02 Any other | NIL

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

- FIRST AID TRAINING
- BLOOD DONATION CAMP
- Health & Hygiene programme
- Nursing Training Programme
- Observation of important days.

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	66000 Sq. Ft + 43550 Sq.ft (Play ground)	1800 Sq.Ft	State Govt., UGC, MPLAD	105350 Sq.Ft
Class rooms	17000 Sq.Ft	800 Sq.Ft	NIL	17,800 Sq.Ft.
Laboratories	3000 Sq.Ft.	NIL	NIL	3000 Sq.Ft
Seminar Halls	900 Sq. Ft	NIL	NIL	900 Sq. Ft
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	7	2	State Govt., UGC	9
Value of the equipment and books purchased during the year (Rs. in Lakhs)	24.26 Lakh	5.68 Lakh		29.94 Lakh
Others				

4.2 Computerization of administration and library

> ➢ Library software was installed.
>
> ➢ Registration of Enlist continuing.
>
> ➢ Computerised Book Cataloguing.
>
> ➢ Scanner, Printer, Photocopy machines were purchased for office uses.
>
> ➢ Installation of Students Admission & Fees management software.
>
> ➢ Up gradation of College website.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19761	49.35 Lakh Lakhs	1239	2.18 Lakh	21000	51.53 Lakhs
Reference Books	154	0.457 Lakh	35	1 Lakh	189	1.457 Lakh
e-Books	97,000	0.05 Lakh	NIL	NIL	NIL	0.05 Lakh
Journals	13	0.1504 Lakh	03	0.048 Lakh	16	0.1984 Lakh
e-Journals	6,000+	0.05 Lakh	NIL	NIL	NIL	0.05 Lakh
Digital Database	01	0.30 Lakh	NIL	NIL	NIL	0.30 Lakh
CD & Video	86	0.2116 Lakh	NIL	NIL	NIL	0.2116 Lakh
Others (specify) **CAREER MAGAZINES & NEWS PAPERS**	6	0.078 Lakh	NIL	NIL	NIL	0.078 Lakh

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**23**	**05**	**07**	**01**	**00**	**03**	**03**	**05**
Added	**03**	**03**	**00**	**00**	**00**	**00**	**02**	**01**
Total	**26**	**08**	**08**	**01**	**00**	**03**	**02**	**05**

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

> Computer lab is there exclusively for internet access for the teachers. Technical hands are hired for updating the teachers in e-resource handling, students (Hons) are provided computer access under the guidance of teachers to use the e-materials subscribed by the college, college installs wi-fi facilities in the campus.

4.6 Amount spent on maintenance in lakhs :

   i)   ICT | 0.34 Lakh |

   ii) Campus Infrastructure and facilities | 0.40 Lakh |

   iii) Equipments | 0.12 Lakh |

   iv) Others | NIL |

                              Total : | 0.86 Lakh |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC regularly supervises that students get the facilities meant for them. It monitors the facilities like E-material, internet, news papers, employment news and other academic and administrative services may reach to the students. Different financial support systems are provided to the students from the college, state govt and other NGOs. IQAC ensures wide publication of this information to the students.

5.2 Efforts made by the institution for tracking the progression

> Class tests and annual tests are taken. Teachers monitor the progress of the students. Remedial Coaching classes are organized for the slow learners. Besides, Academic sub-committee also takes care of the students' progress.

 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2274	NIL	NIL	NIL

(b) No. of students outside the state   NIL

(c) No. of international students   NIL

Men

No	%
1512	66.50

No	%
762	33.50

Women

Last Year							This Year						
General	SC	ST	OBC	Muslim	Physically Challenged	Total	Genl	SC	ST	OBC	Muslim	Physically Challenged	Total
908	296	06	159	773	01	2143	1039	296	06	159	773	1	2274

Demand ratio 97%   Dropout 5%

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

> ➢ Entry-in-service-training for competitive exam funded by UGC
>
> ➢ Career Counselling Course funded by UGC.
>
> ➢ Basic Computer Training for students,
>
> ➢ Nursing Training programme for the students

No. of students beneficiaries   50%

5.5 No. of students qualified in these examinations:

NET   00   SET/SLET   NIL   GATE   00   CAT   NIL

IAS/IPS etc.   NIL   State PSC   NIL   UPSC   NIL   Others   15

5.6 Details of student counselling and career guidance

Established mechanisms like *Entry-in-service*, *Career Counselling Course* are in vogue to make aware the students about the different govt and private sector jobs after graduation. Teachers from within and outside take care of the counselling section. Similarly students are nourished to appear the competitive exams of different categories. College allows the former students to take part in those classes.

No. of students benefitted   15

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
NIL	NIL	NIL	15

5.8 Details of gender sensitization programmes

College has a *Committee against Sexual Harassment* which is entrusted to monitor the issues related with gender and regular motivation is done to sensitize the students and the employees. It co-operates the college authority to make a wide publicity about the gender related issues.

5.9 Students Activities

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

State/ University level   NIL   National level   NIL   International level   NIL

No. of students participated in cultural events

State/ University level   NIL   National level   NIL   International level   NIL

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

Sports: State/ University level   03   National level   NIL   International level   NIL

Cultural: State/ University level   NIL   National level   NIL   International level   NIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	379	50% of tuition fee concession
Financial support from government	442	1500-3000 per student
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level | NIL | National level | NIL | International level | NIL |

Exhibition: State/ University level | NIL | National level | NIL | International level | NIL |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed: *a) Service of College canteen improved b) Sports materials procured,*

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ➢ Vision: Committed to provide education for knowledge, wisdom and employability.
>
> ➢ Mission: Education for all, irrespective of caste, creed, religion, sex & economic status.

6.2 Does the Institution has a management Information System

> Official works are done through computer, communication with government and other stake holders are done through e-communication.

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

6.3.1   Curriculum Development

> Faculty of every department designs their curriculum as per university syllabi.

6.3.2   Teaching and Learning

> **No.of faculties Pursuing Ph.D.: 6, M.Phil: 5**
>
> ➢ Special workshops, Quiz, debates were organized by departments regularly for making students more interested in regular curriculum.
>
> ➢ Students are prepared to present seminar.

6.3.3 Examination and Evaluation

> ➢ Apart from university examination, College follows an evaluation process like class test, annual test etc.
>
> ➢ Result consideration meeting is held centrally in each department after each examination where students are shown their answer scripts to make them aware about their errors, misconceptions and finally upgrade themselves; Academic sub-committee comprising senior teachers of each department take a closer view about the students' progress.

6.3.4 Research and Development

> ➢ Teachers are encouraged to submit Minor and Major Research Projects.
>
> ➢ Dissemination of information about the seminar, paper publication etc.
>
> ➢ Encouraged them to participate in the OP/RC/Research Methodology Workshops
>
> *(Submitted amount of UGC minor research project: 8.67 Lakh)*

6.3.5 Library, ICT and physical infrastructure / instrumentation

> ➢ Specialized facilities for lab based subjects
>
> ➢ Assistance for using Library catalogue
>
> ➢ Download and printing facilities
>
> ➢ Online access to journal through Inflibnet n-list programme
>
> ➢ Library management software (SOUL) installed,
>
> ➢ Seminar library is in vogue to help the students.

6.3.6 Human Resource Management

> Although recruitment of regular faculties is governed by state government, college extends opportunities to the faculties to update and develop. Different workshops on PPT, Plagiarism, Paper presentation, writing project proposal are organized to keep the faculties running with the time. IQAC, Academic sub-committee, Research Promotion committee and Governing Body work in tandem in this regard.

6.3.7 Faculty and Staff recruitment

Recruitment of faculties is governed by state government policy through West Bengal College Service Commission. The college recruits part-time, guest faculty based on qualification through proper advertisement in daily newspaper/Employment exchange & finally interview by the selection committee formed by the governing body. Other office staff recruited by the college through proper advertisement in daily newspaper/Employment exchange call & finally interview by the selection committee formed by the governing body guided by the govt. rules.

6.3.8 Industry Interaction / Collaboration

It's no denying the fact that a general degree college in the rural area faces the problem of extremely limited scope of collaboration with industry. But the college is serious and sincere enough to promote its students in the job market through counselling and guidance.

6.3.9 Admission of Students

➢ Admissions are done through counselling.

➢ Strictly follows the university guidelines.

➢ Teachers help the students to fill up forms manually if necessary & provide them with suggestions if and when necessary.

6.4 Welfare schemes for

Teaching	Group insurance, thrift fund and co-operative
Non teaching	Group insurance, thrift fund and co-operative
Students	Students' Health check up facility, concession in tuition fees,

6.5 Total corpus fund generated

NIL

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	Students' performance assessed in regular interval	College and the University	Yes,	Principal and faculty members
Administrative	Audit	State govt Appointed auditor	Yea	NIL

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [NIL]   No [NI]

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

> N/A

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

> It is the prerogative of the state govt and university to provide autonomy. College is ready to accept the status.

6.11 Activities and support from the Alumni Association

> An Association of former students 'Praktony' is formed to provide the opportunity to the former students to interact with the college authority on different aspects of development like academic, games & sports, social welfare and extension activities etc. Their assistance is sought in different occasion. Alumni actively participate in their meeting with the authority.

6.12 Activities and support from the Parent – Teacher Association

> ➢ The present IQAC however feels the need to form a forum of the parents where the college authority may get the opportunity to share its view with the parents and vice versa.
>
> ➢ College meets the parents as and when it needs.

6.13 Development programmes for support staff

> ➢ Computer training provided to support staffs.
>
> ➢ Senior staffs are entrusted to guide, train and equip the newly recruits to develop skill.

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

> ➢ Gardening programs by students themselves through NSS,
>
> ➢ Campus is declared plastic free zone,
>
> ➢ Smoking is strictly prohibited within 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.

> ➤ Organization of departmental seminar on various topics,
>
> ➤ A well furnished seminar room for academic purposes

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

Action Taken Report
1. Extended internet facilities to all the lab based departments.   2. Installed students database software for admission & other academic work.   3. Thrift fund introduced for all employees.   4. Purchased of smart-board,   5. Students empowerment through basic knowledge of computer.   6. Procured playing field for students and infrastructural / physical development done by the college.   9. A good quality canteen starts.   10. Computer lab is in vogue.

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

Practice 1#

> **Title: Providing 3ʳᵈ year students and to present seminar**.

- o **Objective: S**tudents should be equipped with this type of future academic exercise.

- o **Context:** Undergraduate students especially in the rural area do not get this opportunity.

- o **Evidence of success:** Students present their seminars before the teachers and classmates in the respective classrooms.

- o **Problem encountered:** Little exposure**.**

Contact detail:

- **Name of the Principal:** Dr. Nursadh Ali
- **Name of the Institution:** Chandidas Mahavidyalaya
- **Village: Khujutipara**
- **Pin Code:** 731215
- **Accredited Status:** 1ˢᵗ Cycle- C
- **Work Phone:** (03463) 239666
- **Website:** www.chandidasmahavidyalaya.org
- **E-mail:** cmahavidyalaya1972@gmail.com

Practice 2#

> ➢ **Arrangement of excursion beyond university curriculum**

>> o **Objective:** To expose the students in the outer world and enable them to cope with the situation,

>> o **Context:** Rural pupils get little scope in this regard

>> o **Evidence of Success:** Students are greatly enthused. They prepared various projects depending on field study.

>> o **Problem encountered:** Low rate of participation of girls' students.

> **Contact detail :**

> - **Name of the Principal:** Dr. Nursadh Ali
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Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Campus Cleaning program by NSS
- Creation of plastic free zone by NSS

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

Strength

- Strong students supports

- Whole hearted support and cooperation from the staff (teaching & non-teaching) to any college programme

- Sufficient books, journals and computer facilities,

- A team of young and energetic faculties and office staff,

- Considerate authority

Weakness

a) Absence of Parents Forum,

b) Absence of Professional Student Counselling Cell

c) Student politics hampers academic environment

Opportunity

- Enough space for outdoor games

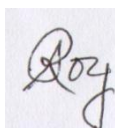- Arrangement of substitute classes in slack seasons

Constraints

- University Exams. management system hinders regular academic activities
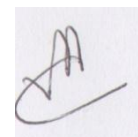
8. Plans of institution for next year

- To open honours in Philosophy & Economics

Name : **Subhas Singha Roy**   *Name :* **Dr. Nursadh Ali**

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