

The Annual Quality Assurance Report (AQAR) of the IQAC

2013-14



Khatra Adibasi Mahavidyalaya

P.O. - Khatra, Dist – Bankura

Pin - 722140

The Annual Quality Assurance Report (AQAR) of the IQAC
Khatra Adibasi Mahavidyalaya, Khatra, Bankura

Part – A

AQAR for the year

2013-14

I. Details of the Institution

1.1 Name of the Institution

KHATRA ADIBASI MAHAVIDYALAYA

1.2 Address Line 1

P.O. –KHATRA.

Address Line 2

DISTRICT- BANKURA.

City/Town

KHATRA.

State

WEST BENGAL.

Pin Code

722140

Institution e-mail address

kacollege@rediffmail.com

Contact Nos.

(+91) 8900057220/9932546966

Name of the Head of the Institution:

PROF. SWAPAN KUMAR BISWAS

Tel. No. with STD Code:

(+91) 03243-255561

Mobile:

(+91) 8900057220/9932546966

Name of the IQAC Co-ordinator:

ALOKE BHOWMIK

Mobile:

+91 9475623715

IQAC e-mail address:

kamnaac@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

March, 31/2007/222

OR

1.4 NAAC Executive Committee No. & Date:

March, 31/2007/222

(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)

1.5 Website address:

www.khatraadibasimahavidyalaya.in

Web-link of the AQAR:

www.khatraadibasimahavidyalaya.in/AQAR

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	60.50	2007	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

02/02/2008

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR_2010-11_Sent to NAAC on 24/12/2015 and uploaded college website on 26/12/2015
- ii. AQAR_2011-12_Sent to NAAC on 28/12/2015
- iii. AQAR_2012-13_Sent to NAAC on 28/12/2015
- iv. AQAR_2013-14_Sent to NAAC on 28/12/2015

1.9 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

1.10 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*)

THE UNIVERSITY OF BURDWAN

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

Autonomy by State/Central Govt. / University

.....

University with Potential for Excellence

.....

UGC-CPE

.....

DST Star Scheme

.....

UGC-CE

.....

UGC-Special Assistance Programme	<input type="text" value="....."/>	DST-FIST	<input type="text" value="....."/>
UGC-Innovative PG programmes	<input type="text" value="....."/>	Any other (<i>Specify</i>)	<input type="text" value="....."/>
UGC-COP Programmes	<input type="text" value="....."/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC:

- Insisting the College authority for constructing more spacious class rooms, laboratories, and toilets for girls and boys.
- Providing Laptops to all departments.
- Insisting the college authority for extension of library building and construction of the first floor of Acharya Bhavan

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. To improve infrastructural facilities.	Construction of another Boys 'Hostel and class-rooms is under process.
2. Provide pure and safe drinking water to the office staff.	One water purifier (AQUA-GUARD) purchased.
3.To increase in number of books in library	Purchased books from UGC grants.
4. Extension of building and other infrastructural facilities.	On going.

* Attach the Academic Calendar of the year as Annexure II

2.15 Whether the AQAR was placed in statutory body: Yes No

Management Syndicate Any other body

Development & Finance Sub-Committee, Teachers Council

Provide the details of the action taken

Teachers Council, a statutory body as per BU statute, and AQAR is placed before the Teachers Council and Teacher-in- Charge (also Secretary of the T C) requested to convey the suggestion of the IQAC to the Governing Body and Development Sub –Committee of the College.

Part – B

Criterion – I

I. 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			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	11			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil.
Trimester	Nil
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 III*

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

The syllabi are updated by The University of Burdwan

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	05	07	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

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
		10						02		12

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	02	05	02
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

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

2.7 Total No. of actual teaching days:

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (Hons)	98		6.1	89.79		95.91
B. Sc(Hons)						
B .Com(Hons)						
B. A (Gen)	333					61.86
B. Sc(Gen)						
B. Com(Gen)						

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

IQAC suggests Teachers Council for holding class tests for each and every department at a certain interval.

2.13 Initiatives undertaken towards faculty development

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

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	16	03	Nil	Nil
Technical Staff	01	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

IQAC convinces teachers to carry out minor research projects in the Institute

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	----	-----	-----
Outlay in Rs. Lakhs	Nil	-----	-----	-----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04			
Outlay in Rs. Lakhs	Rs. 4,52,700/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	04	Nil
Non-Peer Review Journals	Nil	02	10
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

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

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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

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	District	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

02

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 Nil State level 04

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 01

National level Nil International level Nil

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 Nil State level Nil

National level International level Nil Nil

3.25 No. of Extension activities organized

University forum NA College forum NA

NCC NA NSS NA Any other NA

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

- The NSS units of our college took active part in Swachha Bharat Avijhan in neighbouring Gram Panchayat, located within 10 to 15 km from the college campus.
- The unit also actively participated in making awareness campaign for blood donation and general health.

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	109143.7 Sq-metre	Nil	Donation	109143.7 Sq-metre
Class rooms	12	07	UGC, State govt. & Own	19
Laboratories	03	01	UGC, State govt. & Own	04
Seminar Halls	01	01	UGC, State govt. & Own	02
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	03	Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)	₹26,82,354/-	₹78,193/-	UGC&OWN	₹27,60,547/-
Others				

4.2 Computerization of administration and library

Computerization of administrative works have been done, on the other hand Library Software, SOUL 01 to be upgraded to SOUL-02.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19867	894238	322	46188	20189	940426
Reference Books	8460	469409	160	2400	8620	493409
e-Books						
Journals	18	36629	00	4700	18	41329
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	00	04	05	00	13	25	00
Added	00	00	00	00	00	00	00	00
Total	47	00	04	05	00	13	25	00

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

For technology upgradation most of the administrative works have been computerised with modern software's. Library works are partly computerised.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.96
ii) Campus Infrastructure and facilities	0.07
iii) Equipments	0.11
iv) Others	5.29
Total :	6.43

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plans for the smooth conduct of the process of admission, remedial classes, academic progress etc.

5.2 Efforts made by the institution for tracking the progression

- Conduct Unit test twice (For Hons. students only)
- Annual test examinations conducted before the final examination of the University

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3616.....

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
2324	64.26

Women

No	%
1292	35.73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1390	556	806	379	Nil	3131	1507	659	990	460	Nil	3616

Demand ratio: 1:1.50

Dropout %: 26

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

Remedial coaching offered to Students aspiring for competitive examination.

No. of students beneficiaries

Data on regular basis is not available

5.5 No. of students qualified in these examinations

NET 03

SET/SLET ...

GATE ...

CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling career guidance

After completion of Graduation our faculty members arrange support service to the students about different career opportunities and pursuit of higher studies.

No. of students benefitted:

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
.....	----

5.8 Details of gender sensitization programmes

The Teachers Council insists teachers to sensitise general students about gender sensitization matters, awaking them about sexual harassment taking place in different parts of the country, awareness in respect of existing legal protection etc.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	211	₹ 75,840/-
Financial support from government	2480	₹ 1,41,50,000/-
Financial support from other sources	55	₹ 60,000/-
Number of students who received International/ National recognitions	Nil	Nil

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

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Better employment and better citizenship.
Mission: To educate the students, develop a pollution free green campus.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

College follows Curriculum Development as provided by the University.

6.3.2 Teaching and Learning

Continuous improvement of teaching methodology through ICT.

6.3.3 Examination and Evaluation

Regular class test, Unit test and test examination before the commencement of The University examination, review of result analysis.

6.3.4 Research and Development:

Initiatives were taken to motivate the students for conducting micro-level research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Facilities of central library are fully utilized by the students. It is encouraged by IQAC.

6.3.6 Human Resource Management:

6.3.7 Faculty and Staff recruitment

Sending proposal repeatedly to the concerned authorities of the State (W.B) stating the exact vacancy position.

6.3.8 Industry Interaction / Collaboration:

6.3.9 Admission of Students:

Newspaper advertisement, pasting all admission related matters in the College Notice Board and pasting the same in some important places of the locality.

6.4 Welfare schemes for teaching non-teaching and students:

Teaching	Nil
Non teaching	Nil
Students	Student Free/Half ship

6.5 Total corpus fund generated:

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	No	NA	No	NA
Administrative	No	NA	No	NA

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

For UG Programmes Yes No

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

The executive council of the University of Burdwan forms a visiting team for smooth conducting of Examinations.

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

No effort has been made by the University to promote autonomy in the affiliated college.

6.11 Activities and support from the Alumni Association

Though the College has no formal Alumni Association, however, our ex- students are highly active and are always involved in the overall development of the institution and help the running students in various ways at a large.

6.12 Activities and support from the Parent – Teacher Association

There is no parent- teacher association in our College. But senior faculty members of our College meet the parents locally in many occasions and gather feedback which virtually come to us and enrich our understanding. It is followed for effective implementation of the academic plan.

6.13 Development programmes for support staff:

IQAC brings them to undergo exposure to the latest technology.

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

Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. i) IQAC tries to make the college campus a green campus by making plastic free zone. ii) Blood donation camp organised by the student union every year. iii) Local Campaigning against HIV. v) Health awareness among the malnutrition, Eye check-up, diet chart supplied among the villages of the local area.

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.

Teaching and study materials are supplied to all the students by their respective departments.

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

Action taken to improve the student attendance as well as results .Continuous counselling and warning Notices improved the attendance of the students as a whole.

**Provide the details in annexure (Annexure IV)*

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

Best Practice I: Service provided by NCC cadets & NSS volunteers for campus cleaning and development of awareness in the local areas.
Best Practice II: Preservation and conservation of Bio diversity.

**Provide the details in annexure (Annexure V)*

7.4 Contribution to environmental awareness / protection:

- i.. Using eco-friendly fuel in the Boys Hostel
- ii. Tree plantation in rainy season
- iii. To make the college campus a plastic free zone
- iv. Our NSS Units took active part in Swachha Bharat Avijhan

7.5 Whether environmental audit was conducted? Yes No

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

- The undergraduate courses (Honours & General) offered by each department aim to bring its concentrators to a point where they can understand and evaluate what is occurring in the world around them and at the same time plan their future.
- Most of the departments have witnessed many ups and downs over the years, thereby gaining strength and gathering some weaknesses as well, in the process. Quite a considerable percentage of the students who have crossed the UG level from these departments, have moved on to join PG courses at various universities. Most of the students who have graduated from these departments since the inception of the college have been placed in various occupations.

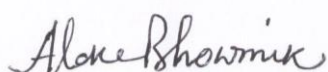
- A harmonious environment, close family like interaction that is stimulating for teachers and students, prevail in all the departments. The teaching faculty truly enjoys talking with and working with the undergraduates. Students are welcome during college hours, after classes are over and even at home on holidays. They can seek advice and counsel on issues ranging from programmes of study, career plans, and study habits and on personal problems. The teachers also gladly help the students in preparing for various professional examinations by providing guidance and books from their personal collections, sometimes even by borrowing from the library.
- Perhaps the most important resource to the students of any department is the wealth of experience, enterprise and creativity of the teachers concerned. Our college can boast of its sincere, capable and motivated teachers who constantly try to monitor their students and motivate them to develop eagerness to orient themselves towards overall betterment.

8. Plans of institution for next year

For the coming year, following developmental programmes have been proposed:

1. Opening of Honours course in Mathematics.
2. Providing Smart room to Science students.
- 3 Providing more toilets to Girl students.
4. Providing more class rooms.
5. Providing more living rooms in the Boys' Hostel.

Name: ALOKE BHOWMIK



Signature of the Coordinator, IQAC

Coordinator
I. Q. A. C
Khatra Adibasi Mahavidyalaya

Name SWAPAN KUMAR BISWAS



Signature of the Chairperson, IQAC

Teacher-in-Charge
Khatra Adibasi Mahavidyalaya
Khatra :: Bankura

Annexure - I

Abbreviations:

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

ANNEXURE - II

ACADEMIC CALENDER 2013-14

First half of the session: 1 st July 2013 – 31 st December 2013						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	Number of days-for holding classes & examinations	
July 2013	1 st	July (01-06)	Nil	Nil	06 days	
July 2013	2 nd	July (07-13)	Sunday - 07.07.13	01 day	06 days	
July 2013	3 rd	July (14-20)	Sunday - 14.07.13	01 day	06 days	
July 2013	4 th	July (21-27)	Sunday - 21.07.13	01 day	06 days	
July-Aug 2013	5 th	July 28-Aug 03	Sunday - 28.07.13	01 day	06 days	
Aug 2013	6 th	Aug (04-10)	Sunday - 04.08.13; Id-ul-Fiter – (09-10).08.13	03 days	04 days	
Aug 2013	7 th	Aug (11-17)	Sunday - 11.08.13; Independence Day-15.08.13 Manasa Puja - 17.08.13	03 days	04 days	
Aug 2013	8 th	Aug (18-24)	Sunday - 18.08.13	01 day	06 days	
Aug 2013	9 th	Aug (25-31)	Sunday - 25.08.13; Janmastami- 28.08.13	02 days	05 days	
Sept 2013	10 th	Sept (01-07)	Sunday - 01.09.13	01 day	06 days	
Sept 2013	11 th	Sept (08-14)	Sunday - 08.09.13	01 day	06 days	
Sept 2013	12 th	Sept (15-21)	Sunday - 15.09.13; Viswakarma Puja - 17.09.13	02 days	05 days	
Sept 2013	13 th	Sept (22-28)	Sunday - 22.09.13	01 day	06 days	
Sept-Oct 2013	14 th	Sept 29 - Oct 05	Sunday - 29.09.13; Gandhiji's B'Day- 02.10.13 Mahalaya - 04.10.13	03 days	04 days	
Oct 2013	15 th	Oct (06-12)	Sunday & Id-ud-Zoha- 06.10.13; Puja Holidays – (09-12).10.13	05 days	02 days	
Oct 2013	16 th	Oct (13-19)	Sunday - 13.10.13; Puja Holidays – (14-19).10.13	07 days	Nil	
Oct 2013	17 th	Oct (20-26)	Sunday - 20.10.13; Puja Holidays – (21-26).10.13	07 days	Nil	
Oct-Nov 2013	18 th	Oct 27-Nov 02	Sunday - 27.10.13; Puja Holidays – 28.10-02.11.13	07 days	Nil	
Nov 2013	19 th	Nov (03-09)	Sunday - 03.11.13; Puja Holidays – (04-06).11.13 Guru Nanak's B'day-06.11.13	04 days	03 days	
Nov 2013	20 th	Nov (10-16)	Sunday - 10.11.13; Maharam-14.11.13	02 days	05 days	
Nov 2013	21 st	Nov (17-23)	Sunday - 17.11.13; College Foundation Day-18.11.13	02 days	05 days	
Nov 2013	22 nd	Nov (24-30)	Sunday - 24.11.13	01 day	06 days	
Dec 2013	23 rd	Dec (01-07)	Sunday - 01.12.13	01 day	06 days	
Dec 2013	24 th	Dec (08-14)	Sunday - 08.12.13	01 day	06 days	
Dec 2013	25 th	Dec (15-21)	Sunday - 15.12.13	01 day	06 days	
Dec 2013	26 th	Dec (22-28)	Sunday - 22.12.13; X-Mas - 25.12.13	02 days	05 days	
Dec 2013	27 th	Dec (29-31)	Sunday - 29.12.13	01 day	02 days	
Total (1st half of the year, i.e. 1st July 2013 – 31st December 2013)				62 days	122 days	

Second Half of the session: 1 st January 2014 - 30 th June 2014						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	No. of days Available for Classes & exams	
Jan 2014	27 th	January (01-04)	New Year's Day – 01.01.14	01 day	03 days	
Jan 2014	28 th	January (05-11)	Sunday -05.01.14	01 day	06 days	
Jan 2014	29 th	January (12-18)	Sunday - 12.01.14; PousSankranti- 14.01.14; Ahera- 15.01.14	03 days	04 days	
Jan 2014	30 th	January (19-25)	Sunday -19.01.14; Netaji's B'day - 23.01.14	02 days	05 days	
Jan-Feb 2014	31 st	Jan 26-Feb 01	Sunday & Republic Day - 26.01.14	01 day	06 days	
Feb 2014	32 nd	Feb (02-08)	Sunday- 02.02.14	01 day	06 days	
Feb 2014	33 rd	Feb (09-15)	Sunday - 09.02.14; Saraswati Puja – (14-15).02.14 Fateha Douz-Daham- 14.02.14	03 days	04 days	
Feb 2014	34 th	Feb (16-22)	Sunday - 16.02.14	01 day	06 days	
Feb-Mar 2014	35 th	Feb 23-Mar 01	Sunday -23.02.14; Shivaratri -27.02.14	02 days	05 days	
March 2014	36 th	March (02-08)	Sunday -02.03.14	01 days	06 days	
March 2014	37 th	March (09-15)	Sunday - 09.03.14	01 day	06 days	
March 2014	38 th	March (16-22)	Sunday - 16.03.14; Dolyatra – (16-17).03.14	02 days	05 days	
March 2014	39 th	March (23-29)	Sunday -23.03.14	01 day	06 days	
Mar-April 2014	40 th	Mar 30-April 05	Sunday - 30.03.14	01 day	06 days	
April 2014	41 st	April (06-12)	Sunday - 06.04.14	01 day	06 days	
April 2014	42 nd	April (13-19)	Sunday - 13.04.14; Chaitra Sankranti- 14.04.14 NabaBarsa- 15.04.14; Good Friday - 18.04.14	04 days	03 days	
April 2014	43 rd	April (20-26)	Sunday - 20.04.14	01 day	06 days	
April-May 2014	44 th	April 27-May 03	Sunday - 27.04.14; May Day - 01.05.14	02 days	05 days	
May 2014	45 th	May (04-10)	Sunday - 04.05.14; Rabindrajayanti- 09.05.14; Summer Recess -10.05.2014	03 days	04 days	
May 2014	46 th	May (11-17)	Sunday - 11.05.14; Summer Recess - (12-17).05.14	07 days	Nil	
May 2014	47 th	May (18-24)	Sunday - 18.05.14; Summer Recess - (19-24).05.14	07 days	Nil	
May 2014	48 th	May (25-31)	Sunday - 25.05.14; Summer Recess - (26-31).05.14	07 days	Nil	
June 2014	49 th	June (01-07)	Sunday - 01.06.14; Summer Recess - (02-07).06.14	07 days	Nil	
June 2014	50 th	June (08-14)	Sunday - 08.06.14; Summer Recess - (09-14).06.14	07 days	Nil	
June 2014	51 st	June (15-21)	Sunday - 15.06.14	01 day	06 days	
June 2014	52 nd	June (22-28)	Sunday - 22.06.14	01 day	06 days	
June 2014	53 rd	June (29-30)	Sunday - 29.06.14	01 day	01 day	
Total (2nd half of the year, i.e. 1st January 2014 – 30th Jun 2014)				70 days	111 days	
Total=1st half + 2nd half of the year i.e. 1st July 2013-30th June 2014				132 days	233 days	
Total No. of days available for holding classes & Exams.				233 days		
				College Examination	12 days	
				Fresher's Welcome	01 day	
				Annual Social Function	01 day	
				Annual Sports	01 day	
				Election of the Student's Council	01 day	
				Principal's discretion	04 days	
Available Teaching Days (Net)				213 days		

ANNEXURE - III

FEED BACK

Random feedback of 3rd year Hons. Students of 2013-14 were received. On the basis of the analytical report of that feedback the IQAC has come to the following observation.

Observations are as follows-

1. Teaching quality of the teachers is satisfactory to most of the students.
2. The syllabus of all the Hons. Subjects completed within the stipulated time.
3. A major section of the teachers used reference books regularly and also suggested to the students about those reference books.
4. The students are also satisfied regarding the internal evaluation of the college.
5. Most of the students have a demand of more spacious reading room and more text book and reference books.
6. There is also a demand for installation of aqua guard at the different point of the college campus for purified drinking water.
7. The students have demanded for ICT enabled classrooms.
8. The students have sought for internet accessibility.
9. Modernisation of play ground of the college campus is another suggestion of the students.
10. More classrooms are required.
11. Number of teachers should be increased.
12. The students expects more innovative (Study tour, surveys, field work etc.) teaching learning process.

ANNEXURE - IV

Plan of Action	Achievements
1. To improve infrastructural facilities.	Construction of another Boys 'Hostel and class-rooms is under process.
2. Provide pure and safe drinking water to the office staff.	One water purifier (AQUA-GUARD) purchased.
3.To increase in number of books in library	Purchased books from UGC grants.
4. Extension of building and other infrastructural facilities.	Ongoing.

ANNEXURE - V

Best Practice - I

1. Title of the Practice: Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. IQAC tries to make the college campus a green campus by making plastic free zone.

Following are the goals:

- i) To develop environ friendly mentality among student.
- ii) To prepare them to provide unconditional, selfless service in the time of national disaster, natural calamities and whenever the nation requires them in the period of emergency.
- iii) To teach them to help the economically and socially weaker section and the women.
- iv) To train them to expand the consciousness of environment, general health, ecology among the neighbouring people when they work in the adopted villages.

3. Context: Environment awareness

4. The Practice: Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. IQAC tries to make the college campus a green campus by making plastic free zone.

5. Evidence of success: Green corridor of the college.

6. Problem Encountered: Adverse environment due to deforestation is one of the problem to protect natural flora and fauna.

Best Practice - II

1. Title of the Practice: Provide ICT enabled teaching to the students

2. Concept: In the age of globalisation it is inevitable to introduce ICT.

Goals: Following are the goals:

- i) Acquainted the Teachers and students to the ICT.
- ii) Use latest and upgraded educational technology.

3. Context: Use of modern educational technology

4 The Practice: Use laptop and LCD Projector.

5. Evidence of success: Students are benefitted

6. Problem Encountered: Insufficient fund