Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ACHHRURAM MEMORIAL COLLEGE**
Name of the head of the Institution	**Dr. Arup Kanti Konar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03254255255**
Mobile no.	**6296129585**
Registered Email	**ticprincipalamc@gmail.com**
Alternate Email	**akkonar@gmail.com**
Address	**Main Road Jhalda**
City/Town	**Jhalda**
State/UT	**West Bengal**
Pincode	**723202**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Debopam Raha**
Phone no/Alternate Phone no.	**03254255255**
Mobile no.	**7001631211**
Registered Email	**ticprincipalamc@gmail.com**
Alternate Email	**akkonar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://amcollege.ac.in/naac/upload/SSR-AMC_2008.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://amcollege.ac.in/naac/upload/Academic%20Calendar_2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.47**	**2008**	**16-Sep-2008**	**15-Sep-2013**

6. Date of Establishment of IQAC	**30-Sep-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
. A one day workshop on 'Save the girl child with an overview if pre-	**07-Jul-2018** **1**	**253**

conception and prenatal diagnostic technique act'		
Career counselling committee has collaborated with the TCS for continuing the regular training programs organized every year in the college for the placement of student.	29-Jul-2018 30	91
Seminar on Linux OS and its Utilitites	12-Sep-2018 1	47
Seminar on Programming Language in C	17-Jan-2019 1	53
. A One Day National Seminar on 'Interdisciplinary Mathematics: An Evaluation' -(IME-2019) was organized by Department of Mathematics	17-Apr-2019 1	150
. A one Day State Level Workshop on 'Python for Scientific Computing' organized by Department of Physics	08-May-2019 1	112

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Swapan Kumar Majhi	TARE	SERB	2018 1095	275000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Green Initiatives Pond digging and restoration for aqua culture, Green campus committee is formed, Craft workshop for making bags using paper. 2. Career counselling Month long Youth Employability Training program By TCS 3. Soft skill development Various seminars held during the year to promote computer skill among students. 4. Infrastructure Construction of first floor of library for NAAC. 5. Electoral literacy club Formation of student electoral literacy club for creating awareness among the students about election, voting and democracy.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Planning for the academic year	Creating academic calendar, master routine
Accommodating needs of the college according to CBCS needs	Purchase of books based on CBCS and supplied to respective departments
Infrastructure development to accommodate the curriculum needs	Completion of the extension process of the library first floor
Discussion regarding various green initiatives	Restoration of pond, and playground.
Organization of various seminar/ workshop for soft skill development, green practice and career counselling/ student placement	various seminars, workshops and a month long training programme was held.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**20-Jul-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to	**Yes**

AISHE:	
Year of Submission	**2019**
Date of Submission	**02-Feb-2019**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The undergraduate (UG) curriculum is meticulously crafted by the university in accordance with the Choice Based Credit System (CBCS). Oversight and refinement of syllabi fall within the purview of the Board of Studies (BOS), wherein faculty members actively participate. This collaborative endeavor ensures the ongoing relevance and alignment of academic offerings with prevailing pedagogical paradigms and industry requisites. A paramount objective within this framework is the steadfast adherence to the prescribed syllabi, safeguarded through rigorous monitoring mechanisms. Faculty members are entrusted with the responsibility of expeditiously covering the curriculum within the stipulated number of instructional sessions. These measures are instituted to uphold the sanctity of academic timelines and the comprehensive coverage of subject matter. At the inception of each academic session, a standardized routine is delineated for both Bachelor of Arts (BA) and Bachelor of Science (BSc) programs. This routine, disseminated to students and published on the college website, serves as a compass for the academic journey. Concurrently, an academic calendar is promulgated, furnishing stakeholders with a panoramic view of key milestones and events throughout the academic year. The pedagogical landscape is not static; hence, periodic reviews of the curriculum are indispensable. Subject matter experts are periodically convened by the university to scrutinize and refine the existing syllabi. This iterative process, undergirded by scholarly discourse and empirical insights, ensures the currency and robustness of the academic offerings vis-à-vis contemporary exigencies. In summation, the university's academic architecture is characterized by a judicious amalgam of tradition and innovation. Rooted in the tenets of the CBCS, curriculum development is an iterative process, undergirded by stakeholder collaboration and pedagogical praxis. Adherence to prescribed timelines, transparency in communication, and adaptability to emergent challenges underscore the university's commitment to academic excellence and stakeholder satisfaction.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BENGALI	01/07/2017
BA	ENGLISH	01/07/2017
BA	HINDI	01/07/2017
BA	HISTORY	01/07/2017
BA	GEOGRAPHY	01/07/2017
BA	POLITICAL SCIENCE	01/07/2017
BA	PHILOSOPHY	01/07/2017
BA	SANSKRIT	01/07/2017
BA	PHYSICAL EDUCATION	01/07/2017
BA	ECONOMICS	01/07/2017
BSc	MATHEMATICS	01/07/2017
BSc	PHYSICS	01/07/2017
BSc	CHEMISTRY	01/07/2017
BSc	BOTANY	01/07/2017
BSc	ZOOLOGY	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Printed paper forms are distributed among the students, teachers, employers, alumni and parents which contains carefully chosen question for the college feedback. Students are not required to disclose their identity in this form so that they can freely express their opinion.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1712	0	51	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
51	21	5	5	2	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, each student in the honours UG course of the institution is assigned a mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1712	51	1:34

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

50	37	13	1	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	nill	3rd Year	30/04/2019	27/06/2019
BSc	nill	3rd Year	30/04/2019	27/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a well-organized way of regularly checking how students are doing. Its important to note that in the CBCS semester system, 10 marks are given internally for each paper. Out of these 10 marks, 3 are for going to class, and 7 are for internal tests. Our college chooses to do internal tests, which are done centrally for Programme Courses, and by each department for Honours Courses. These internal tests happen every semester, so theyre done twice a year. Besides this, there are also less formal ways of checking students progress in class regularly. Some departments have students give talks as part of their assessment. By combining these different ways of evaluating, the college gets a good overall picture of how students are doing throughout the year. This helps to identify areas where students might need help and makes sure learning is happening effectively.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is created and distributed at the outset of each academic year, during the admission process for first-year students, and subsequently disseminated to all senior semester students. This comprehensive calendar serves as a guidepost, furnishing students with anticipated dates for internal examinations across each semester, with concerted efforts made to adhere to these projected timelines. Consequently, students are afforded ample advance notice regarding the impending examination schedules. Furthermore, the academic calendar encapsulates a myriad of vital dates and events, encompassing significant milestones and regular occurrences throughout the academic year. Noteworthy inclusions comprise the dates earmarked for celebratory occasions, such as Sports Day and Annual Prize Day, alongside pivotal events like the Induction meeting for first-year students. Additionally, the calendar delineates the schedule for holidays, ensuring students are well-informed and can plan accordingly. Moreover, the academic calendar proffers insights into the proposed number of working days throughout the academic year, facilitating transparency and informed decision-making amongst students. This meticulous planning and dissemination of pertinent information epitomize the institutions

commitment to fostering an environment conducive to academic success and holistic development.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://amcollege.ac.in/naac/upload/PO_PSO_CO-All.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
[View Uploaded File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
[View Uploaded File](#)	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	Youth Employability Programme	TCS	29/07/2018	28/08/2018	91
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nill	16.26

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	Nill	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	33	0	33	0	0	1	0	100	0
Added	16	0	16	0	0	0	0	0	0
Total	49	0	49	0	0	1	0	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

| Nill | 32.08 | Nill | 2.82 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college effectively manages its physical, academic, and support facilities through various specialized sub-committees and departments. These entities, including the library, play crucial roles in maintaining and utilizing these resources. The sub-committees, such as the Purchase Committee and Building Committee, handle specific tasks related to procurement, infrastructure maintenance, and financial matters. The Library Committee, for instance, oversees policy formulation and administrative functions concerning the college library. Furthermore, different departments take responsibility for maintaining facilities like laboratories, with support from dedicated staff such as laboratory attendants and cleaners. They ensure proper upkeep of equipment by maintaining stock registers and updating instruments as needed. Additionally, the Physical Education department is responsible for maintaining sports infrastructure within the college.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students organize and celebrate Saraswati puja in the college every year.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:
120

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In the governance structure, decentralization and participative management principles are consistently applied. This entails the division of college responsibilities among various bodies and committees, fostering a collaborative approach. Here are two key processes: 1. Division of Work by Teachers' Council and Administrative body: The Teachers' Council and Administrative Body delineate the colleges tasks into distinct categories. Under the Teachers' Council, responsibilities encompass areas like Culture, Sports, Magazine, Library, Common Room, Students' Welfare, Examination, Routine, and Infrastructure Maintenance. Similarly, the Administrative Body oversees areas such as Finance, Purchase, and Building. Each category is managed by a sub-committee comprising both teaching and non-teaching staff members. These sub-committees are entrusted with the entire process from planning to execution and are accountable to the Teachers' Council or the Administrative Body, as appropriate. 2. Division of Official Work among Office Staff: To ensure effective management, all official tasks are distributed among the office staff. This division facilitates streamlined workflow and efficiency in handling administrative duties. Teachers also take part in this.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college adheres to a curriculum prescribed by the university rather than independently creating its own. However, senior teachers within each department actively contribute to the syllabus development process as members of their respective subjects syllabus committee. These committees play a vital role in shaping the curriculum. The general syllabus aligns with the Choice Based Credit System (CBCS) framework established by the University Grants Commission (UGC). Local adjustments are made to accommodate specific needs, with minor modifications and additions as necessary. Any subsequent changes to

	the syllabus are overseen by the Universitys Board of Studies, with direct involvement from teachers who participate in the Board. This ensures that curriculum updates reflect evolving educational requirements and pedagogical practices.
Teaching and Learning	All full-time teachers within the college play an essential role within the Teachers' Council, convening periodically (approximately eight or nine times annually) to strategize and deliberate on academic matters and the various sub-committees it oversees. The Teachers' Council holds authority over the formulation of academic policies. Furthermore, the Teachers' Council takes charge of all planning related to examinations and evaluation processes. Additionally, the integration of e-resources is actively promoted, with departmental computers provided to facilitate their utilization.
Examination and Evaluation	The University administers semester-end examinations, often utilizing certain colleges as examination centers. This college serves as a significant examination center, accommodating 3-4 colleges for these examinations. Since the implementation of the Choice Based Credit System (CBCS) semester system, there has been an increased emphasis on internal examinations. A noteworthy change is the allocation of 10 marks out of every 50 marks from internal evaluation (20 marks out of 50 for practical based subjects), indicating the heightened significance placed on internal assessment within the college. Within the Honours department, marks are allocated based on various criteria such as departmental examinations, student presentations, projects, or practical assessments. Conversely, examinations for Programme Courses are centrally conducted by the Examination sub-committee, ensuring uniformity and consistency in evaluation processes.
Research and Development	Teachers of the college are regularly engaged in research and development. Dr. Swapan Kumar Majhi also got a grant from SERB during this year.
Library, ICT and Physical Infrastructure / Instrumentation	Library: The library procures books aligned with the updated CBCS syllabus, acquiring new titles for all

	departments based on their respective requirements. ICT: The college has embraced full computerization across its administrative offices, library, and academic departments. Online activities are conducted as necessary, facilitated by an internet connection spanning the entire campus. Wi-Fi accessibility is provided to teachers and administrative staff. The procurement and maintenance of computers are undertaken as per the institutions needs. Physical Infrastructure: In accordance with the new CBCS syllabus, departmental instruments are acquired. The Physical Education department is well-equipped with all requisite sports infrastructure.
Human Resource Management	The college has established several cells dedicated to managing human resources and fostering student development: Career-Counselling Cell: This cell orchestrates programs aimed at training and placing students in suitable career paths. Skill-Enhancement Courses: Integrated into the CBCS curriculum across all academic departments, these courses aim to enhance students skills essential for the job market in their respective fields, ensuring they are well-prepared for professional endeavors.
Industry Interaction / Collaboration	TCS conducts a month long training programme in the college.
Admission of Students	Student admissions in the college are conducted exclusively on a merit basis and through an online process to uphold transparency. Offline admissions are not entertained. Merit lists are sequentially published online, in accordance with merit rankings and departmental allocations, ensuring a fair and transparent selection process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	The college uses CAMS 2.0 for administration.
Finance and Accounts	The college uses IFMS, PFMS and e-pension for finance management.
Student Admission and Support	The college uses e-governance software for admission of students and the fees payments are also through online mode.

Examination	The college uses DR examination software for managing university examinations.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
All the teaching staffs are the members of the Employees' Co-operative Society, from where they can obtain loans. All teachers fall under The General Provident Fund Scheme and Pension Scheme. Leave is as per government rule.	All the non-teaching staffs are the members of the Employees' Co-operative Society, from where they can obtain loan. Festival advance is provided from the college fund to all the non-teaching staffs, both fulltime and casual. The remuneration of the	Students of the college get various scholarships from Government.

casual and daily wage staffs of the college is increased every year by the Governing Body. They, too, fall under the GPF scheme and Pension benefit of the government. Leave is as per government rule.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is an internal method in place of regular auditing of accounts. The Accountant and Bursar first check all accounts and then bills are sent to the Principal for approval. All financial decisions are taken by the Finance Committee. As such, there is a definite mechanism for a continuous system of audit internally. The college conducts Annual Audit by auditors appointed by the Government. As such, the resources of the college are utilised to the utmost.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

a. Reviewing student examination progress. b. Addressing library and laboratory usage issues. c. Discussing infrastructure improvements.

6.5.3 – Development programmes for support staff (at least three)

1. Festival advance for the staff 2. Grant of medical leaves for the staff 3. Co-operative society grants loans to the members for emergency medical purposes.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Increment in career counselling programs New MoU for the benefit of students Upgradation of laboratories to foster better research

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Thalassemia Awareness and Detection Camp	24/04/2019	24/04/2019	24/04/2019	76

No file uploaded.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

advantages and disadvantages	and contribute to local community					

No Data Entered/Not Applicable !!!

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

No Data Entered/Not Applicable !!!

No file uploaded.

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation drives conducted by three units of NSS 2. Swachh Bharat is organized by NCC/ NSS 3. LED lights are used throughout the campus 4. Pond restoration for aqua culture 5. Workshop for making eco-friendly paper bags

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1: Title: Placement of "college students" and "local students" with graduate degree through the Career Counselling Cell of the college. Objectives: Creation of Job for the "college students" as well as "local students" with Graduation Degree through a short period (30 days) course work/training. Context: TCS is coming to the college for providing Jobs of "college students" and "local students" simultaneously. The Practice: Students are selected for Jobs through a coursework/training. Evidence of Success: The selected students are provided with Jobs. Problems and Resources: The process of Coursework performed by TCS. Best Practice -2: Title: Training of Meditation for Students Objectives: To maintain the stability of mental health of the students through meditation. Context: Yoga programs through NSS and NCC. The Practice: Meditation is performed by all the students. Evidence of Success: The students accepted the matter wholeheartedly, and some people from outside come to the college for Meditation. Problems and Resources: If all the students are engaged in Meditation, then space constraint is inevitable.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

8.Future Plans of Actions for Next Academic Year

(1)To increase the use of computers in teaching and learning. (2) To develop a central computer hub for the teachers and students. (3) To encourage the students about computer education. (4) To further develop the e-library. (5) To increase the number of seminars in various departments. (6) To keep better track of pass

out students through the Alumni Association of the college. (7) Try to reduce the number of drop-outs. (8) To increase the awareness of bio-diversity among the students.