SELF STUDY REPORT

FOR

RE-ACCREDITATION [CYCLE 2]

OF

RANI DHANYA KUMARI COLLEGE

JIAGANJ::MURSHIDABAD
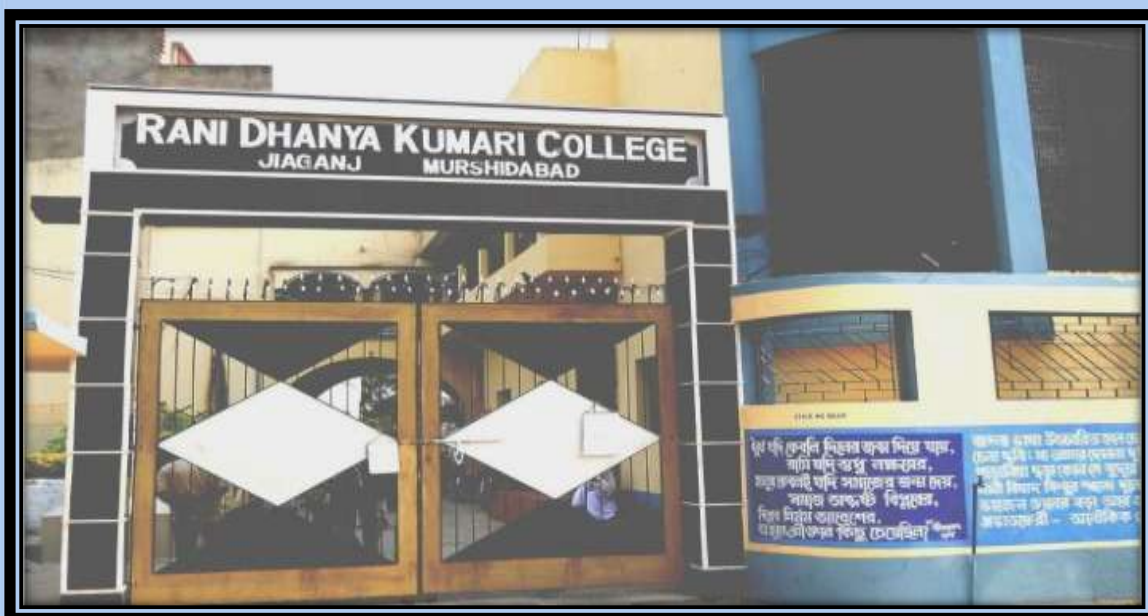
WEST BENGAL

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE:: INDIA

RANI DHANYA KUMARI COLLEGE

(A NAAC ACCREDITED PREMIER EDUCATIONAL INSTITUTION)

P.O. Jiaganj, Dist. Murshidabad, PIN-742123, West Bengal
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Memo No: NAAC/141/of 2015

Dated: 23.12.2015

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box no: 1075, Nagarbhavi,
Bangalore- 560072,
India

> Sub: Uploading SELF STUDY REPORT 2015 of RANI DHANYA KUMARI COLLEGE, Jiaganj, District: Murshidabad, State: West Bengal, Pin: 742123 for Second Cycle Accreditation 2015 in our official website www.rdkcollege.in

Sir,

In compliance of your LOI requirements, we are happy to upload our SELF STUDY REPORT 2015 highlighting our main achievements in the college website (**www.rdkcollege.in**) during the post-accreditation period (2007-2015), accompanied by enclosures listed in the contents page.

I hopefully look forward for your approval of sending the Peer team for inspecting our college.

Thanking you,

Yours faithfully,

23/12/15
(DR.AJOY ADHIKARI)
Principal

Principal
R.D.K.College
Jiaganj. Murshidabad

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PREFACE

Rani Dhanya Kumari College is a rural college, established in 1962. Initially it was affiliated to Calcutta University and in the year 1998 it came under the jurisdiction of Kalyani University.

Our college celebrated its Golden Jubilee three years ago in the year 2012. The journey in these fifty three years was not though straight one, but the zeal and fervour among the teachers and staff enabled the college to overcome all hurdles and provide knowledge to students and empower them to face the challenges of life in the years to come.

The college was assessed by NAAC in 2007 and obtained Accreditation C^{++}. The first cycle of NAAC assessment unearthed many possibilities and weaknesses of our college. We have endeavoured to enumerate not only our strengths but also our weaknesses. Since then the college has undergone various changes and substantial development has been registered in academic and administrative development.

We sincerely believe that the second cycle NAAC assessment will elevate our college to an extent as desired by NAAC. We have tried to overcome our shortcomings with a pledge to become a thriving organisation by providing quality services to our prime stakeholders, the students.

During the preparation of Self Study Report, we have collected data teacher-wise, individual-wise, department-wise and institution-wise. The information, data, documents given in this SSR are true to the best of my knowledge and belief. The NAAC co-ordinator Dr. Malay Kumar Ghosh, Assistant Professor in Commerce, along with all faculty and staff members have prepared this volume sincerely. Without cooperation and assistance from all the stakeholders, it would not have been possible for us to submit the SSR of Rani Dhanya Kumari College for the second cycle of the Re-accreditation process.

As a Head of this Institution, I hope the Honourable members of the NAAC Peer Team will visit our college very soon. We expect that with limited resources at our disposal whatever be our accreditation – the post accreditation quality assurance initiatives will help us to mould ourselves in a judicious direction.

Dr. Ajoy Adhikari
Principal,
Rani Dhanya Kumari College

EXECUTIVE SUMMARY

The college started its journey in the year 1962 with the Department of Commerce. Gradually it forged ahead and introduced other multidisciplinary subjects with the inception of the arts department since 1995. The NAAC peer team visited our college and we were accredited with C^{++} Grade in the year 2007. We have tried our level best to prepare our Self Study Report (SSR) for reaccreditation and hope we will attain our goal to leave up to the expectation of the NAAC peer team.

I. CURRICULAR ASPECTS

On completion of successful 53 years journey by educational pilgrim Rani Dhanya Kumari College booked its name as a vibrant rural college in the district of Murshidabad of West Bengal. Situated in a rural hinterland, it has been consistent with the aim of imparting education to the economically and socially under-privileged section of this locality and to the rural students who are mostly first generation learners.

The curriculum is designed and developed by the Kalyani University. Some of the teachers of the college perform the assignment as the members of different Board of Studies of the University. By virtue of their membership they contribute to a good deal in the design and development of curriculum.

The Academic Sub-Committee of the college prepares prospectus, academic calendar and general class routine with the help of heads of all departments of the college. The vision, mission & objectives of the college, rules and regulations, subjects offered, fees structure and availability of facilities all are mentioned in the prospectus. The academic calendar of the college is prepared in conformity with the general academic calendar provided by the Kalyani University.

The college has 12 departments in undergraduate course consisting of B.A and B.COM Honours & General. These departments are served by qualified and efficient teachers who are continuously worth trying for the benefit of the students of the college as well as for the fulfilment of objectives of the college.

Rani Dhanya Kumari College provides greater flexibility for subject choice in the present state of affairs in comparison to other neighbourhood colleges. Along with the regular curriculum the college provides distance education through the Special Study Centre of Indira Gandhi National Open University. The college has one unit of Career Counselling Cell(with the help of UGC Grant).One of the objectives of this Cell is to help the students who come from economically

backward families with placement opportunities and also provide institutional support.

The college thinks that involvement in community is one of the important tasks of the students. Students achieved community orientation through various social awareness and outreach programmes conducted by the NSS units of the college in the adopted villages. Long-standing and dynamic NCC units under 09 Bengal(BN) NCC, Berhampore, Murshidabad prepares students to be good citizens as well as built up national integration and service motive to the nation among the students. Students are also encouraged to participate in Special Camps of NSS units to inculcate moral and ethical values and develop a sense of social responsibility.

The college has a strong Internal Quality Assurance Cell (IQAC) which meets time to time and discusses on various matters relating to the curriculum and decides on the measures to be taken to improve and sustain the quality of higher education.

II.   TEACHING-LEARNING AND EVALUATION

The process of Teaching-Learning and evaluation is the most important part of any Formal Education to bring about expected behaviours in the students. Teaching is the deliberate intervention that involves the planning and implementation of instructional activities and experiences to meet intended learning outcomes according to a teaching plan.

Learning is said to be equivalent to change, modification, development, improvement of behaviour and capability to adjust or overcome obstacles.

Evaluation is the systematic acquisition and assessment of information to provide useful feedback about some object through formative and summative approach.

This college gives much importances in the teaching-learning and evaluation process and implements adequate inbuilt mechanisms in achieving the desired set of objectives.

Admission process of Rani Dhanya Kumari college is transparent according to all the norms of Kalyani University. The college ensures wide range of publicity through the Notice Board, Prospectus and Website of the college regarding the admission process to provide adequate opportunities to the poor and meritorious students of backward region irrespective of caste, sex and religion. Reservation of seats for SC, ST and OBC candidates are made according to the norms laid down by the Higher Education Department, Govt. of West Bengal.

Admission process is reviewed every year in the meeting of the Admission Committee to ensure the improvement in admission process and innovative ideas

are taken into account and incorporated for making the admission process smooth, transparent and efficient. Since the college is situated in a rural and backward area mainly comprising of socially and economically backward groups, minority groups, the college ensures equity by admitting students from the disadvantaged communities. During the admission process a Help-Desk is formulated to help the candidates to apply for admission properly. Faculty members always adopt a learner-centric approach both inside and outside the class room to achieve the desired learning outcomes. From the very beginning of each session every student is guided, inspired, motivated and corrected by the faculty members of each department for channelizing to prepare them to face the world today. Along with this professional attitude, some basic Human values are inculcated in them to become morally upright and socially responsible human resource of tomorrow.

The strategies of teaching-learning and evaluation of the college are to facilitate through well-equipped laboratories, central library, specious and airy class rooms, computer with internet facility at the library and Audio–visual teaching aids.

The college always gladly extends its hands to conduct College Level, State Level and National Level Seminars, Workshop, Conference etc. Faculty members are encouraged to avail UGC-sponsored Faculty Development Programme (FDP) for the completion of their M.Phil or Ph.D. degree, to attend Orientation and Refresher course and to take up Minor/Major Research Project funded by the UGC. The Principal, Teachers' Council and Academic Committee are conscious and monitor the whole teaching-learing process in the college. Internal assessments are conducted as per schedule of Kalyani University to assess the academic performance of the students. The college has six full-time, thirteen part-time and twelve guest teachers. All the faculty members are very much helpful to the disadvanced and slow learners and also careful to the advanced learners.

III.   RESEARCH, CONSULTANCY AND EXTENSION

Rani Dhanya Kumari College is a rural based college with large number of students from rural background. Among the students, a significant portion is from SC, ST & minority with first generation learners. The College, keeping this background in mind, has been trying to develop an aesthetic temper among the students. For this purpose, emphasis has been given more on research activities of faculty members so that they can deliver the latest observations and a kind of orientation to the students.

The college authority along with IQAC has always been trying to motivate the faculty members to do more research work in the form of Minor and Major Research Project, doing Ph.D through FDP scheme, doing Post Doctoral work, organizing State and National level Seminars, workshops etc. in order to develop qualitative standard. The college also provides adequate infrastructural support, human resources, financial assistance (as advance), computer with net connection, well-equipped library, study leave etc. which all help the faculty members to achieve their goals. Teachers from different faculties have publications in varied forms. They also take part in different seminars and workshops to enrich themselves.

Some Faculty members are also involved in the work of paper setting, evaluation of final examinations and preparation of syllabus. The college also generates a sense of social commitment to the students through extension activities and Institutional, social responsibilities. The NSS & NCC units, Womens' Cell, Students' Union all undertake programmes relating to social awareness, blood donation etc. by which a message is sent to the society about social responsibilities of the students.

IV.   **INFRASTRUCTURE AND LEARNING RESOURCES**

Rani Dhanya Kumari College is aware of the changing scenario of effective teaching and learning. For this purpose creating and maintaining infrastructural facilities is one of the major agenda of the Institution.

Airy classrooms, technology based learning spaces, seminar hall, laboratory specialized teaching aids etc. are provided for effective learning and teaching. Teachers are also encouraged to organize more ICT based seminars to make the students acquainted with the demand of the day. Emphasis is also given on extra-curricular activities like sports, indoor and outdoor games, gymnasium, NSS, NCC, cultural activities, communication skills etc. to make the students culturally sound, physically fit and socially committed.

The Institution aims at making good students and converting responsible citizens of tomorrow. The college authority has also been kind enough to do the needful so far as the financial and other cooperation are concerned.

There is one girls' hostel in the college, of which work of 1st floor is in progress to accommodate girls students from distant places and thus fulfils the dream of distant students to complete their studies. Sufficient physical and cultural atmosphere is prevailed in the College. So far as the medical facility and security question are concerned, the college authority is very much sincere in these respects.

The institution always considers Library as an important dimension of modern day education. Apart from books & journals rare books are issued to research workers. The library is already equipped with DDC cataloguing system. Library and college authority intend to digitalize the important and rare documents and provide more technology based services to the readers. The college also makes arrangement for maintaining and upkeeping infrastructure and facilities provided to the students and staff.

At present total area of the campus is 10805 sq.mt, Class room area 1184 sq.mt, one seminar hall 196 sq.mt. laboratories 74 sq.mt., library 84 sq.mt and indoor games facilities with gymnasium is 669 sq.mt.

V. STUDENTS' SUPPORT AND PROGRESSION

Rani Dhanya Kumari College is a pilgrimage for Education and Culture. From the very beginning, the main aim is to educate the first generation learners and open the flood-gates to fulfill their dreams of higher education .While talking about our efforts work to develop student's support and progression, we again want to point out that we have some physical, intellectual, moral and good practices, inbuilt in our system. All the teaching faculties of our institution take personal care and offer advice to the students regarding their education and building their careers. We have installed a Career Guidance Cell under the leadership of the respected Principal and a designated teacher functioning through a well-constituted committee. The Cell provides information about various vacancies occurred in different Government and Non-Government institutions. Apart from this we both formally and informally provide career counseling to the students in finding jobs or trying to build career as per their dreams. NCC unit of the college keeps record about their cadets who get absorbed in different military and paramilitary institutions. We have a good number of well-established alumni. We are happy to say that we are able to form an organized Alumni Association to make use of their intellectuality, talents, expertise etc. for the benefit of our institution. The management of various functions of the college is done through decentralizing of power and activities through constitution of several sub-committees. This also ensures a democratic mode of functioning. A field with green outfit is developed in the college to facilitate games and sports activity of the students. Indoor games infrastructure is developed for4 students with a well-equipped gymnasium. Separate common rooms for boys and girls have been developed with separate toilet with T.V., cable connection. UGC Research Network System has been developed with internet connection. Financial

assistances have been received from the institution by 30 students of Rs. 6000 and from the Govt. by 196 students of Rs. 940800 in the session 2014-15.

VI. **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Considering the changing scenario and the growing needs of the day Rani Dhanya Kumari College has a mission to co-ordinate all the stakeholders for overall development of the college through strategic action plan, scheduled for future development and effective leadership. For implementation of its quality policy and plans the institution has formed different sub-committees headed by faculty members. Interaction with all the stakeholders are done by the college and their valid opinions and ideas are considered while framing future plan.

Academic leadership is provided to the faculty by the top management. Large number of faculty members undertake major and minor research projects. Various welfare schemes are available for teaching and non-teaching staff. Different decisions of the IQAC have been approved by the top management i.e. Governing Body of the college. Various committees such as Finance sub-committee, Purchase committee, Building committee, UGC committee etc. have been formed to look after the necessary mechanism of the college.

VII. **INNOVATIONS AND BEST PRACTICES**

Rani Dhanya Kumari College is placed in a rural area with beautiful natural environment. In tune with the natural surroundings the college authority has made the campus plastic- free zone and internal flower gardens are regularly maintained by volunteers of NSS units (UNIT I and UNIT II).

Evaluation of teachers by the students and arrangements for parent-teacher meeting are arranged by IQAC and the college for academic betterment. The college always places the students as most important beneficiaries. For this purpose, various efforts are taken by the college to help the students, particularly for those from poor and socially backward categories.

The college authority has always encouraged the faculty members to do more research work and deliver the essence of their wisdoms to the students. The authority always stands by the faculty members in all possible ways.

The IQAC and the governing body of the institution both are committed to bring the best of their endeavour to the students who are the soul of the institution.

ACTION TAKEN REPORT ON NAAC RECOMMENDATIONS

1. The State Government should consider sanctioning and filling up the vacant teaching post including the post of Principal.

   In the year 2008, 2010, 2012 and 2014 four (4) permanent teachers left the college due to retirement and resignation. In the month of September 2014 one more permanent teacher left the college on lien for 2 years resulted the total number of permanent teachers reduced to one(01) only. The last permanent teacher appointed in the college was way back in the year 2002. During this period of almost eight years since 2007(the year when first NAAC accreditation held) several requisitions were sent to West Bengal College Service Commission for appointment of permanent teachers in different vacant posts. The first response received in this direction was in the month of September 2014 by way of appointment of a permanent teacher in the department of Education. Then in December 2014, February 2015 and March 2015 three permanent teachers in the subjects of Bengali, English and Geography respectively have joined the college. However the Principal of the college has joined the college in the year 2009. As of today the existing vacancy of permanent teachers remained nine (9) in the college. The development of academic as well as overall environment of the institution has been greatly hampered throughout the years.

2. The college may explore the possibility of introducing job-oriented/career utility oriented subjects, taking into local needs and feedback from students, alumni and parents.

   The acute shortage of members in different faculties constantly discourages in introducing new subjects in the college. However, due to repeated requests from the students community and considering the growing demand of the subject, Honours in Education has been introduced from the academic year 2015-16. Career Development programmes through outside agencies have also been taken up under UGC funding. Continuous Training programmes by the existing faculties and outside resources were taken up with the students and ex students in addition to regular classes.

3. The college may start vocational courses such as Pisciculture, Floriculture, Music and fine arts on self-financing basis.

   No vocational course has been introduced during this period.

4. In view of the fact that there are large numbers of women students it may start a women welfare centre.

No specific women welfare centre could be developed during this period but through NSS activities various women awareness and training programmes were initiated in the college. Even in the NSS adopted village the programme of Adult Education, Health checking programme for village women and children and health awareness programmes were initiated and maintained on regular basis.

5. Learner-centred teaching method and use of teaching aids in classroom teaching needs to be introduced immediately.

To develop learner-centred teaching method a project consisting of 25 marks have been introduced in the subject of Environment Studies and students are directly made involved in this project work where they feel free to use their fundamental inquisitiveness.

One overhead projector and one LCD Projector which were procured during 11th plan period of UGC have been frequently used in the classrooms. Audio system in 3 big class rooms has been established during this period. Students from different departments use these class rooms as per the strength of number of students.

6. Computerization of the academic activities of the college including the library should be undertaken on priority basis.

The centre for UGC Resource Network has been established with 7 desktop computers along with 24x7 internet connection. The college library has also been provided with 2 desktop computers with 24x7 internet connection. All these computers are meant for exclusive use of the students. Very recently free Wi-Fi zone has been introduced by the college for the use of all categories of students.

7. The functioning of career guidance cell needs to be made effective.

During 11th plan period career guidance cell was established and a yearlong programme was initiated for the students. The main focus was to train the willing students for competitive examinations. Regular classes were taken by college teachers beyond the college hours. Ex-students were also involved in the programme. The programme was ended with a seminar organised by career counselling cell of the college in collaboration with Roy's Institute of Competitive Examinations and George Telegraph Training Institute, Kolkata titled "Avenues of Career Building Scope and Reality" held on 11-02-2012.

8. The students' feedback system introduced by the college needs to be widened and made more effective.

Indigenous and improvised system of feedback from students especially from Honours students and those having practical papers are collected on regular basis. Care is always taken about the matter that student's responds are free from any type of fear and biasness. Feedback so received from students is placed in the meeting of IQAC and discussed for reasonable change in the method of teaching and learning.

9. Book Bank facility for the disadvantaged students should be made available.

No book bank facility has been developed so far due to shortage of library staff and faculty members.

10. The college should make all out efforts to get financial aid from UGC and other funding agencies under various schemes for the overall infrastructure development of the college.

During this period a massive fund has been procured from UGC and different funding agencies like State Government, MPLAD etc. A brief description of the fund so collected and use of the same has been shown below;

i) Women's Hostel: Ground Floor Ready by 2012, First Floor work is in progress. Fund sanctioned Rs80 lakhs, Received so far Rs.72 lakhs, UGC

ii) Indoor Sports Facility and Play Ground: work fully accomplished by 2013. Fund sanctioned Rs. 34 lakhs, Received so far Rs. 30.60 lakhs, UGC

iii)Annexe Building Ground Floor: Work fully completed by 2010. Fund sanctioned Rs. 20 lakhs, received so far Rs. 20 lakhs, State Government.

iv) Annexe Building First Floor: Work fully completed by 2011. Fund sanctioned Rs. 14 lakhs, received so far Rs. 14 lakhs, MPLAD from Hon'ble MP Moinul Hassan Rajya Sabha.

v) Annexe Building Second Floor: Fund sanctioned Rs.21 lakhs, received from Own Generated Fund out of IGNOU Special Study Centre. The portion of the building is completed by 2015.

vi) By the year 2012 the college library , office , teachers' common room and principal's office have been set with AC machines with the fund available from UGC Special grant amounting Rs. 6,80,000.

vii) By the year 2011 one 25KVA Kirloskar Green Generator has been procured from the fund received from UGC.

viii) By the year 2011the UGC Resource Network System, Newly Improved Geography Laboratory, Newly improved Laboratory of Defence Studies have been developed out of UGC Fund.

11. The success rate of the students in the university examinations is as high as 73%. So the college should make efforts to improve the performance of the students in the university examinations in terms of distinction achieved by them.

    The pass percentage of the students in the university examinations was really high and further improvement in this section is a real tough job. During this period the success rate remains almost same as it was in the previous assessment.

12. The college library needs strengthening with more text and reference books of latest editions.

Item/Year	2007	2015
No of Text Books	7868	10675
No of Reference Books	3373	5001
No of Journals	07	10

13. The management may consider to constitute a committee to monitor the work efficiency of staff members.

    The Governing Body keeps overall vigil over the efficiency of the staff members. The Staff union in its meeting invites the management to discuss any problem faced by them and through discussions the difficulties if any are usually solved in an amicable manner.

14. The play ground of the college needs improvement. Efforts may be made to get financial assistance from the UGC to develop the play ground.

    Through Sports Infrastructure Development grant an Indoor Games Building has been developed in the year 2012 along with the development of a Football-Cricket ground with 6 track lane around the ground. The grant was received from UGC in the tune of Rs.30.60lakhs. Before that a boundary wall surrounded by the play ground of the college was constructed out of State Govt. grant. The play ground in its new shape along with Indoor sports complex is a new glory of the college and widely used and appreciated by the students community.

| 15. | The college may host seminar/workshop with financial assistance from funding agencies. |

Sl. No.	Nature of the programme	Title of the programme	Date
1.	UGC Sponsored One Day Workshop, Organised by the Career and Councilling Cell	"Avenues of Career Building: Scope and Reality"	11.02.2012.
2.	UGC Funded One Day Programme for the Development Assistance for Undergraduate Education	"Higher Education in India:Challenges and Prospect"	01.08.2012
3.	State Level One Day Seminar	"Management of Human Resources": Developments and Prospects	25.09.2010.
4.	National Level One Day Programme Celebrating Earth Day	"Challenges before our Planet"	30.04.2009.

DEPARTMENTAL SEMINARS FUNDED BY UGC UNDER COMPETENCE BUILDING INITIATIVES IN COLLEGES (HEAD 31)

Sl. No.	Name of the Department	Title of the Seminar	Date
1.	Department of Education	Awareness of Effective Learning in Higher Education	24.11.15.
2.	Department of Bengali	"Bangalir Ramayan Charcha"	27.11.15.

3.	Department of Political science and Sociology	Violence against Women: Rape Murder Sexual Harassment-A Psychosocial Analysis	02.12.15.
4.	Department of English	Text on Text: Re-reading Shakespeare	03.12.15.
5.	Department of Geography	Man and Environment: Struggle for Existence	04.12.15.
6.	Department of History	Murshidabad Region: Centre Stage of Transition from Precolonial to Colonial Period in Indian Subcontinent	12.12.15.
7.	Department of Commerce and Economics	Introduction of New Economic Policy and Development of Financial Market in Indian Context	18.12.15
8.	Department of Defence Studies and Physical Education	Importance of Physical Fitness in Armed Forces	22.12.15

SEMINAR ON HUMAN RIGHTS FUNDED BY UGC UNDER HUMAN RIGHTS AND DUTIES IN EDUCATION(HEAD 31)

Sl. No.	Nature of the programme	Title of the programme	Date
1.	Seminar on Human Rights for the Students	Changing Dimension of Terrorism and Violation of Human Rights	26.11.15.

16. The college community needs to extend help to the self help groups of the nearby villages.

Self-help groups could not be developed during this period in the nearby villages. However, a self help group consisting of part time teachers and casual

office staffs have been developed in the name UTTARAN through which they receive mutual benefits and extend the same to weaker section of employees.

17. Efforts may be made to have hostel.

In the 10th Plan extended programme UGC was approached to have a Girls' Hostel and a proposal was sent to them to construct the same with special emphasis on minority Girls students. The proposal was accepted and Rs.80lakhs was sanctioned for the same purpose out of which Rs.40 lakhs have been released immediately. The whole work has been handed over to PWD Construction board Murshidabad division and the construction of the ground floor was completed by September 2012. The 2nd phase grant to the tune of Rs.32lakhs have been released in the year 2014. The work for the rest of the portion i.e., the 1st floor is going on successfully.

18. The college should take care to prepare and preserve the documents in orderly manner.

All the college documents including students and account related documents have been made computerised during this period. The University registration of the students have also been computerised on the basis of subjects and year.

19. The Management should make to obligatory for all staff members and students to become computer literate.

Most of the management staff are now computer literate. Students are taking help of the UGC Resource Network centre to make themselves equipped with computer literacy.

SWOC ANALYSIS

Strength

- Collective efforts to do anything for development.
- Multicultural and multilingual environment.
- Diversity of courses/subjects.
- Valuable collection of rare books in library.
- Research activities have gathered attraction with increase in number of publications during last four years.
- Sufficient Infrastructure with dedicated and motivated teachers.

- Cordial relation with teachers, students and employees having a disciplined atmosphere.
- Teaching and non teaching staff extends their full support for the development of the institution.
- Rich library and well-equipped laboratories.
- Modern technology for teaching, learning and administrative purposes.
- Free internet for all.
- Devoted Career Development Counselling Cell for the betterment of the students.

  Weakness

- Space unavailability for horizontal expansion.
- No scope for syllabus and curriculum design on our own
- Lack of efforts to harness in the prospect pool of diversity in the society.
- Vacant post of teaching and non-teaching members.

  Opportunities

- Resourceful young staff members.
- Research potentialities
- Extension activities in adopted villages indicate a sense of responsibilities.
- Skilled development courses
- Growing demand for update knowledge from all section of people.
- A well nourished dedicated student group.

  Challenges

- Migration of trained faculty.
- Little scope for introducing innovative curriculum due to schedule designed by affiliating university.
- Being an affiliated college the institution does not have scope of filling up vacancies.
- Poor response to basic courses.
- Socio-cultural trends.
- Financial crunch.
- High cost of maintenance of infrastructure.

PROFILE OF THE COLLEGE

1. Name and Address of the College:

Name :	**RANI DHANYA KUMARI COLLEGE**	
Address :	**P.O- JIAGANJ, DIST- MURSHIDABAD**	
City :	Pin :**742123**	State : **WEST BENGAL**
Website :	**www.rdkcollege.in**	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Ajoy Adhikari	O:03483-255330 R: NA	9564277388	03483-256948	rdkcollege@ yahoo.com
Vice Principal		O: R:			
IQAC Co-ordinator	Dr. Malay Kumar Ghosh	O: 03483-255330 R:	9474509212	03483-256948	rdkcollege@ yahoo.com

3. Status of the Institution:

Affiliated College ☑

Constituent College ☐

Any other (specify) ☐

4. Type of Institution:

a. By Gender

   i. For Men ☐

   ii. For Women ☐

   iii Co-education ☑

b. By Shift

   i. Regular ☐

   ii. Day ☑

   iii. Evening ☐

5.	It is a recognized minority institution?

Yes ☐

No ☑

If yes, specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. ☐

6.	Sources of funding:

Government ☐

Grant-in aid ☑

Self-financing ☑

Any other ☐

7. a. Date of establishment of the college: **01.08.1962** (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

University of Kalyani

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	08.04.1973	-
ii. 12 (B)	08.04.1973	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	-	-	-	-
ii.	-	-	-	-
iii.	-	-	-	-
iv.	-	-	-	-

(Enclose the recognition/approval letter)

8.	Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐   No ☑

If yes, has the College applied for availing the autonomous status?

Yes ☐   No ☑

9.	Is the college recognized a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐   No ☑

If yes, date of recognition: …………………… (dd/mm/yyyy)

b.   for its performance by any other governmental agency?

Yes ☐   No ☑

If yes, Name of the agency …………………… and

Date of recognition: …………………… (dd/mm/yyyy)

10.	Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	10805
Built up area in sq. mts.	4412

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11.	Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities ☑
  Generator, Telephone, Audiovisual, Computer

- Sports facilities
  * play ground ☑
  * swimming pool ☐
  * gymnasium ☑

- Hostel

  * Boys' hostel | N.A. |

        i. Number of hostels
        ii. Number of inmates
  iii. Facilities (mention available facilities)

  * Girls' hostel ☑ | Work-in-progress |

        i. Number of hostels | 01 |

        ii. Number of inmates
        iii. Facilities (mention available facilities)

  * Working women's hostel | N.A. |

        i. Number of inmates
        ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) | N.A. |

    Cafeteria — | Canteen |

- Health centre – | Basic First-aid facilities are available |

Health centre staff – | N.A. |

Qualified doctor	Full time	☐	Part-time	☐
Qualified Nurse	Full time	☐	Part-time	☐

Facilities like banking, post office, book shops	N.A.
Transport facilities to cater to the needs of students and staff	N.A.
Animal house	N.A.
Biological waste disposal	N.A.
Generator or other facility for management/regulation of electricity and voltage	✓
Solid waste management facility	N.A.
Waste water management	N.A.
Water harvesting	N.A.

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of Students admitted
B.A Honours Courses in							
	Under-Graduate	Bengali	3 Years	H.S. / Equivalent of 10+2	Bengali	137	137
		English			Bengali / English	72	72
		Geography				33	33
		History				65	65
		Sociology				65	20
		Political Science				59	59
		Education				60	59
B.Com Honours Courses in							
	Under-Graduate	Commerce	3 Years	H.S./ Equivalent of 10+2	Bengali / English	80	05

General Courses in						
Under-Graduate	B.A.	3 Years	H.S. / Equivalent of 10+2	Bengali / English	--	793
	B.Com.				--	01
Post-Graduate						
Integrated Programmes PG						
Ph.D.						
M.Phil.						
Ph.D						
Certificate courses						
UG Diploma						
PG Diploma						
Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes ☑   No ☐

If yes, how many?

> 11 (Hons in Bengali, English, History, Geography, Sociology, Political Science, Education and Pass in Physical Education, Defence Studies, Sanskrit, Economics)

14. New programmes introduced in the college during the last five years if any?

Yes ☐   No ☑   Number
(Honours in Education has been introduced in the session 2015-16)

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	NA	NA	NA	NA
Arts	Bengali, English, Geography, History, Sociology, Political Science, Education, Economics, Sanskrit, Defence Studies, Physical Education	✓	NA	NA
Commerce	Accountancy	✓	NA	NA
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. annual system   B.A/ B.Com

b. semester system

c. trimester system

17. Number of Programmes with   N.A.

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐   No ✓

If yes,

a.   Year of Introduction of the programme(s)………………… (dd/mm/yyyy) and number of batches that completed the programme

b.   NCTE recognition details (if applicable)

Notification No.:

…………………………………… Date:

……………………………… (dd/mm/yyyy)

Validity:…………………………….

c.   Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐   No ☑

19.   Does the college offer UG or PG programme in Physical Education?

Yes ☑   No ☐

If yes,

a.   Year of Introduction of the programme(s) 2004-2005 (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

………………………………………… Date:

…………………………… (dd/mm/yyyy)

Validity:…………………….

c.   Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐   No ☑

20.   Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government					15		17+2 (Part Time) = 19			
					3+1 (on Lien)	2	9+1 (Part Time)	1+1 (Part Time)		

Recruited				=4		= 10	= 2		
Yet to recruit				09		07			
Sanctioned by the Management/ society or other authorized bodies Recruited									
Yet to recruit									

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.					02	02	04
M.Phil.					01	--	01
PG					01	--	06
Temporary teachers							
Ph.D.							
M.Phil.							
PG					07	05	12
Part-time teachers							
Ph.D.							
M.Phil.					01	01	02
PG					07	04	11

22. Number of Visiting Faculty /Guest Faculty engaged with the College.   12

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011 – 12		Year 2 2012 – 13		Year 3 2013 – 14		Year 4 2014 – 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	159	59	131	39	97	31	105	68
ST	15	03	23	06	12	03	09	01
OBC	50	30	40	30	70	20	47	16
Minority	800	700	825	679	810	690	756	805

PH	10	03	05	03	02	02	03	02
General	927	762	962	866	991	792	1000	931
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	100%	-		-	100%
Students from other states of	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	100%	-	-	-	100%

25. Dropout rate in UG and PG (average of the last two batches)

UG: 15% in 2013-14   PG: NA

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   Rs. 7355.56

(b) excluding the salary component   Rs.436.29

(As per Audit Report of 2011-12)

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☑   No ☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☑   No ☐

b) Name of the University which has granted such registration.

IGNOU

| c) | Number of programmes offered | 24 |

d) Programmes carry the recognition of the Distance Education Council.

Yes ☑   No ☐

28. Provide Teacher-student ratio for each of the programme/course offered: 2014-15

Programmes/Courses	Demand Ratio (Student:Teacher)
Bengali (Hons)	43.00:1
Bengali (Gen)	194.00:1
English(Hons)	33.00:1
English(Gen)	7.00:1
Geography (Hons)	18.00:1
Geography (Gen)	9.25:1
History (Hons)	51.50:1
History (Gen)	859.00:1
Sociology (Hons)	26.00:1
Sociology (Gen)	37.50:1
Political Science (Hons)	26.00:1
Political Science (Gen)	510.00:1
Education (Hons)	29.50:1
Education (Gen)	427.00:1
Defence Studies (Gen)	243.00:1
Physical Education(Gen)	64.50:1
Sanskrit (Gen)	37.50:1
Economics(Gen)	113.00:1
B.Com (Hons)	2.60:1
B.Com (Gen)	1.00:1

29. Is the college applying for

Accreditation :   Cycle 1 ☐   Cycle 2 ☑   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment :   ☐

(Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30.	Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) Cycle 1:**March31,2007**(dd/mm/yyyy) AccreditationOutcome/Result **C^{++}** ** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*
31.	Number of working days during the last academic year. 206
32.	Number of teaching days during the last academic year *(Teaching days means days on which lectures were engaged excluding the examination days)* 158
33.	Date of establishment of Internal Quality Assurance Cell (IQAC) **19.01.2012** (dd/mm/yyyy)
34.	Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC. AQAR **2012-2013** *Submitted on* **15.10.2015** AQAR **2013-2014** *Submitted on* **17.10.2015** AQAR **2014-2015** *Submitted on* **17.10.2015**
35.	Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information) The college is located in Lalbag Sub-division area of Murshidabad district of West Bengal. The college being situated in a sensitive area close to Indo-Bangladesh boarder, development work is often to depend on various external factors and sanction from several quarters which takes a lot of time to obtain. The development work cannot be properly done because of the distance of the college from the hub of activity, Kolkata, West Bengal.

CRITERIA -WISE INPUTS

CRITERION I : CURRICUL ARASPECTS

1.1 CURRICULUMPLANNINGANDIMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Rani Dhanya Kumari College formerly known as Jiaganj College of Commerce was established on 1st August, 1962 to kindle light of learning in the remote and semi urban area of Murshidabad district.

VISION:

The vision of Rani Dhanya Kumari College is to impart higher education to the students of Minority section, Scheduled Caste, Schedule tribe and economically backward class to the entire area of M-J Block. Bhagwangola-I & II and Lalgola Block.

MISSION:

Committed to the cause of empowerment of rural youth through access to higher education, enabling them to develop as intellectually alive, socially responsible citizen.

OBJECTIVE:

The specific objectives as set by the Institution are:

- Achieving excellence in arts and commerce education.
- Extending the scope for getting higher education in a backward and border areas.
- Creating equal opportunities for higher education, especially, among the first generation learners mostly coming from minority communities, Scheduled Casts and Scheduled Tribes and other backward communities in the nearby remote, backward and border areas.
- Giving enough scope for higher education among the women.
- Empowering the youth of the locality for getting jobs and being self-employed.
- Enabling the young generation to enroll themselves for Post Graduation/B.Ed./MBA/CFA/ICWA/CA or to appear in the competitive exam.

This Vision, Mission and Objectives are communicated to the stakeholders through the college website and prospectus.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The institution is affiliated to Kalyani University. So the institution has to abide by the curriculum designed by Kalyani University. All the departments plan academic calendar including number of lectures, topics to be taught and other activities to be organized during that academic year. Academic sub-committee prepares class routine, fixes up dates for internal assessment as per guidelines of the university.

- The heads of the departments communicate the massage of the college and of the academic sub-committee to the concerned faculty members and distribute syllabi if there is any change done by the university.

- All the faculty members do the needful either with lecture, tutorial, coaching or organizing seminars to execute plans for effective implementation of the curriculum.

- If anyone fails to do, due to some or other reason, he/she arranges extra classes to fulfil his or her assignments.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Support form University:

- The University does not provide any direct support to the teachers so that teachers can improve their teaching practices. But being an affiliated institution under Kalyani University, the college keeps contact with the updates of the curriculum and guidelines for both students and teachers.

- However the UGC Academic Staff Colleges provide Orientation Programmes and Refresher Courses which helps the teachers to
  o Update their teaching content
  o Upgrade their teaching practices

Support from College:

- The college encourages the teacher to participate in OP and RC and grants duty leave to enable them to attend the courses.

- The faculty members can also avail the facilities of computer, photo copiers, internet in the college. They are also allowed to place orders or

purchase books, journals, reference books, equipments, teaching learning materials as per their requirements.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

- For effective curriculum delivery the institution provides
    o Autonomy to the respective departments and the teachers.
    o Remedial classes are taken for the back learners.
    o The students have the access to the library where they can have different books, reference books, journals and internet facilities.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- The institution as well as the faculty members of different departments keep regular and constant touch with the affiliated university.
- The faculty members of the college are motivated to take up research projects of the UGC. Some of them keep on interacting with various research bodies and participate in various research projects.
- The college organizes seminars and workshops in collaboration with other institutions.

1.1.6 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

- The institution being an affiliate of the university does not have any scope of contributing to the development of the curriculum by the university as the same is decided by the University Board of Studies.
- But whenever teachers get the opportunity to attend any seminar or workshop with regard to syllabus revision respective faculties attend such seminars.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the

courses for which the curriculum has been developed.

The institution has not developed curriculum other than the courses under thepurview of the university.

1.1.8 **How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The aim of the college is to provide higher education to all sections of the society irrespective of caste and gender.

- The Internal Assessment and University Examinations are the best way to judge the performances of the students as per stated objective of curriculum are achieved.
- Some students achieved glorious result in university examinations. Some of our alumni are well established.
- Academic achievements of the students are gradually increasing.
- Endeavour of the college to develop overall personality of the students are established. Students of this college archived trophy, medals through participation in various co-curricular activities, such as sports, cultural programmers.

1.2 **ACADEMICFLEXIBILITY**

1.2.1 **Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.**

At present there are no such courses like certificate, diploma in this institute.

- The objective of the college is to spread knowledge amongst the students and make them a proud graduate.
- The college also have a very specific range of subjects combinations 05subject combinations in BA General, common subject combinations in B.Com General, 07 Honours subjects inBA Honours and B.Com Honours.

Subject Combination offered for both BA & B.Com. Honours		
Honours (Core) courses		**General (Elective) Subject combination**
B.A.	Bengali	English/Sanskrit
		Political Science/History

		Education
English	Bengali/Sanskrit	
	Political Science/History	
	Education	
History	Political Science/Economics	
	Education/Sociology	
Political Science	Economics/Education	
	History/Sociology	
Geography	Economics (Compulsory)	
	English/Education	
Sociology	Economics/Political Science	
	History/ Education	
B.Com.	Accounting and Finance	As per university rules

Subject combination offered for B.A. General

A.   Physical Education, (Elective English/Elective Bengali), (Pol. Sc./History)
B.   Geography, Economics/History/Education
C.   Defense Studies, History/Education
D.   Elective Bengali/English, Pol. Sc., History
E.   Sanskrit, Elective Bengali/English, Pol. Sc.

Subject combination offered for B.Com. General:
• As per university rules

1.2.2   Does the institution offer programmes that facilitate twinning / dual degree? If 'yes', give details.
        The institution does not offer any programme that facilitates dual degree

1.2.3   Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for

employability.

The college offers academic flexibility to the students to the extent as permitted within the university rules and regulations

- o Students can change their subject combination before their registration in the university
- o Students who fail in one or more papers can progress to the next year and can clear the failed paper by appearing in the supplementary examination

- The institution does not offer any programme that allows the student to develop employability. However it provides
  - o Career Counselling Programmes and remedial classes to the students (in collaboration with JetKing, RICE)

| 1.2.4 | Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc. |

Yes the Institution offers self-finance programme in following courses:-

- Department of Bengali (Honours)
- Department of English (Honours)
- Department of Geography (Honours)
- Department of Sociology (Honours)
- Department of History(Honours)
- Department of Education (Honours)
- Department of Political Science (Honours)
- Department of Physical Education
- Department of Defence Studies
- Department of Economics
- Department of Sanskrit

The college received enhanced tuition fees from the students. Wherever required guest faculties are engaged to cope with the syllabus.

Curriculum is followed as framed by the University.

Fees structure is framed by the guideline of the Governing Body.

UGC qualification is maintained in all of the above said disciplines.

Remuneration of teachers (guest faculties) is framed by the GB.

| 1.2.5 | Does the college provide additional skill oriented programmes, relevant to regional |

and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The college primarily concentrates on the syllabus of the University. Our college does not provide such facilities to the students at present.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

College provides distance education through study centre of IGNOU. The centre having the following courses.

Course: CFN, CNCC, CRD, CFS, CTPM, CTS, CIT.

Diploma Course: DECE, DNHE, DTS.

Bachelor Degree Course: BCA, B.COM, BA, B.SC. BTS, BLIS

Post Graduate Diploma Course: PGDRD, PGJMC, PJDESD

Master Degree Course: MARD, M. COM, MSO, MEC, MAH, MPS, MEG, MLIS.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution concentrates on the student friendly approach for the all round development. The faculty members try their best not only to cover the syllabus framed by the university but also try to integrate the goals of the institution. These are some areas :

i)   Publication of college magazine;

ii)   Sports and cultural programmes conducted by the students union ;

iii)   NCC & NSS units take up some programs like blood donation camp, plantation, gardening and social awareness programmes.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The faculties try to generate a positive approach among the students in order to cope up with the changing job environment. Since our college is a rural based one

having students with agrarian and small artisans background, in addition to traditional subjects, it is very difficult to raise a market (Job market) oriented attitude among the students so as to cope with the needs of the day.

The college has one unit of "Career Counselling Cell" (with the help of UGC Grant). One of the objectives of this cell is to help the students who come from economically back families with placement opportunities and also provide institutional support.

1.3.3 **Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

Grievance Redressal Cell for lodging complain regarding academic and administrative matter from the students.

Department of geography, apart from the syllabus makes the students conscious about climate change and environmental hazards.

The units of NSS try to make the students aware about the importance of human rights. They undertake different types of training programme for this purpose. For e.g. civil defence, first-aid, yoga etc. The Units of NSS also arrange a seminar on Human Rights in the year 2015.

World Earth Day was observed by the college in the year 06.06.2012. Dr. Suniti Kumar Mondal, Associate Professor, Department of Botany, SS College and Dr. Abhijit Das Asst. Professor, Department of Economics, Kandi Raj College were the main speakers of the seminar.

1.3.4 **What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

Moral and ethical values: No such specific programme is offered. However teacher try to inculcate moral values among the students during mentoring and counseling sessions.

Employable and life skills: The institution does not offer any such programme to the students at present.:

Better career options: College has one Unit of Career Counselling Cell.

Community orientation: Students are encouraged to participated in different NSS activities.

1.3.5 **Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?:** Meeting with the students organized

many times for better performances and attendance in the classes.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?:

The college with the help of IQAC members takes care of the questions preparation and moderation for departmental examination.

1.4 **FEED BACK SYSTEM**

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?:

Curriculum is prepared by Kalyani University. Therefore, college directly can't design and develop the curriculum. But some of our faculties are member of the Board of Studies. They express their views regarding curriculum in the meeting of the Board of Studies and workshop conducted by Kalyani University.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?:

As our college is not an autonomous institute and we have to work under the purview of Kalyani University, there is no scope of having any formal mechanism, so far as the curriculum is concerned.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the college would like to include:

During last four years we did not introduce any new programme in our college. Moreover it may be mentioned that Honours in Education has been introduced on and from 2015-16 session.

CRITERION II : TEACHING-LEARNINGANDEVALUATION

2.1   **STUDENTENROLLMENTANDPROFILE**

2.1.1   How does the college ensure publicity and transparency in the admission process?

Publicity:

The college is situated at remote and backward area of Murshidabad District. But the college faces stiff competition with the neighbored college after shifting its status from commerce college to general college in the year 1995. So, the College ensures publicity in the admission process through:

a)   Notice Board

b)   Website of the college

c)   Prospectus

The Prospectus and Website of the college contain detailed information about intake capacity in each course, eligibility, process of admission and academic as well as support facilities.

The website of our college are www.rdkcollege.in and www.rdkcollegeonline.org. At first an admission committee is formed in the college to control and supervise the admission process. All relevant information regarding admission is uploaded well before the start of the admission process. Moreover time-to-time change in the process of admission as per Kalyani University rules and merit-list is published as per scheduled date and departments. From this year *Help-Desk* is opened to help the candidates to apply online for admission.

All relevant information regarding admission procedure, infrastructure, fees and scholarships, faculty structure and support facilities are conveyed through the website of the college.

Transparency:

Transparency is ensured in every step of admission process. The admission procedure is monitored by the admission committee according to the norms of the university. Complete list of applicants according to merit as per norms is displayed on college website by the system. Before publishing the final merit-list the candidates are allowed to check their demands against any dispute. The list of selected candidates is made by the system on some criteria specially reservation category as per the order of the Govt. of West Bengal and norms of the affiliating university, i.e. Kalyani University.

| 2.1.2 | Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution. |

The college offers degrees namely:

- Three Years General Degree B.A. (5 Groups),
- Three Years General Degree B.Com.
- Three Year Honours Degree B.A. (Total 7 Programmes),
- Three Year Honours Degree B.Com.

As per the directives of the affiliating university, date of apply online for admission to first year of different courses , submission of requisite fees at Bank, list of candidates and final list of candidates according to criteria and admission on counselling are given in the institutional website. Any queries regarding admission related matter are being attended by the members of Admission Sub-Committee, faculty members of the concerned departments as well as college office personnel through the *Help-Desk*.

The college admits the students solely on the basis of merit point calculated for the course opted for. Admission in Honours courses is done on counselling system on First-cum-First-Serve basis till the intake permits.

Table 2.1: gives a bird's eye on entry level criteria for various programme offeredby the college:

TABLE 2.1:   ENTRY LEVEL CRITERIA FOR PROGRAMMES OFFERED

Sl. no.	Course / Programme	Minimum Eligibility	Any Other
01	Honours Course	50% in aggregate, 45% in subject / related subject *OR* *45%* in aggregate, 55% in subject / related subject *OR* *55%* in aggregate at H.S. level	For B.A. Subjects combination- Art / Science For B.Com. Subject combination- Commerce / Science

02	General Course	30% in aggregate at H.S. level	For both B.A. and B.Com

For Different Reserved Category Candidates

SC and ST Candidates: Marks relaxation of 5 % in general norms for gettingadmissionin various Hons. Courses.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Subjects	R. D. K. College		Nearby College	
	Max. Marks Admitted	Min. Marks Admitted	Max. Marks Admitted	Min. Marks Admitted
Bengali (Hons.)	394	255	490	318
English (Hons.)	470	263	516	328
History (Hons.)	365	297	461	276
Education (Hons.)	437	304	481	282
Pol. Science (Hons.)	377	281	453	375
Geography (Hons.)	451	363	510	415
Sociology (Hons.)	381	355	435	370
B. Com. (Acc.) (Hons.)	307	270	378	282
B.A. (Gen.)	361	164	420	163
B. Com. (Gen.)	261	186	365	220

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

There is an Admission Committee in the college which reviews the process of admission every year. The Admission Committee decides on the following:

- Admission rules and schedules as per affiliating university
- Criteria for Admission as guided by the university
- Merit list preparation according to criteria by the system
- Problems faced by the candidates in the admission process and their solutions by formation of *Help Desk.*
- Scope of improvement in the admission process.

The transparency and smooth process of admission is the main target for the students and the college as well. The online admission form fill-up, preparation of merit list and counseling under the supervision of admission committee make the admission process very transparent. The transparency and smooth process has been appreciated by the applicants and others.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

* SC/ST

* OBC

* Women

* Differently abled

* Economically weaker sections

* Minority community

* Any other

The following strategies are adopted in this college to materialize the national commitment to diversity and inclusion for following categories of students:

a) **ST/SC/OBC :** Seats are reserved for SC, ST and OBC candidates according to norms laid down by University of Kalyani and West Bengal Higher Education Department.

Students Profile: 2013-2014

Stream	General	SC	ST	OBC	Total
B. A.	1784	128	15	79	2006
B. Com.	14	00	00	00	14
Total	1798	128	15	79	2020

Pie-Graph of Students Profile (2013-2014):
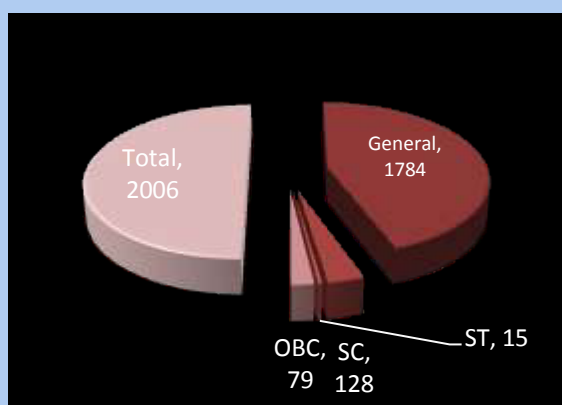
Category-wise Student Profile:
B.A. (2013-2014)
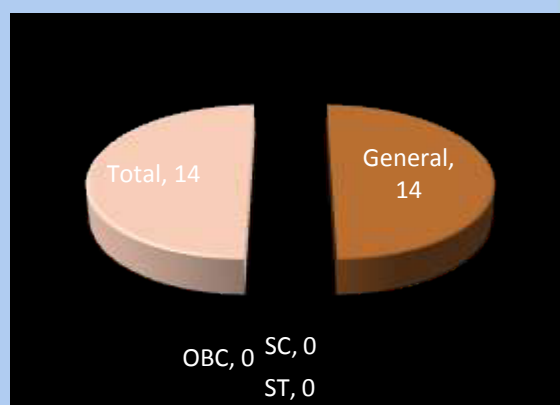
Category-wise Student Profile:
B.Com. (2013-2014)

Students Profile: 2014-2015

Stream	General	SC	ST	OBC	Total
B. A.	1878	173	10	104	2165
B. Com.	16	01	00	00	17
Total	1894	174	10	104	2182

Pie-Graph of Students Profile (2014-2015):
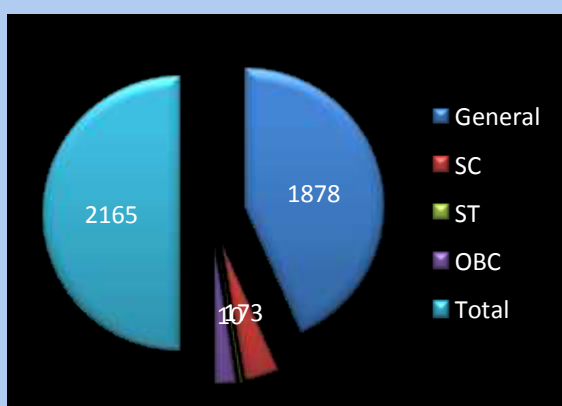
Category-wise Student Profile:
B.A. (2014-2015)
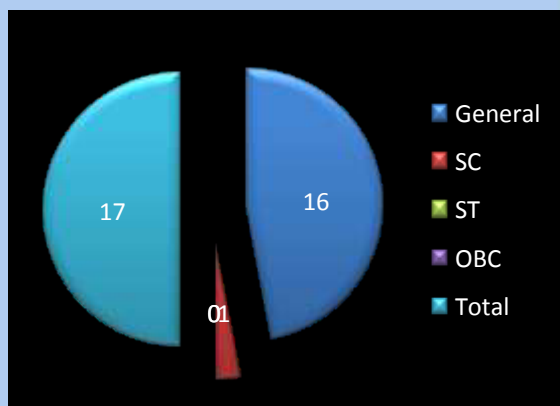
Category-wise Student Profile:
B.Com. (2014-2015)

Women :

There is no provision for reservation of women and equal opportunities are provided in the process of admission. A new women hostel is situated in the college premises for the girls students.

The college is situated in the remote and backward area. The numbers of female students in some departments are more than the number of male students which indicates the fact that the college is keen to highlight the importance of higher education of female students specially for these first generation learners.

Gender Profile: 2013-2014

Course	Male	Female	Total
B. A.	1108	898	2006
B. Com.	13	01	14
Total	1121	899	2020

Pie-Graph of Gender Profile(2013-2014):
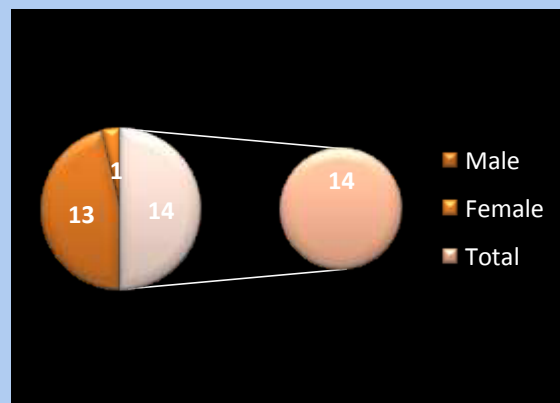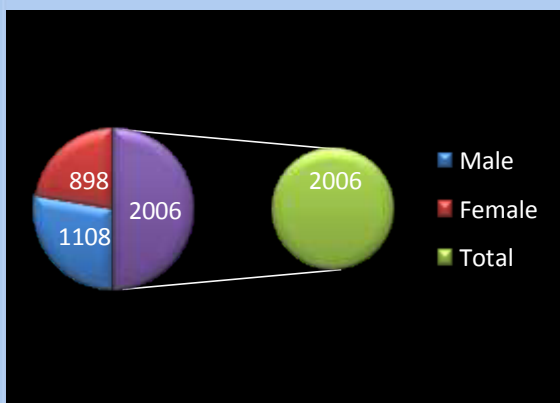
Gender Profile: B.A. (2013-2014)

Gender Profile: B.Com. (2013-2014)

Gender Profile: 2014-2015

Course	Male	Female	Total
B. A.	1123	1042	2165
B. Com.	13	04	17
Total	1136	1046	2182

Pie-Graph of Gender Profile:
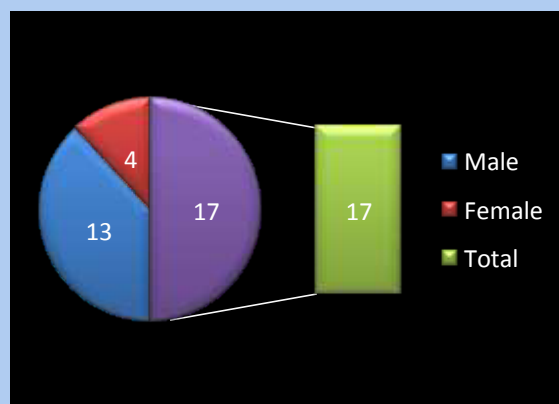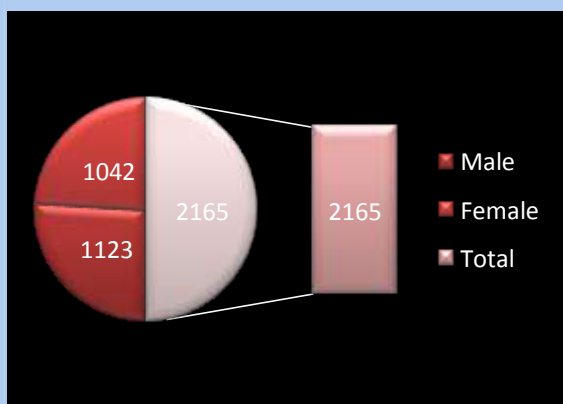
Gender Profile: B.A. (2014-2015)   **Gender Profile: B.Com. (2014-2015)**

c)   Differently-abled:

The college does not have the facilities to cater to the needs of differently-abled students. But the admission committee and academic committee are very much conscious at the time of admission counseling and during examination by arranging separate seats in ground floor with extented time duration as permissible and also individualized attention is given by teachers as far as possible in the class works.

d)   Economically-weaker sections:

A number of grants of West Bengal Govt. and Central Govt. are organized and provided to the economically weaker students. The college extends its co-operation to economically weaker students to get the grants, scholarships. The students union also extends its help to the financially needy students from their fund.

e)   Minority community:

Rani Dhanya Kumari College is situated in both remote and backward area ofMurshidabad District where most of the people are of minority category. Near about two-third of the students strength is of Muslim community who come from different villages of border area. Govt. of West Bengal provides some grants for these students which are processed, documented and provided by the college.

| 2.1.6 | Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement. |

Programmes (U.G.)	Session	Numberof applications	Numberof studentsadmitted	Demand Ratio
Bengali (Hons.)	2011-2012	302	103	2.93
	2012-2013	327	110	2.97
	2013-2014	346	106	3.31
	2014-2015	407	121	3.36
English (Hons.)	2011-2012	315	60	5.25
	2012-2013	329	65	5.06
	2013-2014	409	51	8.02
	2014-2015	428	67	6.39
History (Hons.)	2011-2012	308	53	5.81
	2012-2013	387	56	6.91
	2013-2014	392	52	7.54
	2014-2015	419	45	9.31
Education (Hons.)	2011-2012	--	--	--
	2012-2013	--	--	--
	2013-2014	--	--	--
	2014-2015	--	--	--
Pol. Science (Hons.)	2011-2012	105	43	2.44
	2012-2013	185	38	4.87
	2013-2014	110	22	5.00
	2014-2015	76	11	6.91
Geography (Hons.)	2011-2012	287	25	11.48
	2012-2013	311	24	12.96

	2013-2014	300	29	10.34
	2014-2015	386	35	11.06
Sociology (Hons.)	2011-2012	48	23	2.09
	2012-2013	57	27	2.11
	2013-2014	67	17	3.94
	2014-2015	46	11	4.18
B. Com. (Acc.) (Hons.)	2011-2012	05	05	1.00
	2012-2013	04	04	1.00
	2013-2014	07	07	1.00
	2014-2015	08	08	1.00
B.A. (General)	2011-2012	979	979	1.00
	2012-2013	735	735	1.00
	2013-2014	984	984	1.00
	2014-2015	1025	1025	1.00
B.Com. (General)	2011-2012	01	01	1.00
	2012-2013	01	01	1.00
	2013-2014	04	04	1.00
	2014-2015	03	03	1.00

This scenario has made an impact particularly in this rural college where number of students is increasing and their dreams are to be teacher in future. The students of Defence studies get priorities in contractual and permanent services of defence line. At the same time, School Service Commission impacts on the students to select the school level subjects. For that reason the demand of the school level subjects in college are increasing and that of other subjects like Sociology, Commerce, Political Science are decreasing.

2.2	**CATERING TO STUDENT DIVERSITY**
2.2.1	How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

The college always conscious about the needs of differently-abled students whenever they come across in the notice the administration. The concerned teacher brings the matter to the Principal and Governing Body also formulates necessary plans and policies in compliance with the applicable Government orders issued from time to time.

The college extends the following incentives/opportunities:

- Reservation of seat at the time of admission. The admission process, highlytransparent and there is no discrimination.
- College allows writer for students with functionally and visually-challenged inthe examination hall.
- Also, the college allows extra time to the differently abled candidates as directed by the University.
- Special counseling/lecture sessions is occasionally arranged for thesedifferently-abled students.

2.2.2	Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, The college mainly assesses a student on the basis of his previous results and other records. University authorities issued guidelines to the affiliated colleges for admission to different courses. Apart from these, Academic Committee of the College frames few more stringent rules to get a core subject in a certain course. The Academic Committee advises to emphasize the following for assessment at the time of admission:

- Academic and Co-curricular Records,
- Intention and Interest to learn the course,
- Specific aim in life,
- Social and economic background

Before their commencement of the academic programme, the college organizes counseling sessions with the students at the time of admission. Each and

every department interacts with the students to understand the knowledge base and skills of the students.

2.2.3 *What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?*

The College is situated in the remote and backward place of the district of Murshidabad, the border area of Bangladesh. A good number of students admitted come from remote villages and belong to poor socio-economic background. They have interest to learn but do not adequate financial support. Most of them are weak in communication skill also. In this regard the college takes the following strategies:

- Slow learners are identified.
- Bilingual explanations in classroom lectures and discussions.
- Remedial classes are taken in each session for the under prepared students.
- Simplified books are recommended to them.
- Special theoretical and tutorial classes are arranged for them.

2.2.4 *How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?*

Rani Dhanya Kumari College is a co-educational institution offering multidisciplinary course options. The students coming to this college are mainly of the remote and rural families; with vast majority farmer and fishing communities. Taking into consideration the socio-economic background of the students, attention is given to impart education by conglomerating moral, ethical, environmental values along with a deeper understanding of the subject. In doing the same, the college organizes short programme on superstition, character building etc. NSS unit-1 and Unit-2 organize various programmes like World Aids Day, Independence Day, Republic Day, Netaji's Birth Day, Blood Donation Programme etc.

Campus cleaning and plantation programme are regularly done by NSS volunteers. They give adequate attention on issues of environmental awareness.

In some NSS camps and NCC progammes student volunteers, non-teaching staff, teaching faculties avail the opportunities of working together for the people of adjoining areas of the college.

2.2.5 *How does the institution identify and respond to special educational / learning needs of advanced learners?*

The college has a well equipped library to which the advanced learners can

have easy access.. Special coaching is provided for advanced learners and faculty members interact with them whenever they need the help.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The college collects information about the academic performance of students at risk of dropout through class lectures and internal assessment test. Immediate steps are taken on the basis of such information to check and minimize the dropout rate among students of disadvantaged sections.

SUPPORTS PROVIDED BY THE COLLEGE :

➢ Students' behavior and attitude inside and outside the campus.
➢ Involvement in co-curricular activities.
➢ With the use of previous academic record and marks obtained in the class test, teacher identifies a slow learner.
➢ Personal, academic and social counseling.
➢ Special and remedial classes are organized for slow learners.
➢ Free books from student welfare fund and financial assistance are provided.
➢ Scholarships of Govt. of West Bengal and Govt. of India are provided.

2.3 **TEACHING-LEARNING PROCESS**

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

ACADEMIC CALENDER: 2014-2015

MONTH	EVENTS
JULY	Admission and Commencement of Classes for Part-I, Part-II and Part-III students
AUGUST	Admission process going on
SEPTEMBER	1. Last month of Admission/Enrolment of Part-I, Part-II and Part-III 2. Last month of Change of subject/stream/course of Part-I

	3. Last month of Submission of Registration form to K.U without late fee of Part-I
OCTOBER	1. Last month of Submission of Registration form to K.U with late fee of Part-I 2. Puja Holidays
NOVEMBER	Mid-term Examination
DECEMBER	Publication of Result of Mid-term Examination
JANUARY	Part-III Test Examination (Internal)
FEBRUARY	1. Publication of Result of Part-III Test Examination 2. University Examination form fill up of Part-III
MARCH	1.Part-II Test Examination (Internal) 2. Part-III Final University Examination
APRIL	1. Part-I Test Examination (Internal) 2. Publication of Result of Part-II Test Examination 3. University form fill up of Part-II
MAY	1. Publication of Result of Part-I Test Examination 2. University form fill up of Part-I 3. Part-II Final University Examination 4. Summer-recess and University Examination
JUNE	1.Part-I Final University Examination 2. Summer-recess and University Examination

Teaching plan: At the commencement of the teaching-learning process, first day of the session the Principal, Secretary of Teachers' Council and other senior faculty members address the new comers regarding teaching-learning methods and rules of the college. The syllabus (for all subjects) provided by the university contains the number of classes to be required for each topic. At the commencement of the class, Head of the Department and faculty members inform the students about the number of lectures to be delivered for the topic concerned. The teachers also would know the time frame for teaching-learning from the current year. The college has introduced its own academic calendar comprising the information about time and number of classes, time for internal assessment, etc.

Evaluation blue print: Academic committee prepares time frame for conducting exam schedule (internal assessment), evaluation schedule and marks submission schedule. This enables the faculty members and examinees to know about the time frame for completion of process of evaluation and results.

- Schedule of college and university examination is given in the college website and notice board at the beginning of the year as guided by the university.
- Academic committee as a whole and each department in particular evaluate the performance of the students after each test of internal assessment and take suitable steps for the betterment of performance of the students.
- Students having poor performance undergo remedial coaching and special tutorial classes. The final evaluation is done by the university through its own examination procedure.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

In compliance with the guidelines as prescribed by the NAAC, Internal QualityAssurance Cell (IQAC) has been formed in our college and its composition is as follows:

Dr. Ajoy Adhikary : Principal in Chairperson
Dr. Malay Kumar Ghosh : Co-ordinator
Dr. Subhasis Chakravarty : Teachers' Representative
Sri Ashis Kumar Debnath : Teachers' Representative
Dr. Mousumi Chakraborty : Teachers' Representative
Sri Subhajit Das : Teachers' Representative
Dr. Jhikmik Kar : Teachers' Representative
Dr. Sukumar Mal : Management Representative
Sri Samir Ghosh : Representative of Local Society
Sri Nirmal Kumar Dutta : Alumni Representative
B. D. O. Lalbag : Administrative Representative

The IQAC plans and supports effective implementation for quality management for teaching-learning process.

- It supports the organization to arrange more seminars, inter –discipline interaction, workshops etc. to increase awareness on social and academic issues.
- It suggests the system of teachers evaluation by students aiming for improving the overall quality of the college.

- It always takes care for improving infrastructural facilities in terms of space, equipment, laboratories etc.
- It emphasizes parent-teacher meetings for exchange of ideas relating to teaching-learning process.
- IQAC also plans for exchanging ideas and options with headmaster/headmistress of schools in surrounding areas regarding methodologies of teaching – learning process.
- It facilitates & support for inter-disciplinary programmes, faculty development programmes and research utilities.
- IQAC also appreciates, encourages and provides supports required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Teachers always want to adopt a student centric approach inside the class room. From the very first class in each session every student is guided, inspired, motivated and corrected for channelizing his or her energy. All are made to prepare them to face the world today. Along with this professional attitude, some basic human values are inculcated in them to become morally upright and socially responsible human resource of tomorrow.

- Teachers are trying for developing a sense of inter-disciplinary attitude among the students. They want to motivate the students to interact with the teachers so that their understanding gets more matured and can exchange their thoughts and ideas.
- Teachers help the students to get the pleasure of learning through collaborative exercises. In this pursuit certain collaborative programmes with other institution have taken place in our college.
- Faculty members always try to make the students confident and self-sufficient so far as the issue of independent learning is concerned.
- In addition, the college also encourages independent learning by way of providing internet facilities to all the teachers, staff members and students, in general, to update their knowledge-base independently in their respective field.

2.3.4	How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

By organizing debates, quiz contest, seminar etc., the college encourages critical thinking among the students, in which students can explore new ideas having a chance to listen the view of eminent academicians particularly in the seminar. The teachers motivate the students in writing essays for publication in the annual magazine and wall magazine for embracing creativity. Teachers also make interest among the students to nature creativity by providing guidance in preparing project work, Cultural programmes, drama etc. Project based learning is encouraged where each student try to contribute his own originality. Scientific thoughts are developed among the students in different theoretical and practical classes.

2.3.5	What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The use of modern multimedia teaching aids like multimedia projections, Internet enabled computer system is usually used as effective teaching. The students are given opportunities in using internet facilities in the library also. Apart from these the faculty members use Internet with Laptops, Tablets and Mobiles for getting information through Wi-Fi in the college.

2.3.6	How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- National and Departmental seminars on various contemporary issues organized where students and faculty members are getting the opportunities to interact and thereby students can enhance their knowledge base.
- Some departments like Geography, Sociology, Education organize field work and excursion programmes every year which help the students and teachers to improve the skills and capabilities.
- Students are encouraged to take part in wall magazine, college magazine published by students unions which enhance the creative skills of the students.
- Workshop in the dept. of commerce is a part of the syllabus where interaction with students of other institutions takes place.

- The college library subscribes various journals and newspapers relating to different field of subjects, which provides information not only about subject field but also about socio-economic issues. Students are exposed to different thoughts and ideas.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling / mentoring / academic advise) provided to students?

- Head of the department along with faculty members advise students to choose stream.
- In each department the teachers make arrangements for remedial classes for slow learners.
- Special tutorial classes are arranged for a few students who belong to an advanced stage and have much interest.
- Addressing and counseling those who are basically the first generation students with some problems.
- Financial help is provided to the needy students through different scholarships.
- Career guidance is given by teachers of concerned departments. A cell has been working in the college to guide the students about job opportunities, professional courses and higher studies.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

A massive infrastructural development has been taken place during last few years to boost the teachers in adopting innovative methods of teaching. The college has provided computer with internet facility to all the Teachers to keep place with the latest development in their respective field of study. Beside this, the college has classrooms with Green boards with audio facilities. The college has 24X7 broadband internets connection, several licensed soft-wares are available. There is a positive impact of such innovative practice on the students, learning, particularly, in the field of better understanding of the subject matter, scientific reasoning, presentation, communication and personality development.

2.3.9	How are library resources used to augment the teaching- learning process?

The college library subscribes different journals related to different subjects of job oriented matter. Books and journals are regularly purchased to improve the teaching-learning process. Internet / software are accessible to teachers and students. Number of daily newspapers and bulletin on job information and new courses are made available to students. Question papers of university examinations are kept in an organized way for the benefit of the students. Additional books are issued to students belonging to advanced category.

2.3.10	Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The institution does not face any challenge to complete curriculum within the planned time frame and calendar. Teachers do try sincerely to complete the syllabus within the constrain by taking additional and tutorial classes. During last four years except a few scanty incidents, we did not record any incidence of teaching days lost abnormally.

However, our teachers by taking additional classes try to compensate the loss and complete the curriculum within a planned time frame.

2.3.11	How does the institute monitor and evaluate the quality of teaching learning?

The college monitors and evaluates the quality of teaching learning through IQAC. The IQAC gets information on such issues from all stakeholders.

- If any sort of deficiency is found about faculty members, the teacher concerned is made alert so that he or she can improve himself or herself.
- Evaluation of teacher is made by the students and the feedback of the students is arranged by IQAC for improving teaching-learning process.
- The Principal meets regularly with the heads of the departments for improving teaching-learning process. Collecting the feed-back in this way the Principal personally talks to the teacher concerned, if necessary for improving the quality of teaching
- Academic committee meets regularly to review the performance of the teachers.

2.4	**TEACHER QUALITY**
2.4.1	Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human

resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D. Litt.							
Ph. D.					02	02	04
M. Phil.					01	--	01
P. G.					01	--	01
Temporary Teachers							
Ph. D.							
M. Phil.							
P. G.					07	05	12
Part-time Teachers							
Ph. D.							
M. Phil.					01	01	02
P. G.					07	04	11

Permanent teachers are employed as per UGC norms and rule of Govt. of West Bengal. Appointment of full time teachers including principal of affiliated colleges is made in accordance with the guide lines of West Bengal College Service Commission act 1978 (West Bengal Act XII of 1978).

Pie-Graph of Teacher Quality: Male (Assistant Professor):
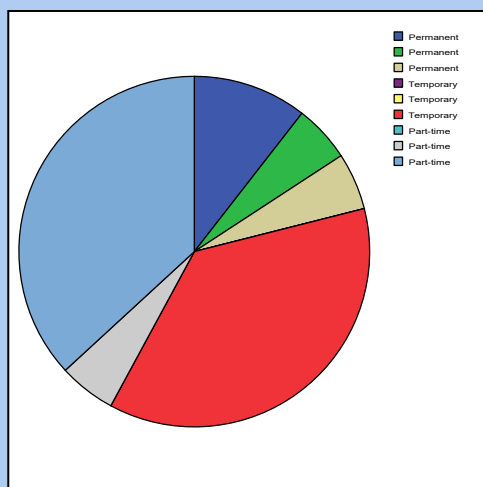
Pie-Graph of Teacher Quality: Female (Assistant Professor):
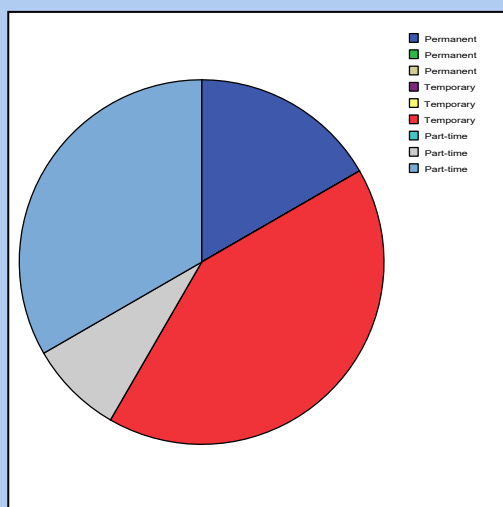
Bar Graph Category-wise Teacher Quality:
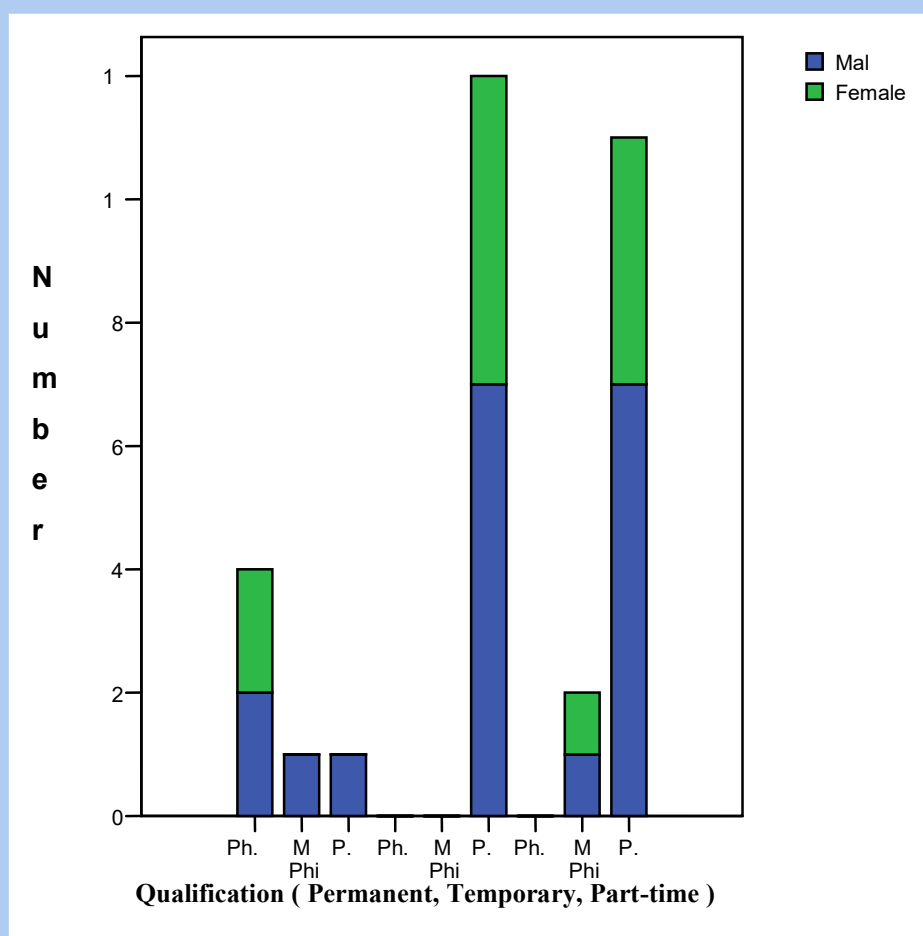
Part time teachers are appointed by the college (Where faculty position lies vacant due to retirement of any teacher) according to the norms framed by the Govt. of West Bengal (higher education dept). Sometimes, the college appoints guest teacher in need based areas following norms of department of higher education, Govt. of W.B.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Biotechnology and Bioinformatics etc. have not yet been introduced in this college. However, the college has provided computers with interment facility to all the teachers so that they can get themselves acquainted to cope with the growing demand of information technology.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes:

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	02
HRD programmes	Nil
Orientation programmes	02
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer/winter schools, workshops, etc. Short Term Course	02

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- **Teaching learning methods/approaches**

Basically chalk and talk along with green board is followed. But teachers are trying to use ICT-based method.

- **Handling new curriculum**

With the introduction of new curriculum teachers are preparing themselves with the new situation. For operation of teaching in Education (UG course from session 2015-16), is not a problem as the permanent teacher has been appointed through WBCSC on September, 2014.

- **Content/knowledge management**

Not Applicable

- **Selection, development and use of enrichment materials**

The authority has planned to train the teachers for power point presentation and staff member with latest technological equipment, Internet Access in library Computer.

- **Assessment**

Students' assessment is made regularly through the test of internal assessment. Teachers' evolutions by the students are also made for promoting healthy teaching learning process. The system of self-assessment reflecting performance of the faculties in the area of academic, administrative and extension activities are considered for the promotion of the faculty.

- **Cross cutting issues**

Emphasis is given on different cross cutting issues like environmental education, climate change, gender related factors, human rights, ICT either within the curriculum or as measure of exposure towards community development through the NCC and NSS wings of the college.

- **Audio Visual Aids/multimedia**

Most of the faculties are acquainted with the system of using audio visual aids like LCD projector, computer with internet facility relevant software packages like SPSS for preparation of teaching learning materials.

- **OER's(Open Education Resources)**

The college provides open internet facility through network. Educational resources (e-journals) are made available from existing computers. Other educational resources like textbooks, references and study materials are also available from the library when teachers can easily access without any kind of restriction.

- **Teaching learning material development, selection and use**

The Teachers of this college develop their materials by getting books from library, computer with internet access and his/her personal books.

c) Percentage of faculty:

∗ invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: 10%

∗ participated in external Workshops / Seminars / Conferences recognized by national/ internationalprofessional bodies: 90%

∗ presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies: 50%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

☐ The Principal always encourages research aptitude among the teachers and students in all possible ways.

- The college tries to provide necessary infrastructure and fund to organize national and state level seminars and lectures.
- The college promotes all sorts of facilities and encouragement for minor research projects.
- The governing body encourages and gives enough facilities by providing study leave to complete Ph. D. research work.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

No such award has received by any of our faculty during last five years.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the college has introduced the system of evaluation of teachers by the students in the recent past through a feedback form. The Principal takes initiatives in this matter. The feedback from guardian is also sought in the parent- teacher meeting.

At the end of every academic year a feedback form is supplied to the students in the prescribed format to put their opinion /comment on the teaching skill another related matters in respect of individual teachers. Due importance is given on the students feedback for improving the quality of teaching.

2.5   EVALUATION PROCESS AND REFORMS

2.5.1   How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Evaluation methods and examination schedule is given in detail at the time of commencement of course and also in the Academic calendar (2014-15) at the beginning of session.

o   Regular notification regarding preparation of question for internal assessment, dates & time of tests, submission of marks preparation of tabulation work is also a feature of the teaching learning and evaluation process of the institution.

2.5.2   What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college is affiliated to University of Kalyani and the examination reforms under 1+1+1 system introduced by the university. Changes in syllabus are applicable to the college. The examination for (Part I, II &III) 3 year degree course is now held after completion of each year as Part-I, Part-II and Part-III examination. The college cannot actively implement any examination reform although suggestions on the issues can be conveyed to the university or the meeting can be attended called by Honorable V. C. at University which in turn helps the university authorities to reshape the syllabus and evaluation system.

Detailed information about the process of examination and time schedule is given to the students through academic calendar and daily notices.

2.5.3   How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Detailed information about the evaluation method and time schedule is given in the prospectus at the time of the admission. Regular notification about internal assessment is made as part of the teaching learning and evaluation process.

2.5.4   Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively

impacted the system.

A continuous evaluation process is essential in an educational institution for development of the students. Formative evaluation can be used by a teacher to improve or change his/her teaching style to make the class more impressive and interesting as well as to improve the achievement of the students. This college usually conducts the formative assessment of students in various ways like:

- Home assignment on the topic covered in classes.
- Presentation of a topic in the class.
- Class interactions.
- Unit test after completion one or two units of the assigned syllabus.
- Case studies or project preparation for university examination.
- Written test taken frequently on a conceptual topic.
- Organization of cultural programmes.
- Leading role or interest in N.S.S if opted for.
- Participation on different activities on N.C.C if opted for.

Summative assessment

There are three summative assessments during the tenure of a full course of a student and the examinations are held in other colleges. This assessment results to a value in due course of time. After the completion of examination of UG degree the university collects all those scripts and makes arrangement for evaluation at the university or distributes the answer scripts for evaluation at home to the assigned examiners. In the evaluation process answer script are evaluated by one teacher, then scrutinized by another teacher and the total evaluation is verified by the head examiner. After publication of result, if any student finds any anomalies in the award of marks, he can opt for revaluation with some restriction or apply for viewing answer script through RT Act within the stipulated time prescribed by the university.

| 2.5.5 | Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc. |

Internal Assessment test are arranged by the teachers in their particular subject after completion of one or two units of the syllabus. Students have been very much sincere in internal assessments as those tests reflect their preparation on regular

basis.

The students are addressed individually regarding their performances in internal tests of the college. The Secretary of the Teachers' Council and the academic committee always monitor the process of these tests. Class attendance, class assignments, scores in internal assessment are taken into consideration for assessing a student. Their behavioral patterns inside the campus, independent learning and communication skills are given proper weightage while assessing their performance as whole.

The college has given due stress on teaching – learning process in case of all disciplines. Subjects which provide job opportunities in rural environment like ours (Bengali, English, Geography, Defence Studies & Physical Education) are mostly liked by the students.

2.5.6	What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The teachers of this college are aware of their responsibilities and obligations to the society. They work hard to impart moral, cultural, intellectual and social knowledge among the students. The college tries to enable the students to mould their personalities and make them confident about their abilities. The college strives to make the students as responsible citizens of India.

2.5.7	What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The students are addressed individually regarding their performance in internal assessment. The answer scripts are shown them. If the teacher thinks for letting them know about their draw backs and suggestions are given to improve their performance. The college has nothing to do for the final university examination is concerned. But if any student wants to review his papers, the college does all the formalities on its own.

 The college adopts a student friendly atmosphere to do all the formalities in cases of review and re-evaluation etc. So the students have not to go to the university. All such works are done by the college.

2.6.	**STUDENT PERFORMANCE AND LEARNING OUTCOMES**
2.6.1	Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The college has stated learning outcomes in its vision and mission statement on the website and also in the prospectus. The college has the motto of maintaining heritage and tradition with a vision of accepting modernity without damaging the basics. By grooming its students into confident, well-equipped, culturally sound, socially modern and globally competent persons, the college translates bearing outcomes in to reality.

The students and staff are made aware of these through:

- Notification are made available to students and teachers about latest development in academic world.
- Circular of the university and Govt. of W. B. in the notice board.
- All notices and circular are uploaded in the college website.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme ? Provide an analysis of the students results/achievements (Programme / course wise for last four years) and explain the differences if any and patterns of achievement across the programmes / courses offered.

The institution through its academic committee monitors the progress and performance of students on regular basis. The Principal is also kept informed about the performance of the students throughout the duration of the course.

o   Attendance and regularity of the students are maintained through class register and is maintained regularly.
o   Parent-teacher meetings are organized.
o   Student-teacher interaction in and outside the classes are held.
o   University results are reviewed and analyzed in the meeting of the Academic committee.

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching – learning and assessment strategies of the college are to facilitate the achievements of the intended learning outcomes through:

- Well equipped laboratories
- Well equipped library
- Specious and airy class rooms

- Class lectures, regular internal assessment, group discussion and interactive practices
- Audio – visual teaching aids.

2.6.4 **What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

The college laboratories and library help the students to develop innovation and research aptitude. The N.S.S. Unit-I & II regularly take up programmes to enclose the degree of social commitment of the students. The N.C.C. wing helps the students to get services of Volunteers of W.B. Govt. Police. The teachers help the students to participate in State or National Level Seminar to be held within or outside the college.

2.6.5 **How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The college along with the IQAC collect and analyze the data on student learning outcomes-

- ➢ To find advanced and slow learners and plan separate steps from them.
- ➢ To improve learning outcomes of all the students.
- ➢ Teachers of different subjects check the attendance of the students and their responses in the classes and takes necessary steps suitable for the students.
- ➢ Performance of the students in Internal Assessment and University Exam are analyzed in the IQAC and Academic Committee meetings.
- ➢ To remove learning barriers by assigning remedial classes, tutorial classes, counseling etc.

2.6.6 **How does the institution monitor and ensure the achievement of learning outcomes?**

The IQAC and Academic Committee monitors and ensures the achievement of learning outcomes –

- o Finding slow and advanced learners and adopt separate appropriate steps.
- o Conducting internal assessment test on regular basis.
- o Holding class discussion.
- o Encouraging to interact move.
- o Taking remedial classes.

	o Analyzing feedback of the students.
2.6.7	Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The teachers use the following assessment of learning objectives and planning:

- ➢   Internal assessment
- ➢   Attendance of the students
- ➢   Classroom performance
- ➢   Behavioral Patterns
- ➢   Ability to communicate
- ➢   Clear understanding of the subject
- ➢   Activities and performance in NSS, NCC, Sports and Cultural activities
- ➢   Certificate, books, cash prize etc. are given to students for motivation and encouragement.

The college helps to attain the objectives in the following manner:

- o   Creating an education-friendly atmosphere,
- o   Providing the required infrastructure,
- o   Giving appointment of competent faculty members,
- o   Encouraging to participate in games and sports and in other events,
- o   Organizing cultural programmes to motivate students,

CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

3.1   PROMOTION OF RESEARCH

3.1.1   Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Being an undergraduate institution the college does not have any recognized research centre.

3.1.2   Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

There is Research Committee comprising of the

- Principal (Chairperson)
- 3 Assistant Professors (teaching faculty)

The committee considers the several research proposals for submission for Minor Research Project and monitors the progress made in ongoing research projects.

3.1.3   What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

§   Autonomy to the principal investigator
§   Timely availability or release of resources
§   Adequate infrastructure and human resources
§   Time-off, reduced teaching load, special leave etc. to teachers
§   Support in terms of technology and information needs
§   Facilitate timely auditing and submission of utilization certificate to the funding authorities
§   Any other

All the above criteria are fulfilled along with

i)   24 hrs. Internet facility.
ii)   Computers with internet in teachers' room.
iii)   Higher level Books and Journals for every subject in the Library.

3.1.4   What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Although research by the students is not the prime focus of an undergraduate college, few departments within their limited scope   take the initiative to imbibe research temperament in students by involving them in different project works.

Some of the teachers while having class teaching try to imbibe research mind amongst the students by way of raising problem, solving issues and encouraging the students for research activities in future.

3.1.5   Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

MINOR RESEARCH PROJECT

Sl no	Name of the Faculty	Department	Research Area	ID	Amount Sanctioned with Dates
1	Prof. Sagar Chowdhury	Economics	Humanities	PHW-104/06-07	15.01.07. RS 62,000
2	Dr. Ananta Mohan Mishra	Commerce	Tourism Development	PHW-103/06-07	15.01.07.-RS 80000 20.03.09.-Rs 20000
3	Prof Ashis Kumar Debnath	Education	Special Education	Applied for minor research project 2015-16	NA
4.	Dr. Jhikmik Kar	Geography	Socio-cultural Geography	Applied for minor research project 2015-16	NA

FACULTY WHO HAVE BEEN AWARDED PhD/MPhil. DEGREE IN POST ACCREDITATION PERIOD:

SL NO	NAME OF THE FACULTY	DEPARTMENT	YEAR	UNIVERSITY	DEGREE
1.	DR MOUSUMI CHAKRABORTY	BENGALI	2006	BANARAS HINDU UNIVERSITY	Ph.D.
2.	DR AJOY ADHIKARI	COMMERCE	2007	NORTH BENGAL UNIVERSITY	Ph.D.
3.	DR.ANANTA MOHAN MISHRA	COMMERCE	2008	UNIVERSITY OF KALYANI	Ph.D.
4.	DR. SUBHASIS CHAKRAVARTY	COMMERCE	2010	UNIVERSITY OF CALCUTTA	Ph.D.
5.	DR JHIKMIK KAR	GEOGRAPHY	2011	UNIVERSITY OF CALCUTTA	Ph.D.
6.	DR MALAY KUMAR GHOSH	COMMERCE	2013	UNIVERSITY OF KALYANI	Ph.D.
7.	PROFASHISKUM ARDEBNATH	EDUCATION	2009	N.S.O.U.	M.Phil
8.	SMT MONIKUNTALA BASU	BENGALI	2010	UNIVERSITY OF CALCUTTA	M.Phil.
9.	SRI ABUSINA BISWAS	ENGLISH	2012	C.M.J. MEGHALAYA	M.Phil.

FACULTY PERSUING PhD/MPhil. IN POST ACCREDITATION PERIOD

SL NO	NAME OF THE FACULTY	DEPARTMENT	UNIVERSITY
1.	PROF ASHIS KUMAR DEBNATH	EDUCATION	UNIVERSITY OF KALYANI
2.	SMT MONIKUNTALA BASU	BENGALI	VISVA BHARATI

3.1.6 Give details of workshops / training programmes / sensitization programmes conducted /organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

SL NO	NATURE OF THE PROGRAMME	TITLE OF THE PROGRAME	DATE
1.	UGC SPONSORED ONE DAY WORKSHOP, ORGANISED BY THE CAREER AND COUNCILLING CELL	"AVENUES OF CAREER BUILDING: SCOPE AND REALITY"	11.02.2012.
2.	UGC FUNDED ONE DAY PROGRAMME FOR THE DEVELOPMENT ASSISTANCE FOR UNDERGRADUATE EDUCATION	"HIGHER EDUCATION IN INDIA:CHALLENGES AND PROSPECT"	01.08.2012.
3.	UGC SPONSORED ONE DAY SEMINAR (STATE LEVEL)	"MANAGEMENT OF HUMAN RESOURCES": DEVELOPMENTS AND PROSPECTS	25.09.2010.
4.	NATIONAL LEVEL ONE DAY PROGRAMME CELEBRATING EARTH DAY	"CHALLENGES BEFORE OUR PLANET"	30.04.2009.

DEPARTMENTAL SEMINARS FUNDED BY UGC UNDER COMPETENCE BUILDING INITIATIVES IN COLLEGES (HEAD 31)

1	DEPARTMENT OF EDUCATION	AWARENESS OF EFFECTIVE LEARNING IN HIGHER EDUCATION	24.11.15.
2.	DEPARTMENT OF BENGALI	"BANGALIR RAMAYAN CHARCHA"	27.11.15.
3.	DEPARTMENT OF POLITICAL SC AND SOCIOLOGY	VIOLENCE AGAINST WOMEN: RAPE MURDER SEXUAL HARASSMENT- A PSYCHOSOCIAL ANALYSIS	02.12.15.
4.	DEPARTMENT OF ENGLISH	TEXT ON TEXT: REREADING SHAKESPEARE	03.12.15.
5.	DEPARTMENT OF GEOGRAPHY	MAN AND ENVIRONMENT: STRUGGLE FOR EXISTENCE	04.12.15.
6.	DEPARTMENT OF HISTORY	MURSHIDABAD REGION: CENTRE STAGE OF TRANSITION FROM PRECOLONIAL TO COLONIAL PERIOD IN INDIAN SUBCONTINENT	12.12.15.
7.	DEPARTMENT OF COMMERCE AND ECONOMICS	INTRODUCTION OF NEW ECONOMIC POLICY AND DEVELOPMENT OF FINANCIAL MARKET IN INDIAN CONTEXT	18.12.15
8.	DEPARTMENT OF DEFENCE STUDIES AND PHYSICAL EDUCATION	IMPORTANCE OF PHYSICAL FITNESS IN ARMED FORCES	22.12.15

SEMINAR ON HUMAN RIGHTS FUNDED BY UGC UNDER HUMAN RIGHTS AND DUTIES IN EDUCATION (HEAD 31)

SL NO	NATURE OF THE PROGRAMME	TITLE OF THE PROGRAME	DATE
1.	SEMINAR ON HUMAN RIGHTS FOR THE STUDENTS	CHANGING DIMENSION OF TERRORISM AND VIOLATION OF HUMAN RIGHTS	26.11.15.

3.1.7 Provide details to prioritized research areas and the expertise available with the institution.

Being an undergraduate institution, our college does not have any research centres but the individual faculties are involved in active research.

SL NO	DEPARTMENT	PRIORITIZED RESEARCH AREAS
1.	COMMERCE	HUMAN RESOURCE DEVELOPMENT, MARKETING AND MUTUAL FUND, LAC INDUSTRY
2.	ENGLISH	DRAMA, NOVEL AND POETRY
3.	BENGALI	JUVENILE LITERATURE, DRAMA, COMPARATIVE LITERATURE, FOLKLORE
4.	HISTORY	HISTORIGRAPHY
5.	GEOGRAPHY	SOCIO-CULTURAL, ADVANCED GEOMORPHOLOGY,RELIGION GEOGRAPHY
6.	EDUCATION	SPECIAL EDUCATION,EDUCATIONAL PSYCHOLOGY (CREATIVITY)
7.	DEFENCE STUDIES	NATIONAL SECURITY
8.	SOCIOLOGY	SOCIO-ECONOMIC CONDITION

3.1.8	Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college organizes seminars and workshops whereby eminent scholars are invited to deliver lectures, disseminate their research topics and interact with teachers and students.

3.1.9	What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

NA

3.1.10.	Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Project works and field surveys (door to door socio-economic survey) are conducted every year by the departments of geography, environmental science, sociology which helps the students to have an idea of the research activities and research methodology.

Details of Area Studied for Project/Field Work for Honours students

S L N o.	For the academic Session	Year of conduction	Supervision	Place surveyed			
				Name of the Mouza/ Ward	Municipality /C D Block/Taluka/Mandal	District	State
1.	2008-2009	2008	-	-	-	-	-
2.	2009-2010	2009	Azim Ali, Suman Kundu	Amaipara	Azimganj	Murshidabad	W.B.

3.	2010-2011	2010	Azim Ali, Prasenjit Mondal	LalKuthi	Azimganj	Murshidabad	W.B.
4.	2011-2012	2011	Sanjib Biswas, Azim Ali		Karnasubarna	Murshidabad	W.B.
5.	2012-2013	2012	Sanjib Biswas, Azim Ali	Radhakrishnapur (Lalgola Part 3)	Lalgola	Murshidabad	W.B.
6.	2013-2014	2013	Sanjib Biswas, Tarikul Islam	Malipara mauza	Bhagobangola	Murshidabad	W.B.

3.2   RESOURCE MOBILIZATION FOR RESEARCH

3.2.1   What percentage of the total budget is earmarked for research?
Give details of major heads of expenditure, financial allocation and actual utilization.

Research activities are generally based on personal initiatives guided by IQAC and hence research projects are generally financed by the UGC which are carried out by faculty members and the college extends infrastructural facilities to them. The institute with its limited resource extends fund to conduct survey oriented research works by various departments.

3.2.2   Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The state government fund management convention does not allow such venture.

3.2.3	What are the financial provisions made available to support student research projects by students?

Limited fund is released for survey related student research from college fund.

3.2.4	How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The IQAC appreciates that interaction between various departments with regard to their respective research activities can inculcate a strong research ambience in the institution.

Two new proposals have been submitted for conducting two national seminar in collaboration with the departments concerned:

a)   Education and Bengali

b)   Geography and English.

3.2.5	How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The students of Geography department make use of laboratory equipment for practical work and preparation of laboratory books.

Books, equipment and instruments used by teachers during UGC Minor Research Projects are made available by them to the college to enable others to use them effectively.

3.2.6	Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Our college has been established in the year 1962. The college has gradually extended its base since inception. To update its existing curriculum, the college generally applies for development grant on several important aspects to the UGC during the various plan periods; the institute has not received any special grants or finances from the industry or other beneficiary agency especially for developing research facility.

3.2.7	Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects	Details given in 3.1.5					
Major projects	NONE					
Interdisciplinary projects	NONE					
Industry sponsored	NONE					
Students' Research projects	NA					
Any other (specify)						

3.3   **RESEARCH FACILITIES**

3.3.1   What are the research facilities available to the students and research scholars within the campus?

The college being an undergraduate institute does not have any scope of providing research facilities.

The college does not have research scholars either.

3.3.2   What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Being an undergraduate college research is not the prime focus. But the infrastructure of the college is sufficient to promote and encourage students and staffs for research activity.

3.3.3	Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/facilities created during the last four years. The college has never received any special grants/ finances from the industry or others beneficiary agency for developing research facility.
3.3.4	What are the research facilities made available to the students and research scholars outside the campus/other research laboratories? Not applicable
3.3.5	Provide details on the library/information resource center or any other facilities available specifically for the researchers? The institution is furnished with valuable books available within the library. Internet facilities is available within the library for online books and journals. The teachers' room is also enriched with internet facility and it also falls within the wifi zone where a faculty can work using their personal laptops. Photocopy facility is available to meet the requirement of the researcher (teaching faculties). UGC Resource Network system is established in the college to facilitate the faculties for this purpose.
3.3.6	What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc. Not applicable.
3.4	RESEARCH PUBLICATIONS AND AWARDS
3.4.1	Highlight the major research achievements of the staff and students in terms of ∗ Patents obtained and filed (process and product) ∗ Original research contributing to product improvement ∗ Research studies or surveys benefiting the community or improving the services ∗ Research inputs contributing to new initiatives and social development

Minor research projects undertaken by the faculties have contributed greatly to community development.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No, the institute does not publish or partner in publication of research journal

3.4.3 Give details of publications by the faculty and students:
* Publication per faculty
* Number of papers published by faculty and students in peer reviewed journals (national / international)
* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Please refer to individual faculty profile in departmental report for publication details.

3.4.4 Provide details (if any) of
* research awards received by the faculty
* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
* incentives given to faculty for receiving state, national and international recognitions for research contributions.

Please refer to individual faculty profile in departmental report for details.

3.5 **CONSULTANCY**

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The college does not yet have any system for establishing institute-industry Interface.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college does not yet have any policy to promote consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college does not yet have any policy to encourage the staff to utilize their expertise for consultancy activities/ services.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Being an undergraduate institute the college does not have any scope for providing consultancy services and generate revenue from it.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Nil

3.6 **EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The college promote institution-neighbourhood- community network and student engagement in various ways;

1. Every year 2 neighbouring villages are adopted by the NSS unit (2units) of our college.
2. The institute has 1 unit having 160 NCC Cadet in a year under the command of 1 NCC Officer.

3.   Blood donation camp is organized every year with the joint effort of the NSS as well as NCC battalion.

4.   Different Awareness Camps are also organized by the NSS and NCC units of our college.

The Awareness Programmes are about:

a)   POLIO

b)   AIDS

c)   THALESEMIA

d)   ANTI TOBACCO

e)   WOMEN HEALTH

5.   The NCC unit also actively participates and attend various national level awareness programme and camps outside the college.

3.6.2 **What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The different units to track student involvement in various social movements/activities include:

a)   NSS

b)   NCC

c)   STUDENTS' UNION

3.6.3 **How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

a)   Regular discussion on academic and administrative performance of the college where the Principal places the follow up report regularly.

b)   Feedback from students and teachers regarding quality of teaching.

3.6.4 **How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

Various outreach programmes are organized by the NSS and NCC unit of the college throughout the year. The NSS has two units (I & II) and has two adopted villages within its sphere.

ALLOCATION OF VOLUNTEERS FOR NSS

ALLOCATION OF VOLUNTEERS	TOTAL	MALE	FEMALE
UNIT I	100	100	
UNIT II	100		100

NSS REGULAR ACTIVITIES (2014-15) (UNIT I & II)

SL NO	NAME OF THE PROGRAMME	PLACE	DATE	NO OF VOLUNTEERS
1.	OBSERVATION OF WORLD ENVIRONMENT DAY	COLLEGE CAMPUS	5.06.14.	175
2.	CAMPUS CLEANING PROGRAMME	COLLEGE CAMPUS	ORGANISED EVERY YEAR	170
3.	PLANTATION PROGRAMME	COLLEGE CAMPUS	20.03.15	170
3.	HUMAN RIGHTS DAY	COLLEGE CAMPUS	10.12.2014.	140
4.	CAREER DEVELOPENT PROGRAMME	COLLEGE CAMPUS	20.03.15.	200
5.	FIRST AID TRAINING PROGRAMME	COLLEGE CAMPUS	21.03.15.	200
6.	OBSERVATION OF WORLD WATER DAY	COLLEGE CAMPUS	22.03.2015.	155
7.	ARANYA SAPTAHO			160
8.	INDEPENDENCE DAY	COLLEGE CAMPUS	EVERY YEAR	160

9	REPUBLIC DAY	COLLEGE CAMPUS	EVERY YEAR	160
10.	BLOOD DONATION MOTIVATION COURCE	COLLEGE CAMPUS	23.03.15.	200
11.	BLOOD DONATION CAMP	COLLEGE CAMPUS	24.03.15.	200
11.	HEALTH CHECK UP PROGRAMME	COLLEGE CAMPUS	23.03.15.	200
12.	ADULT EDUCATION CHILD CARE AND MOTHERHOOD PROGRAM OF ADOPTED VILLAGES			

ALLOCATION OF NCC CADETS

YEAR	SD	SW
1ST	42	18
2ND	42	22
3RD	26	08

NCC REGULAR ACTIVITIES (2014-15)

SL NO.	NAME OF THE PROGRAMME	PLACE	NO OF CADET
1.	OBSERVATION OF WORLD ENVIRONMENT DAY	RDK COLLEGE CAMPUS	160
2.	INDEPENDENCE DAY	RDK COLLEGE CAMPUS	190
3.	REPUBLIC DAY	RDK COLLEGE CAMPUS	205
4.	CAMPUS CLEANING PROGRAMME	RDK COLLEGE CAMPUS	160
5.	BLOOD DONATION CAMP	RDK COLLEGE CAMPUS	40
6.	AIDS AWARENESS PROGRAMME	RDK COLLEGE CAMPUS	120

7.	ANTI TOBACCO DAY	RDK COLLEGE CAMPUS	125
8.	WOMENS HEALTH AWARENESS	RDK COLLEGE CAMPUS	135

EVENTS:

The college NCC unit organizes Campus Cleaning Programme on 15th August, 23rd & 26th January with the help of the NSS unit.

The NCC cadets participate in different training camps at the national level. Some of these programmes are

a)   RDC- Republic Day Camp

b)   NIC- National Integration Camp

c)   IBC- Inter Battalion Camp

d)   IGC- Inter Group Competition

e)   Army Attachment Camp etc.

BUDGETARY DETAILS FOR THE LAST FOUR YEARS

DATE	FUND FOR REGULAR ACTIVITIES (RS)	DATE	FUND FOR SPECIAL CAMPS (RS)
29.01.10.	13,000	18.03.10.	30,000
18.03.10.	13,000	24.03.11.	45,000
20.01.11.	13,000	14.02.12.	45,000
24.03.11.	31,000	08.03.14.	45,000
21.12.12.	44,000	08.03.14.	4,000
21.12.12.	4,900	08.01.15.	45,000
09.02.13.	22,000	-	-
24.12.13.	45,000	--	--
16.12.14.	22,500	--	-

3.6.5.   **How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

        The college encourages students to become member of NSS units and actively participate in the extension activities organized by the college from time to time.

•   Students of these college enrolled in NCC are treated with special care. As

a result a good number of cadets are able to participate in events both at state and national level.

3.6.6.   Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

o   The NSS (UNIT I &II) undertakes various extension work for the vulnerable and under-privileged sections of the society.

o   The college has its committee for women against sexual harassment for safeguarding the rights of the girl students and female staff of the organization.

3.6.7   Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated

With these extension activities, the students learn the values of social justice; know about their responsibilities as an Indian, the sense of equality and right to speak against anti-social activities. Apart from academic knowledge, they get to learn the values of life, moral duties toward mankind and significance of various days organized worldwide.

3.6.8   How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The NSS/NCC unit of the institution is actively involved in any such activities. Field surveys are conducted from time to time in the neighbourhood adopted villages to know about their socio-economic condition and encourage community participation in various programs like

a)   Blood Donation Camp

b)   Health Check Up Programmes

c)   Child Care and Motherhood Programme

d)   Various Awareness programmes

3.6.9   Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Various extension activities are being carried out by the NSS and NCC units of the college every year for ensuring social welfare and community development.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Not Applicable.

3.7 **COLLABORATION**

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Nil

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Nil

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

No such interactions.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

EMINENT PERSONS WHO VISITED THE COLLEGE

SL NO	NAMES	EVENTS
1.	Dr Ajit ghosh, Department of Commerce, University of Burdwan	STATE LEVEL TWO DAY SEMINAR ON "MANAGEMENT OF HUMAN RESOURCES": DEVELOPMENTS AND PROSPECTS
2,	Dr Suniti Kumar Mondal, Department of Botany, Sripat Singh College, Jiaganj, Murshidabad.	NATIONAL LEVEL ONE DAY PROGRAMME CELEBRATING EARTH'S DAY. TITLE: "CHALLENGES BEFORE OUR PLANET"
3.	Dr Avijit Ray, Department of Economics, Kandi Raj College	NATIONAL LEVEL ONE DAY PROGRAMME CELEBRATING EARTH'S DAY. TITLE: "CHALLENGES BEFORE OUR PLANET"
4.	Prof. Sugata Marjit, Chairman, Higher Education Council, W.B.	UGC FUNDED ONE DAY PROGRAMME FOR THE DEVELOPMENT ASSISTANCE FOR UNDERGRADUATE EDUCATION
5.	Prof. Dipankar Dasgupta, Retd Prof, ISI.	UGC FUNDED ONE DAY PROGRAMME FOR THE DEVELOPMENT ASSISTANCE FOR UNDERGRADUATE EDUCATION
6.	Prof. Alok Kumar Ghosh, Associate Professor, Department of History, Kalyani University	CELEBRATION OF 150YRS OF SEPOY MUTINY
7.	Dr Moidul Islam, Presidency University.	SEMINAR ON HUMAN RIGHTS
8.	Dr Aniruddha Chakraborty, Associate Professor, UCT College, Berhampur	DEPARTMENTAL SEMINAR IN EDUCATION ON AWARENESS OF EFFECTIVE LEARNING IN HIGHER EDUCATION

SL NO	NAMES	EVENTS
9.	Dr Hazrat Shaikh, Assistant Professor, Dept of Education, Lalgola College, Murshidabad	DO
10.	Dr Munmun Sadukha, Assistant Professor, Dept of Education, Lalgola College, Murshidabad.	DO
11.	Dr Shyamal Ray, Rtd Prof, Department of Bengali, Sripat Singh College	DEPARTMENTAL SEMINAR IN BENGALI -BANGALIR RAMAYAN CHARCHA"
12.	Dr Tapas Bandhopadyay, Assistant Professor, Department of Bengali ,Kandi Raj College	DO
13.	Prof Somnath Chakraborti, Department of English, Lalgola College, ,Murshidabad	DEPARTMENTAL SEMINAR IN ENGLISH- TEXT ON TEXT: REREADING SHAKESPEARE
14.	Dr Debasis Jana, Rtd Prof, Department of Botany, Sripat Singh College.	DEPARTMENTAL SEMINAR IN GEOGRAPHY MAN AND ENVIRONMENT: STRUGGLE FOR EXISTENCE
15.	Dr. Swati Mollah, Asst. Prof. Department of Geography, Dumkal College. Murshidabad	DO
16.	Smt. Subarna Bandhyopadyay, Asst. Prof. Department of Geography, SCBC College, Murshidabad	DO

SL NO	NAMES	EVENTS
17.	Dr Kaushik Chatterjee, Dept of Sociology, Assistant Professor, Sayeed Nurul Hasan College Farakka. Prof Ratnabali Biswas, Assistant Professor ,Dept of Sociology, Berhampur Girls College.Murshidabad.	DEPARTMENTAL SEMINAR IN POL SC AND SOCIOLOGY - VIOLENCE AGAINST WOMEN: RAPE MURDER SEXUAL HARASSMENT- A PSYCHOSOCIAL ANALYSIS
18.	Prof Rajarshi Chakraborty, Assistant Professor, Dept of History Sidhu Kanu Birsa University, Puruliya. Prof Alok Kumar Biswas, Assistant Professor, Dept of History, KN College, Berhampur.Murshidabad.	DEPARTMENTAL SEMINAR IN HISTORY -"MURSHIDABAD REGION: CENTRE STAGE OF TRANSITION FROM PRECOLONIAL TO COLONIAL PERIOD IN INDIAN SUBCONTINENT"

3.7.5.   How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (ifany) of the established linkages that enhanced and/or facilitated-

a)   Curriculum development/enrichment

b)   Internship/On-the-job training

c)   Summer placement

d)   Faculty exchange and professional development

e)   Research

f)   Consultancy

g)   Extension

h)   Publication

i)   Student Placement

j)   Twinning programmes

k)   Introduction of new courses

l)   Student exchange

m)   Any other

None

3.7.6 **Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

The college does not have any systematic effort for linkage/collaboration.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Though the scope of research is very much limited in an undergraduate institute, the college encourages students as well as faculty members for research activities. Minor research projects undertaken by the faculty members have covered various field of research such as humanities and development in the tourism sector. Bringing the backward community in the limelight also forms a prime focus of interest in the research work, which will help in community development and welfare of the society.

Extension activities provided by the NSS and NCC unit of the college is an attempt to motivate and encourage the student to learn the values of life and perform their moral duties.

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CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

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4.1.   **PHYSICAL FACILITES**

4.1.1.   What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college has moderate infrastructure.

The policy of the college with regard to infrastructure enhancement is as follows:

 Infrastructure is to grow matching the curriculum growth

 Hostel growth is to match with growing enrolment

 Women's hostel is completed

Besides that, keeping in view the current dynamics of effective teaching and learning and demands of new Courses, the management actively offers helps and makes a policy to create and enhance new infrastructure and renovate the existing infrastructure. As per requirement, the institute approaches UGC and State Govt. for various funds

4.1.2.   Detail the facilities available for

a)   curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

b)   extra–curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

a)   Curricular and Co-curricular activities

• Classrooms- There are 11 classrooms with

- Apparatus - Green/Black boards, computer, departmental Almirah, Sitting Desk etc.

- Audio System- In one of the large classrooms audio system have been installed for delivering lectures.

- Green boards have been placed in 09 classrooms

• Technology enabled learning spaces - The Computer Lab. and Seminar room have the provision for technology based learning.

• Seminar Hall – There is a seminar hall with White Board, LCD Projector, Wi-Fi facility and Other necessary amenities.

• Tutorial places- In the newly constructed building two rooms have been allotted for holding of tutorial classes.

• Laboratories- There are 3 laboratories:

- Geography Lab consisting of instrument lab and computers.

- Defence Study Lab consisting of Instrument lab, Maps etc.

- Commerce lab consisting of related Books, Computers and Various Forms related to Income tax.

• Specialized facilities and equipment for teaching, learning and research – There is an open access enriched library with 15576 books including text and references. Students can avail Wi-Fi facility in near future.

b) **Extra curricular activities**

• Sports - Students have the facilities to play indoor games like table tennis, chess, carom etc. The sports committee arranges for intra college tournaments of table tennis, football, cricket, volleyball and badminton. Students also participate in University tournaments and show outstanding performance. Indoor gymnasium remains open for all the students. 6 lane grass track field for track and field event is also available.

• NSS/NCC- The college has 2(two) NSS Units. The NSS Units of the college motivate the students to think and work for the people. Extension activities have been organized like arranging blood-donation camp, health check-up camp and medical camp, visiting destitute home and distributing clothes and food packets, distributing stationeries and books to slum children and organizing campus cleaning programme.

The NCC unit of the college is run under 9 Bengal BN, NCC. Cadets of Army Wing NCC may participate in Annual Training Camp, Parasailing etc, and attend National Camps like All India Army Attachment Camp, Republic day Camp etc.

1) Cultural Activities:

a) Teachers and students jointly observe Independence Day, Republic Day, Netaji's birthday, Rabindra Jayanti, Vivekananda's birthday.

b) Students organize educational exhibitions and fairs.

c) Students observe Teachers' Day.

d) Teachers- students jointly perform plays, dance-drama, vocal and instrumental recital in various occasions.

e) Intra college cultural competitions on music, debate, recitation, essay writing, extempore are organized annually.

f) Personality development programmes are run by the college which involves various activities like public speaking and communication development.

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? give specific examples of the facilities developed/augmented and the amount spent during the last four years (enclose the master plan of the institution/campus and indicate the existing physical infrastructure and the future planned expansions if any)

This institution follows a policy of providing requisite infrastructure for academic growth. Whenever a department submits a list of requirements the college authority tries its level best to fulfil the requirements.

All classrooms utilized during full session

Requisition for University examination and other competitive and entrance examinations

New building constructed

- Arrangement for new classrooms made
- Renovation of classrooms
- Separate office for administrative operations
- A new college gate named as Golden Jubilee Gate is constructed as we have celebrated 50th year of the college in the year 2012.
- Master Plan of the institution/campus enclosed (Annexure 4)
- In last 4 years 4 class rooms, 2 new office rooms and 2 students' common rooms have been constructed.

4.1.4. How does the institution ensure that the infrastructure facilities meet the Requirements of students with physical disabilities?

At present the college does not have such student in the campus.

However, special facilities may be arranged for the differently abled teacher and students in case of need.

☐ We have a special rest room for differently abled teachers with proper amenities.

4.1.5.	Give details on the residential facility and various provisions available within them:

We have not yet made an arrangement for the residential facility for our staffs but a women's hostel with a capacity of 50 students have been constructed.

4.1.6.	What are the provisions made available to students and staff in terms of health Care on the campus and off the campus?

The college has a First Aid Centre

A retired Doctor remain available in the campus whenever necessary (on call)

Off the campus the students get facility of the Students Health Home

4.1.7.	Give details of the common facilities available on the campus

☐ 1 Boys' common room and 1 Girls' common room have been constructed during last 4 years

☐ The IQAC cell was earlier formed in 19.01.2012 and remained functioning till 2015.

Grievance Redressal Unit,

☐Till date, the Grievance Redressal cell dealt with all grievances and complaints of the Stakeholders

Women's Cell,

☐ Organised a seminar on "Gender Consciousness"

☐ Organised a students'debate on "Gender Issues"

The cell plans to arrange for self-defence programme for girls like

Karate and Taekwando

Counseling and Career Guidance,

☐ A Career Counseling cell has been formed

Placement Unit,

☐ A Placement cell has recently been formed

Canteen,

☐ A canteen functions inside the college for students. One more canteen has been used by staff.

☐ Nutritious and light snacks, tea, coffee and cold drinks are available at subsidized Rates

Recreational Spaces for Staff,

☐ There are outdoor and indoor game facility (like carom, Table Tennis, Badminton) for the staff of the college. Gymnasium is also used by teacher and staff.

☐ Intra as well as inter college football and cricket tournaments are organized annually

Recreational Spaces for Students,

☐ There are separate common rooms for the purpose of recreation for male and female students

☐ They can play indoor games like Table Tennis, Chess, Carom, etc.

☐ They can play outdoor games in the playground within the college campus as well

☐ Both section of students use gymnasium for their health improvement

Safe Drinking Water Facility,

☐ Students have safe drinking water facility with separate water filters cooling facility in every Floor

4.2.	**LIBRARY AS A LEARNING RESOURCE**
4.2.1.	Does the library have an advisory committee? Specify the composition of such a Committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

☐ Yes, there is a library sub-committee headed by the Principal.

☐ The Library sub-committee comprises of the Principal, the librarian and three faculty members.

☐ This committee has been working to execute the following suggestions made by the IQAC

- Manual cataloguing of all books has been completed
- Digitization is in progress
- Library day is observed
- Awards to best library user

☐ Provision of Internet facility for the students have been established

4.2.2.	Provide details of the college library

☐ The library has 15576 books

☐ Total seating capacity

- Student –30
- Teachers - 05

☐ It has developed a manual cataloguing system (DDC System). It is going to be Computerized and also have internet connection for the teachers and students

☐ At present the students have open access to stack room

☐ Hons student can have 02 books at a time

☐ Pass student can have 01 book at a time

☐ Teachers can have 4-5 books at a time

☐ Total area of the library (in sq. Mts.): 106.5598 sq.mt. (approx.)

☐ Working Hours On working days – 11.00 AM to 5.00 PM

☐ Working Hours On holidays – No

☐ Working Hours Before Examination days – 11.00AM to 5.00 PM

☐ Working Hours During Examination Days – 11.00 AM to 5.00 PM

☐ Individual reading carrels – 3.00 sqft

☐ Lounge Area for browsing – 120.00 sqft

☐ Average number of walk–ins - 1000/month

☐ Average number of books issued/returned – 300/month & 284/month

☐ Ratio of library books to students enrolled – Total Books/Total Students =15576/2182=7:1(Approx.)

☐ Average number of books added during last three years- 364

4.2.3. How does the library ensure purchase and use of current titles, print, e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years

Library Holdings	Year 2011-12		Year 2012-13		Year 2013-14		Year 2014-15	
	Number	Total cost (Rs.)	Number	Total cost (Rs.)	Number	Total cost (Rs.)	Number	Total cost (Rs.)
Details of Books	1932	267004	53	12167	571	103186	468	77153

4.2.4.	Provide details on the ICT and other tools deployed to provide maximum access to the library collection.

☐ Average number of login to OPAC - Not available

☐ Average number of login to e-resources - Not available

☐ Average number of e-resources downloaded/printed - Not available

☐ Number of information literacy trainings organized - Not available

☐ Details of "weeding out" of books and other materials –

Weeding out of books is a continuous process. In case of our College the books are weeded in following ways:

☐ **For the Students:** Firstly students are given reminders over telephone regarding the non-returned books. In case if the books still remain non returned, reminders are sent to the respective students by post. If finally all efforts found in vain, such books are included in the withdrawal register.

☐**For the Staff:** The staff of the college is given regular reminder regarding non-returned books. If they fail to return the same after repeated reminders, a list of such books is submitted to the Principal and after that the staff has to compensate the books with a latest edition books. If all efforts fail (rare case) the non-returned books are included in the withdrawal register.

☐**For Damaged Books:** Damaged books are carefully inspected and are sent for binding. In case of books damaged beyond repair their remains no way but to include them in the withdrawal register.

4.2.5.	Provide details on the following items

☐ Manuscripts - Nil

☐ Reference - Provided by the Librarian and other staffs

☐ Provision of general information - Provided by the Librarian

☐ Provision of specific information - Provided by the Librarian

☐ Assistance in location (or searching) of document - Available

☐ Assistance in the use of library catalogue - Available

☐ Assistance in the use of Reference Books - Available

☐ Reservation of documents - Available

☐ User Education - Available

☐ Library Tour - NA

☐ Holding of Library exhibitions including display of new addition to the Library – Necessary action is to be taken

☐ Permission to casual users - As the situation demands, decision is taken by the authority

☐ Readers' advisory service - Available

☐ Reprography - Yes

☐ ILL (Inter library loan service) - NA

☐ Information Deployment and Notification - Displayed in the Library Notice Board periodically for the student and staff.

☐ List of new collections is given on the notice board - Occasionally

☐ Download -Yes

☐ Printing -No

☐ Reading List/Bibliography compilation -As per request of teachers/staff

☐ In-house / remote access to e-resources -Nil

☐ User Orientation and awareness - Organized during the beginning of the new session each year. Some user orientation programs are usually done on the basis of user need mostly in a verbal manner which helps in spreading awareness

☐ Assistance in searching databases - Assistance in searching databases is provided as far as possible.

4.2.6. **Enumerate the support provided by the library staff to the students and the Teachers of the college**

The library support staff helps the 1st year students by appraising them of how to use the library. The library sub-committee organizes a library day.

4.2.7. **What are the special facilities offered by the library to the visual/physically Challenged persons? Give details.**

At present the college does not have any such visually/physically challenged student

4.2.8. **Does the library get feedback from its users? If yes, how is it analyzed and used for Improving the library services?**

The librarian takes verbal feedback from the end users and submits the same before the library sub-committee for improvement measures

The Head of the institution and the IQAC Cell collect opinion on library related issue for improving the library services.

4.3. **IT Infrastructure**

4.3.1. **Give details on the computing facility available (hardware and software) at the Institution.**

☐ 21desktops

☐ 04 laptops

COSA – Accounts Management Software

4.3.2. Detail on the computer and internet facility made available to the faculty and Students on the campus and off the campus

☐ Every department is provided computer with internet facility.
☐ Laboratories have 11 desktops out of 21 desktops.
☐ NRC has 3 computers for use of students

Refer 4.3.1 for details.

4.3.3. What are the institutional plans and strategies for deploying and upgrading the Infrastructure and associated facilities?

☐ The college has provided Laptops to few faculty members
☐ The college has provided e-learning facility in the campus
☐ The college has also provided a web application to all the teachers where teachers can prepare

- Academic plan
- Question banks
- Instructional materials
- Students Attendance
- Students Monthly test results

4.3.4. Provide details on the provision made in the annual budget for procurement, Upgradation, deployment and maintenance of the computers and their accessories in the institution

Year	Procurement(Rs.)	Upgradation (Rs.)	Maintenance(Rs.)
2012-13	Nil	33204.00	124000.00
2013-14	Nil	12525.00	17000.00
2014-15	150000.00	150000.00	200000.00

4.3.5. How does the institution facilitate extensive use of ict resources including Development and use of computer-aided teaching/learning materials by its staff and students?

☐ All the departments have been using materials available on the web for students.
☐ Automation of office

4.3.6.	Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for The teacher.

☐ The students are allowed to surf the web for finding their queries.

☐ The students have access to computers in the, computer lab, library and UGC Resource Net work system.

☐ The teachers operate gadgets like Laptops, LCD Projector etc.

4.3.7.	Does the institution avail the national knowledge network connectivity directly or through the affiliating university? If so, what are the services availed of?

☐ National Knowledge Network connectivity is availed through INFILIB and IGNOU Network System in Special Study Centre.

4.4.	**MAINTENANCE OF CAMPUS FACILITIES**
4.4.1.	How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Expenditure made for maintenance of	2011-12 (in lakhs)	2012-13 (in lakhs)	2013-14 (in lakhs)	2014-15 (in lakhs)
Building & Furniture	12.43	20.64	19.29	22.56
Computers	5.47	0.19	1.74	1.58
Electrical & Other Equipments	13.64	1.51	3.90	1.55

4.4.2.	What are the mechanisms for maintenance and upkeep of the infrastructure, Facilities and equipments of the college?

☐ Various statutory committees headed by Principal like Finance sub-committee, Purchase sub-committee, Building sub-committee etc. call regular meeting for this purpose..

☐ The college has a Development Committee for taking resolutions regarding the upkeepment of buildings (priority-wise) and furniture. Then the Development Committee and the Finance Committee take necessary measures accordingly.

4.4.3.	How and with what frequency does the institute take up calibration and other precision measures for the equipments/instruments?
	☐ The concerned departments check the equipments once after every thirty days working days
	☐ Instruments are checked and calibrated wherever any error is reported.
	☐ All computers are attached with modern UPS.
4.4.4.	What are the major steps taken for location, upkeep and maintenance of sensitive Equipment (voltage fluctuations, constant supply of water etc.)?
	☐ Voltage stabilizers are used to stabilize the fluctuation of voltage for protection of sensitive equipments.
	☐ There are overhead water tanks that take care of constant water supply
	☐ There are an uninterrupted power supply generator with AMC
	☐ There are sufficient number of invertors with batteries with proper maintenance

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1.   **STUDENT MENTORING AND SUPPORT**

5.1.1. Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- ✎ The institution publishes an updated Prospectus every year which contains the following information -
- (a) Vision and mission
- (b) About the college and related matter from Principal's desk.
- (c) Academic calendar
- (d) Admission Procedure
- (e) Subject combinations
- (f) Fees structure
- (g) Name of the members of the Governing Body
- (h) Name of the Faculty members and Office Staff
- (i) Rules and the regulations
- (j) Students support facilities

College in most situations remains accountable to the contents of the prospectus.

Actualization of the academic calendar however remains challenged since many teaching days get consumed because of university examinations and thus completion of syllabus becomes difficult. The college authority tries to fulfill the commitment reflected in the prospectus through the implementation of its mission.

5.1.2. Specify the type, number and amount of institutional scholarships/freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

- ✎ Free studentships and/or fees concessions are also provided to students, who are regular in classes, having good results, but are economically challenged and do not receive any other stipend or benefits from the government.
- ✎ Students Concession against Tuition fee through our college.
- ✎ Students' Union Poor Fund.
- ✎ The students securing first class in Part-I and Part-II examination from all streams get free studentship from the college.

✎ Free studentship is also granted to meritorious and needy students. More than 50% of tuition fees are exempted to the students of BPL category depending upon the number of applicants

✎ 10 students do get Rs. 2500 each for getting highest marks in their final exam. Murshidabad Heritage Development Society and from Sri Sanjoy Duggar

5.1.3. **What percentage of students receives financial assistance from state government, central government and other national agencies?**

✎ On the average, every year 60.12 percent students who belong to Minority, OBC,SC, ST category receive backward class stipend.

✎ Kanyasree Prakalpa – a State Government venture for unmarried female students born after 01.04.1995 with an amount Rs.25,000 each is being provided from 2013. 139 students applied for this project.

✎ Merit-cum-Means Scholarship a project of Govt. of West Bengal with a value of about Rupees 10,000 is being provided to 10-15 students per year.

✎ From the Chief Minister fund a large number of students get Rs.5000 each every year. Around 242 students got this assistance in the year 2013-14.

✎ West Bengal Post Matric Scholarship, West Bengal Post Matric Stipend, West Bengal Post Matric Talent Support stipend, all three are under the West Bengal Minority Development & Finance Corporation.

5.1.4. **What are the specific support services/facilities available with regard to the following?**

Students for SC/ST, OBC- Stipends are provided

Students for economically weaker sections- Fees concessions

Students with physical disabilities - Fees concessions

Overseas students- No such student

Medical assistance to students- College has institutional membership of Students "Health Home. For this membership every student can avail medical facilities in Students Health Home with nominal expenditure.

Organizing coaching Classes for competitive examination- The College has introduced UGC Sanctioned free coaching for SC/ST/OBC/ Minority/Economically challenged general category students under XI and XII plan period during the academic session 2011-2012 and 2012-2013.

Skill development (Spoken English, Computer literacy etc.) – Communicative English course conducted by concerned teachers students.

Support for slow learners - Remedial training.

Exposure of students to other institutions of higher Learning/corporate/business House etc.- No such support

Publication- Students "Union publishes annual magazine (Name of the Magazine : Mousumi) every year while the Departments publish Wall Magazines regularly.

Admission counseling- During admission teachers help the students to get services about the various subjects

Pre examination before university examination - Test examination is conducted

5.1.5. **Describe the efforts made by the institution to facilitate entrepreneurial skills among the students and the impact of these efforts**

- ✍ Job based training programme and career oriented workshops are organized by the Department of Commerce. Special classes are arranged for preparing for competitive examination under UGC scheme.

Impact of this effort:

- ✍ Our students are getting employed in schools, public and private sectors.
- ✍ Different faculties have developed an orientation for higher studies after UG courses among the students.
- ✍ Teachers arrange several skill development and awareness programmes for the students. Students actively participate in debate, extempore and quiz which would develop their skills.

5.1.6. **Enumerate the policies and strategies of the institution which promote participation of students in extracurricular activities such as sports, games, quiz competitions, debates and discussions, cultural activities etc.**

- ✍ The students "Union mobilizes a fund from the yearly subscription from all students of the college and such fund is then utilized by the students" union to promote participation of the students in extracurricular activities. NSS units attempt a active participation.
- ✍ Regular track and field events are organized. Students participate in youth parliament competition. Students take part in University and State level athletic and football competition.

| 5.1.7. | Enumerating on the support and guidance provided to the students in preparing for the competitive exams., give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/ GRE/TOFEL/GMAT/ Central/State Services, Defence, Civil Services etc. |

✎   The College has introduced UGC Sanctioned free Coaching in General Combined course for SC/ST/OBC/Minority.

✎   The college provides support and guidance for the preparation of School Service Commission and primary TET. We get some funds from the UGC for this purpose.

| 5.1.8. | What type of counseling services are made available to the students (academic personal, career, psycho-social etc.) |

✎   The college adopts a student's – friendly approach on following areas.

Academic counseling: The Academic committee conducts academic counseling at the time of entry regarding the choice of stream and subjects.

Personal & Career Counseling :- All the faculties try to motivate the students with their personality development. They also make them aware about the career and employment prospect.

Psycho-social Counseling :- Whenever any students is faced with problems related to Psycho-social character, faculty members and the college as a hole interact with the students to overcome the problems.

| 5.1.9. | Does the institution have a structured mechanism for career guidance and the placement of its students? If 'yes' detail on the services provided to help the students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employees (list the employers and the programmes). |

The college does not have any structured mechanism towards providing opportunities for placement etc. However, a Placement Cell has been recently formed. But the college intends to extend more help to the students.

| 5.1.10. | Does the institution have a Grievance Redressal Cell? If yes, list (if any) the grievances reported and redressed during last four years. |

✎   The college has a grievance redressal cell since 2004. In recent times the stakeholders feedback software enables the students, teachers and non-teaching staff to submit their grievances electronically, which are discussed

in the cell for redressal. But presently the IQAC deals with these grievances.

Yes, we have a women and students grievance redressal cell.
The composition of which follows
a.   Dr. Ajoy Adhikari, Principal
b.   Dr. Malay Kumar Ghosh, Convener.
c.   Prof. B.Basu
d.   Prof. F.Khatun
e.   Prof. S.Ghosh

The nature of the grievance and their redressal are enumerated below :

Nature of Grievance	Lodged by	Status
Absence of proper drainage in the back portion of the college	Students	Resolved
Absence of proper facilities in common room	Students	Partly Resolved
Canteen facilities unsatisfactory	Students	Yet to be resolved
More facility in Girls' common room	Students	Partly Resolved
More Computers needed for office staff	Staff	Resolved
Teachers not provided with adequate hardware software support	Teachers	Resolved
Lack of modern amenities in the Teachers room	Teachers	Partly Resolved
Separate rooms for few General departments	Teachers	Proposal for future plan
Renovation of college play Ground	Students	Resolved
Improvement of Book	Students	Partly Resolved

facilities at Library		
Quality improvements of foods in the canteen etc.	Students	Partly Resolved

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

✎ Issues relating to sexual harassment are not common in our institution, yet the college has a sexual harassment cell.

✎ Towards such end the college also conducts several gender sensitizing programmes and create awareness in the minds of the students against sexual harassment.

We have a anti sexual harassment cell.

The composition of which follows:

a. Dr. M. Chakraborty

b. Dr. J. Kar

c. Prof. F. Khatun

d. Smt. A. Kisku

5.1.12 Is there an Anti-ragging Committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

✎ Formally we have a Anti-ragging committee. But we have not yet faced any complaint in this respect. However, a seminar on 'Anti-Ragging Regulation' was conducted IQAC in the month of September 2014.

Anti-ragging Sub-committee:

a. Prof. S. Das

b. Prof. M. K. Basu

c. Prof. Arif. Sk.

d. Prof. P. Biswas

5.1.13 Enumerate the welfare schemes made available to the students by the institution ?

✎ Students Welfare Committee look into all matters relating to welfare of students.

- The college has a linkage with the students health home facility of the state government, where students are provided health facilities.
- The college runs a cheap canteen for students.
- Every year more than 50 students participated in Blood donation camp and awareness programme conducted by NSS.

FUTURE PLANS

- There are plans to open zero balance account facility for every student with Bank of Baroda/State Bank of India.
- The Governing Body has resolved to open an Accident Benefit Insurance Policy for students with National Insurance.

5.1.14 Does the institution have a registered alumni association ? If yes, what are its activities and major contributions for institutional, academic and infrastructure development ?

- The college does have a registered Alumni Association and meets regularly. The association contributes in 1. Tree Plantation 2. 50 years celebration activity programme.

5.2. **STUDENT MENTORING AND SUPPORT**

5.2.1. Providing the percentage of students progressing to higher education or employment (for the four batches) highlight the trends observed.

The college maintains progression database.

Year	Admitted to Higher Education	Employment
2011-12	20%	3%
2012-13	17%	6%
2013-14	25%	8%
2014-15	23%	7%

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (course wise/batch wise as stipulated by the university). Furnish programme wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

✎ <u>Programme wise pass percentage and Completion rate Last Four Years</u>

Sl. No	Programme	2011-12		2012-13		2013-14		2014-15	
		Hons%	Gen%	Hons%	Gen%	Hons%	Gen%	Hons%	Gen%
1.	Bengali	93.43		77.46		77.27		87.80	
2.	English	82.25		42.85		50		44.44	
3.	Sociology	76	88.83	86.36	76.06	50	67.68	00	39.56
4.	Pol. Science	88.90		77.77		11.11		28.57	
5.	Geography	92.30		92		95		78.57	
6.	History	91.43		66.66		89.18		45	
7.	Commerce	100	80	100	00	100	-	100	-

5.2.3. How does the institution facilitate student progression to higher level of education and/or towards employment?

✎ In order to facilitate students progression to higher studies teachers play a very important role as they encourage the students about the prospects of master's degree and further research. Teachers also provide with the available study routes in their respective subjects. They also refer to the time of admission tests to reputed universities outside West Bengal and suggest the patterns of questions set in such questions.

✎ The Institution supports and encourages sustainable good practices which effectively support the students and facilities optimal progression :-

- The faculties provide guidelines for career building through Personal Counseling.
- The Institution has organized career-oriented workshop for the development of students.
- The college has started Remedial coaching classes for slow learner and coaching classes for entry in services.

Placement Sub-Committee:

a. Prof. A. K. Debnath

b. Dr. J. Kar

c. Prof. A. Biswas

d. Prof. Moniruddin

5.2.4. Enumerate the special support provided to students who are at the risk of failure and drop out

- Financial support – Fees concessions are provided to those students who face financial challenges to continue with their studies.
- Psychological support – Teachers play the role of Mentors and provide encouragement to the students at risk of dropout such that they continue with their studies.
- Remedial classes are taken for slow learners and poor students.

5.3. STUDENT PARTICIPATION AND ACTIVITIES

5.3.1. List the range of sports, games, cultural and other extracurricular activities available to students. provide details of participation and program calendar.

01.	Prospectus Day	July
02.	Rakshabandhan	July
03.	Briksha Ropan	July
04.	Foundation Day Celebration	1st October
05.	Celebration of Independence Day	August
06.	Freshers' welcome	September
07.	Teachers' Day	5th September
08.	Library Day	September

09.	Football league	December
10.	Celebrating College Social	December-January
11.	Publication of College Magazine	December
12.	College Tour	November to March
13.	College, Inter College and Inter University Sports	January-March
14.	Celebration of Netaji's Birthday	January
15.	Celebration of Republic Day	January
16.	Bhasadibash	21st February
17.	College Sports	February
18.	Saraswati Puja	February
19.	Environment Day	5th June

5.3.2.   Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at deferent levels university/state/zonal/national/international etc. for the previous four years.

✍   Sport performance of the college team and students in different types of competitions.

Year	Name of the Tournaments	Position of our college
2013	Inter College District level D.P.I. Non Govt. Athletic meet.	**Tonik Hoque-** 1st in Long Jump. **Ashoke Ghosh-** 1st in Discus throw, 2nd in Shot pur, 3rd in Javeline throw **Ariful Sk –** 1st in 800mt &1500 mt **Arjina Khatun –** 1st in 400mt., 800mt. 1500mt **Shikha Khatun-** 2nd in 800mt, 1500mt **Mukti Mondal-**1st in Long Jump, 2nd in 100mt, 200mt. **Champion for women Arjina Khatun.**

2013	Inter College Non Govt. D.P.I District Level Football Tournament.	Semi-final.
2013	Inter College Annual Athletic meet.	**Tonik Hoque-**1st in Broad Jump. **Ashoke Ghosh-** 2nd in Discus throw **Arjina Khatun-** 1st in 800mt, 1500mt
2014	Inter College D.P.I. Games and Sports championship.	**Tonik Hoque-** 1st in Long Jump. **Ashoke Ghosh-** 1st in Shot put, 2nd in Javelin Throw. **Arjina Khatun-** 1st in 400mt., 800mt., 1500mt. **Mukti Mondal-** 1st in Long Jump, 200mt. **Shikha Khatun-** 2nd in 400mt., 1500mt. **Champion for women Arjina Khatun.**
2014	Inter College Non Govt. Football championship.	Runners.
2015	Inter College Non Govt. Games and Sports champion ship.	**Sahina Aktar-** 1st in 100mt., 200mt., Long Jump. **Mst Rexona Khatun-** 1st in 1500 mt. **Champion for women Sahina Aktar.**
2015	Inter College State Sports and Games Champion ship.	Sahina Aktar- 2nd in 100mt. 3rd in Long Jump.
2015	Inter College Non Govt. Football champion ship.	Semi-final.

5.3.3. How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

✎ The College collects feedback from the students regarding the course content and teaching-learning process. The feedback obtained is analyzed by the IQAC and honourable Principal takes necessary action to enhance the performance of teachers.

The institution also has regular interaction mechanism with employees and uses their feedback to improve its weaknesses and build up its strengths.

5.3.4.	How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material ? List the publications/materials brought out by the students during the previous four academic sessions.

✍ The College magazine (Mousumi) is published once a year by the students union.

✍ Every student is encouraged to express their creative talent through their writings in these magazine.

✍ The College also encourages all the departments to publish wall magazines regularly where students of the department publishes their creative writings.

5.3.5.	Does the college have a student council or similar body? Give details its selection, constitution, activities and funding.

✍ The College does have a Students' Union.

Selection Procedure: The election of the Students' Union is held once in an academic Year. This is held under the supervision of a duly constituted constitution as per the norms of University of Kalyani and Governing Body of the college. The commission consists of :-

1. Principal is the ex-officio chairman of the Election Commission.
2. Two senior faculty members of the Teaching Staff selected by the Principal.
3. One Non-teaching representative nominated by the Principal.

The winning candidates from the office of the students union. The office-bearers are:

- President
- General Secretary
- Asst. General Secretary
- One Vice Presidents
- Games Secretary
- Asst. Games Secretary
- Magazine Secretary
- Welfare Secretary
- Cultural Secretary
- Boy's Common Room Secretary
- Girl's Common Room Secretary

- Six Class Representative

The aims and objectives of the Union are :

a) To foster the material, moral and academic advancement of the students.

b) To enable the students to participate in and organize the extracurricular activities inside and outside the college.

✎ The Students Union assists the Principal to organize.

- Various socio cultural functions – college social, fresher's welcome, farewell etc.

- Literary activities – publications of magazines.

- Intellectual activities – quiz, debates etc.

- Games and sports activities – Annual Sports, etc.

✎ **Funding:** Most of the financial requirements of the students' union are met by the college. College Union fund which is collected from students annually and budgetary allocations are made for that at the beginning of each financial year. All sub committees are headed by a teacher of the college. The Principal or his/her nominee remains the president of the sub-committees.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

Following are the various academic and administrative bodies with student representatives on them:

- Governing Body.

- Academic Sub Committee

- Sports and Games Committee

- Cultural Committee

- Literary Committee

- Magazine Sub Committee

- NCC and NSS Units

5.3.7. How does the institution network and collaborate with the alumni and former faculty of the institution?

✎ Through the senior faculty members the college maintains relationship with former faculty members. In every seminar and cultural programmes former faculty members are invited to participate. Few faculty of our

college are still engaged in academic activities of the college in the capacity of guest faculty.

✎ Regular Students' meet are organized by the Alumni Association to highlight on the significance of the Alumni Association, the sentiments attached herewith, and its contribution for the college. Thus students were motivated to join the Association in large number and thereby make the Association a highly enriched one.

✎ The evaluative observations made under Student Support and Progression in the previous NAAC assessment report and the way they have been acted upon.

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**CRITERION VI: GOVERNANCE, LEADERSHIP
AND MANAGEMENT**

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6.1   **INSTITUTIONAL VISION AND LEADERSHIP**

6.1.1   State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

As an educational institute the IQAC envisions the coalesce of education and skill

VISION   Committed to provide education for knowledge, wisdom and emancipation

RE-VISION   Committed to provide education for knowledge, wisdom, emancipation and enhancement of capabilities

MISSION   Education for all irrespective of caste, creed, religion and economic status

OBJECTIVE   The goal has been to provide an education that

☐ Helps the students to progress from admission to graduation

☐ Integrates curricular knowledge with value education and need based training.

☐ Encourages the students from learning to earning

☐ Provides support to economically challenged students

This is a college which located at Jiaganj is pre dominantly serving students with rural background having diverse class, caste, creed, religion and economic status. The college aims at finding out unity in diversity.

6.1.2   What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

     We aim at continuous improvement of our systems to enhance capability of stakeholders

☐ TOP MANAGEMENT– Resolved to appoint Higher Education Quality Experts in the IQAC

☐ HEAD OF THE INSTITUTION– Giving leadership towards effective functioning of the IQAC

☐ IQAC –

☐ Identifying the quality assurance needs

☐ Exploring roadmap for quality assurance

☐ Actualizing quality initiatives and their sustenance

☐ FACULTY–

☐ Building mindset to embrace change

☐ Change initiatives and sustenance

6.1.3 What is the involvement of the leadership in ensuring :

- the policy statements and action plans for fulfillment of the stated mission

- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

- Interaction with stakeholders

- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

- Reinforcing the culture of excellence

- Champion organizational change

- **The policy statements and action plans for fulfilment of the stated mission**

- Principal of the college, in assistance with internal members of the Governing Body organises the day-to-day functioning of the college.

- Plans and policies adopted by the authority are communicated to the relevant sections of the student and the staff immediately. Principal keeps constantly in touch with the Teachers' Council, Non-teaching staff and Students' Union.

- The united efforts of the committees, departments and individuals concerned play a crucial role for the alround development of the college in its every sphere to fulfill the vision and mission set by the college.

☐☐ **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**

The action plans for all operations are formulated and incorporated through meetings of the Governing Body and Teachers' Council along with the strategic plans. Seminars, awareness programmes, community development programmes and other programmes are held periodically at regional, college and departmental level by the NSS units of the college. Proposals for financial grants are placed before the UGC and State Government for upgrading Library, Laboratory equipments, Computerisation, etc. Action plans are also prepared for the works related to construction, renovation and modernization of the college.

Interaction with stakeholders

Interactions with all the stake holders such as, students, parents, local community, and governmental bodies are done through different occasions by the college and their valid opinions and ideas are considered while framing future plans.

Students

Students are the backbone of any institutions. So, college values the opinion and needs of the students. Teachers-Students meeting are held at least twice a year regarding the completion of the syllabi and their problems if any. Suggestion/Complaint Boxes are kept left hand side of second main gate. Students have the full freedom to talk with the Principal and other staff regarding any college related matters during working hours.

Parents

The college authority considers that the role of parents is very important in the overall progress and development of the students. For this reason the IQAC organizes meetings at least twice a year with the parents to discuss student progression, changing scenario in education, maintenance of quality and seek suggestions from them. Besides, Parents/guardians are encouraged to meet and share their ideas and suggestions with the Principal and the teachers on any day of the week at any time. Any grievance from a parent is listened to by the concerned authority with due importance and appropriate measures are taken. Parents are also contacted immediately in case of any exigency .

Alumni

Rani Dhanya Kumari College Alumni Association is an active organization and it always tries to interact with its members. The association meets once in a year in its Annual Alumni meet where the alumni give their suggestions and ideas for the development of the college.

Staff

Faculty members and non- teaching staff and other support staff are the strong pillars of the college and they get due importance from the college authority. The Principal who is the President of the Teachers' Council meets regularly with the faculty members in the meetings of the Teachers' Council. The Principal also organises regular staff meetings to keep the staff updated about the changes and developments of the institution. They also share their views and ideas for day to day functioning of the college. Most of the decisions are taken after consultation with the faculty members and staff.

Local Community

Local community comprises of donors, patrons, eminent persons, local administration, and well wishers who offer their valuable suggestions and ideas during interaction with the Principal and college tries to consider those while framing future action plans.

Governmental Body

Higher Education Council, Govt. of West Bengal, Director of Public Instructions, Govt. of West Bengal and Kalyani University hold meeting in need with the college to implement their circulars and decisions. The college also put their views and problems before them.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

According to the requirements the Governing Body and the Principal provide proper support for policy making and planning. Meetings are held from time to time with all the stakeholders to discuss the requirements and needs of different departments. Interface discussions with the students are also conducted as situation demands. The faculty members who intend to update their qualifications through research activity either by Minor/Major Research Project or completion of Ph. D degree through Faculty Development Programme or completion of Post-Doctoral work due impetus are given immediately by the UGC Sub- committee, Principal and the Governing Body. Their proposals are forwarded to the concerned authority for approval

- **Reinforcing the culture of excellence**

The college authority always tries to make its inmates aware about the fact that the culture of excellence is to be maintained and preserved with great attention and care. To achieve excellence in every field, various committees are constituted. Meritorious students are honoured and rewarded every year in the foundation day function of the college. Best sports persons, best NCC cadets and NSS volunteers are also rewarded. Faculty members are encouraged to participate in the international and national conferences and seminars. Faculty members who obtain the Doctoral degree are honoured at the meeting of Teachers' Council and foundation day function.

- **Champion organizational change**

The Governing Body prepares plans and policies in such a way that the students get high quality education at an affordable cost. Based on the current needs, the Governing Body in consultation with the Principal and the staff members develops infrastructural facilities and take initiative for the introduction of new courses. The Principal plays active and positive role towards the organizational development. The Principal, faculty members, other staff of the college, and students union, through various Sub-Committees and Advisory Committees plan the curricular, co-curricular and extra-curricular activities of the college. Recently the following changes have taken place in the college:

☐ Introduction of Honours Course in Education from the session 2015-16.

☐ Gymnasium with modern apparatus is provided for the students.

☐ College has provided computer facility for every department.

☐ College has launched a lucrative website with updated database.

☐ College has successfully incorporated computerised office work.

☐ Introduction of Remedial Coaching Class and Coaching Classes for Entry in Service Level.

☐☐Arrangement of social awareness and health related programmes like, observance of World Aids Day, Human Rights Day, Awareness Programme cum seminar on various disease, organisation of Blood Donation Camp, etc.

☐ Implementation of Govt. Schemes like, Kanyasree Prakalpa, different Scholarships, etc. for the benefit of the students.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

Governing Body meets regularly at least 6 times in a year so as to enhance monitoring the policies and plans of the institution for effective implementation and improvement from time to time. Principal appraises the Governing Body about the follow up action on the resolutions of the preceding meetings and submits an Action Taken Report.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The college has a strong academic sub-committee which conducts meetings regularly. The heads of all departments put their suggestions to improve the academic atmosphere of the college. The following academic leadership provided to the faculty by the top management:

☐ Departments are allowed full freedom to conduct College Level, State Level and National Level Seminars, Workshops, Conferences, Symposia, etc.

Faculty members are encouraged by the Governing Body of the college to avail Faculty Development Programme (FDP) of UGC for the completion of their M.Phil or Ph.D. degree.

☐ Faculty members are also encouraged to take Minor/Major Research Project funded by the UGC.

☐ Governing Body of the college gives permission to every department for publishing books and journals with ISBN and ISSN respectively and extends financial support.

Computer facilities are provided to some departments and internet facilities have been set up in the college to update the knowledge base of faculty members.

☐ Separate rooms/cubicles have been provided to some departments for academic activities.

6.1.6 How does the college groom leadership at various levels?

Leadership grooming for the teachers:

The teachers are encouraged to participate several NAAC and UGC sponsored workshops and seminars on Quality Assurance and inculcate the spirit within them of being the change leaders in the institution The teachers are encouraged to be more e-proficient and lead from the front to make effective use of software, hardware and web applications

Leadership grooming for the office staff

The office staff are encouraged to tackle pressure situations and overcome workplace adversities

The casual staff are provided training to deliver specific tasks and provided with monetary incentives for accomplishment of tasks

Leadership grooming for the students

The class representatives and office bearers of the students union are given the opportunity to plan and execute all programmes relating to

o Cultural functions

o Literary activities

o Extracurricular actives

o Co Curricular activities

6.1.7	How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?
	All administrative functions and the academic administrative functions of the college are delegated to several statutory and non-statutory committees as follows:
	1. The Governing Body
	2. The Finance Sub-Committee
	3. Teachers' Council
	4. Academic Sub-Committee
	5. The Development Sub-Committee
	6. The Building Sub-Committee
	7. The Purchase Committee
	8. Library Sub-Committee
6.1.8 .	Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.
	Although the Governing Body is the apex policy making body it appreciates the necessity of involving all stakeholders in management and towards this end the following steps are taken
	a. College Governing Body involves teachers representatives to speak on academic and related matters
	b. College Governing Body provides enough opportunities to the non teaching staff to speak on areas of development of the Governing Body.
	c. Students Representative are provided to give suggestions on students related matters and
	d. Head of the Institution as well as IQAC coordinators meet the general students to provide them with the opportunity to appreciate the problems and prospects of the college with regard to both day to day affairs as well as developmental matters.
6.2	STRATEGY DEVELOPMENT AND DEPLOYMENT
6.2.1	Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?
	Quality Policy of the Institution
	Continuous improvement of our systems to enhance capability of stakeholders
	How it is developed and driven

Quality is seen as "*continuous improvement of our systems to enhance capability of stakeholders*"

The quality policy has come into existence from the re-visioning process of the college

Vision - Committed to provide education for knowledge, wisdom and emancipation

Re-Vision - Committed to provide education for knowledge, wisdom, emancipation and enhancement of capabilities

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

.   The planning process in the college generally pivots around the UGC five year Plans and thus there is no long term perspective plan for development.

However the IQAC is preparing a perspective plan across the lines of Quality Assurance such that the college can change itself to thriving institution of the 21st century.

6.2.3 Describe the internal organizational structure and decision making processes..

The internal coordinating and decision making mechanism of Rani Dhanya Kumari College is shown below:

Governing Body

Finance Sub-Committee

Principal/TIC

Academic Sub-Committee

Teachers' Council

UGC Committee

UGC Sub-committee

Academic Sub-committee

Admission Sub-committee

Research Sub-committee

Library Sub-committee

NSS Advisory committee

Canteen Sub-committee

Anti-ragging Sub-committee

Games & Sports Sub-committee

Grievance Redressal Cell

Scholarship Sub-committee

Committee against Sexual Harassment of Women

Alumni association

Plan & Purchase Sub-committee

Building Sub-committee

Finance Sub-committee

Cultural Sub-committee

Placement Sub-committee

Disciplinary Committee

The college is affiliated to the University of Kalyani is guided by the relevant Act Regulations & Statutes of University. It has a duly constituted Governing Body as per the Statutes of the University, which is responsible for proper management of all the affairs of the college. The Governing Body selects the "Finance Sub-committee" and the "Academic Sub Committee". The Principal is dependent on the Teachers' Council and the office for all sorts of academic and administrative activities respectively. Other sub- committees are formed by the Teachers' Council as and when found necessary. The Governing Body also monitors the activities of different administrative bodies of the college.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following
- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

1. **Teaching & Learning**:

(a) Introduction of continuous internal assessment

(b) Use of software and hardware by the teachers for academic planning and continuous internal assessment

(c) Adoption of students centric learning methods

(d) Use of audio visual aids

(e) Building repository of web materials

2. **Research & Development:**

Formation of a Research Committee to encourage

(a) personal research

(b) minor research projects

(c) institutional research

3. Human Resource Management

(a) Conducting appraisal followed by retraining

(b) Providing hardware and software to teachers

(c) Community engagement

(d) Industry interaction

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The feedback collected through the stakeholders' feedback software is analysed by the Head of the institution and the same gets reported to the Governing Body meetings for review. The Head of the institution also obtains the views of all stakeholders on all emerging issues of importance and concern, by way of conducting regular opinion polls through the online web application of the stakeholders' feedback software.

6.2.6 How does the management encourage and supportinvolvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The college management instituted an in-house training system to provide training to the office staff to increase their effectiveness. Furthermore the casual staffs are provided with additional financial incentives for accomplishment of given tasks.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions..

The Governing Body of the college, during the session 2015-16 adopted a few resolutions for developing infrastructure and increasing academic opportunities. Most of them are implemented/ introduced/ completed and some works are in progress.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Our college has not taken any such initiative till now in this respect.

6.2.9	How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The grievance of the student is submitted into a grievance box in written form and that of teaching and non-teaching staff is submitted to the principal directly. The grievances thereafter are categorized into three groups –

(i) Those relating to day-to-day administration of the college are dealt by the Head of the institution

(ii) Those relating to policy matters are taken up by the Governing Body and/or any special cell or the IQAC

(iii) Those relating to students' affairs are taken up by the Head of the institution/IQAC/ members of the students' council.

6.2.10	During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No such cases

6.2.11	Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The institution collected feedback from students in formally and verbally through the departments as well as the Head of the institution. The proposals/suggestions were then placed to the different committees for implementation.

6.3	**FACULTY EMPOWERMENT STRATEGIES**
6.3.1	What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The following efforts are made by the college to enhance the professional development of its teaching and non-teaching staff.

☐ The college authority provides encouragement and assistance to the faculty members to carry out all sorts of research activities.

☐ The college provides study leave to the faculty members for completion of M.Phil. and Ph.D. degree under FDP scheme of UGC.

☐ Provide required permission and sanction leave to attend Orientation Programmes, Refreshers Courses and workshops organized by the Academic Staff Colleges of different Universities.

☐ Faculty members are encouraged to undertake more Minor and Major Research projects funded by UGC, CSIR, etc.

☐ The faculty members are given permission to participate in seminars and workshops.

☐ Computer training is given to the non-teaching staff for administrative works.

6.3.2 **What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

The college adopts the strategy of providing appropriate software and hardware to the teachers and motivates them to re-empower them with 21st century skills necessary for effective teaching. The college appreciates that teachers can re-empower them in a self-directed learning mode.

6.3.3 **Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

.

The Principal provides a work schedule calendar to the Head clerk and the Accountant of the college during the beginning of the year who distributes the tasks given in the calendar to the staff.

The Head clerk and the Accountant monitors whether the work is done within due time and report the same to the Principal.

The process discussed above serves as tool for performance appraisal of the office staff.

The IQAC Cell has planned to implement the self-appraisal for administrative staff and academic support staff of different departments.

6.3.4 **What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

The Principal discusses the outcome of the performance appraisal systems in the governing body meeting.

6.3.5	What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The welfare schemes available for the teaching staff and non-teaching staff are as follows –

1. Payment of salaries is given for every month from college fund even if the college has not received the pay packet in time
2. Group insurance for staff – 100% of them have availed the benefit
3. Provident Fund benefit for permanent staff
4. Employees Credit Cooperative Society – 100% have availed the benefit

6.3.6	What are the measures taken by the Institution for attracting and retaining eminent faculty?

The College considers the suggestions and ideas of senior faculty regarding teaching and learning. Opportunities are available to take up research projects and to use ICT components. Adequate infrastructure and space, good work culture, academic freedom, encouragement to participate in seminars are provided for attracting and retaining eminent faculty.

6.4	**FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**
6.4.1	What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The College has a sound mechanism to monitor the effective and efficient use of financial resources.

☐ Finance sub-committee holds regular meetings for recommending funds for various purposes.

☐ The Governing Body approves the recommendation of Finance sub-committee.

☐ Purchase committee, Library committee, and Building committee purchases various items through proper procedure.

☐ Total payment and receipts are controlled by the Bursar and Accountant under the supervision of the Principal.

☐ The grants from UGC are spent as per UGC guidelines.

6.4.2	What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The college being a Government aided organization receives fund from the Government of West Bengal and therefore all its accounts are subject to audit by the

Government appointed statutory auditors for which books of accounts under the tutelage of finance committee convener and the bursar.

The book of accounts are prepared and audited by statutory auditors. The statutory auditors prepares and submit an audit report with audit observations.

The Governing Body considers the audit observations for compliances.

The scope and mechanism for internal audit in the college is to design the internal control process to provide reasonable assurance regarding the achievement of

☐Evaluates and provides reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization's objectives and goals to be met

☐Reports risk management issues and internal controls deficiencies

Identified directly to the audit committee and provides recommendations for improving the organization's operations, in terms of both efficient and effective performance

☐Adherence to Central and State Finance Rules.

The college accounts are audited regularly by the government auditors without as such audit objections. The last audit was done for the session 2011-12. No major objection was found in the said audit.

6.4.3	What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

a. State Government disburses the corpus for payment of salary to the employees of the organization.

b. College receives fund from the UGC as against the plan proposals submitted under the different schemes of the commission.

c. The major source of receipt of fund in the college however is the fees received from students under different heads from where the day to day expenses as well as developmental expenses are met.

Generally the college is not met with huge surplus.

6.4.4	Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

1. MPLAD Fund: 14 lakhs in the session 2012-13
2. Income from interest: Rs. 171571 in the session 2011-12

6.5	INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
6.5.1	Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? . If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

The IQAC of Rani Dhanya Kumari College has been established in 2012 as per guideline of the NAAC. The college always aspires for quality improvement in higher education. The IQAC is worth trying to develop several quality benchmarks for the various academic and administrative activities of the college. The Cell laid emphasis in teaching learning and evaluation, student involvement and participation in varied student related activities of the college and communication with parents. It monitors promotion and innovations in co-curricular and extra-curricular activities of the college. The IQAC has taken following salient steps:

- Under the support of the cell more committees have been constituted for specific function and their activities monitored so that the ultimate benefit goes to the students like, Alumni Association, Grievances Redressal Cell, Women's Cell, Anti-Ragging Cell etc.
- Organised Awareness Programme on Anti-Ragging.
- To implement working diary for the teachers.
- To introduce student feedback procedure.
- To arrange parent-teacher meeting.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The following decisions of the IQAC have been approved by the management/authorities for implementation:

1. Air conditioning of Principal's chamber, Teachers' room, Office section, Library section done.
2. Manual cataloguing (DDC System) in library has been introduced in the year 2012.
3. NSS unit 1&2 of our college organized Yoga training, First-aid training etc.
4. Construction of Annex building 1st& 2nd floor with seminar hall, Girls hostel ground floor, Sports complex and development play ground has been completed. Construction of Girls 2nd floor is in progress.
5. Website up gradation, COSA implementation, library computerization have been done.

6.   Cycle stand has been constructed; Boys and girls common room and students' union room have been renovated.

c.   Does the IQAC have external members on its committee?

If so, mention any significant contribution made by them.

As per guidelines the IQAC has two external members who offer valuable suggestions and contributions towards quality improvement of the academic environment and overall development of the college. The two members are (1) Mr. N.K. Dutta and (2) Mr. Samir Ghosh .

d. How do students and alumni contribute to the effective functioning of the IQAC?

☐ The students of the college give various suggestions regarding improvement of examination system, library services, xerox facilities for the students, canteen services, etc.

☐ The Convener of Alumni Association holds meeting with the members to discuss about the developments of the college. Alumni members discussed among themselves how the college gets various helps from the alumni who are well settled in different fields.

e.   How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC is formed according to the guidelines by the appropriate authority consisting of senior teachers, non-teaching staff and students. The IQAC also incorporated ex-teachers, ex- non-teaching staff, and alumni in their team and engage themselves for betterment of the college as suggested by NAAC.

☐ The decisions of IQAC are discussed in the Staff Council meeting and meeting with the non-teaching staff and students.

Decisions, plans and programmes are also communicated to the concerned persons.

6.5.2   Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the college have an integrated framework for Quality Assurance of the academic and administrative activities.

 The college has several statutory bodies like the Governing Body, Teachers' Council, Students' Union, Finance Committee, Academic Committee, etc that work together to achieve advancement of the quality assurance in the academic and administrative part of the college.

The feedback received from Parent-Teachers meeting, observation of Grievance Redressal Cell, opinion from different departments and committees are taken into consideration by IQAC. Local well wishers of the college also offer their suggestions. The Principal as the head of the institution coveys these to the Governing Body.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

. No such training is provided. However the Quality Assurance Experts meet the members of the IQAC and appraise them how to function for effective implementation of the quality assurance procedures.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, the college undertakes Academic Audit of the teaching activities on regular basis through AISHE and yearly report is submitted to them for evaluation. All teachers make self appraisal report yearly and submit it to the concerned authority.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism is not aligned with any external quality assurance agency but the IQAC has two external members who act as Quality Assurance expert to the IQAC.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The college has periodic reviews of its administrative and academic departments to ensure that quality is sustained in all the areas related to its functioning. IQAC has been constituted to monitor the teaching-learning process

and quality education. Departments are provided LCD projectors. Wi-Fi connections to be installed on priority basis. The college invites evaluation by the students regarding the department, faculty and the college as a whole. Their evaluations are discussed in IQAC for necessary improvement.

6.5.7 **How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The quality assurance policies of the college are communicated to the internal and external stakeholders in the following way:

 By the members of IQAC.

 Through notices served and personal communication over telephone.

 Later on the policies are discussed in details in the meetings of the different sub-committee and Teachers' Council. IQAC has planned to communicate its quality assurance mechanisms to the guardian of the students at the time of new admission .

The IQAC also has plans to launch a separate website for the activities of IQAC.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII : INNOVATIONS AND BEST PRACTICES

7.1   ENVIRONMENT CONSCIOUSNESS

7.1.1   Does the institute conduct a green audit of its campus and facilities?

The college has eco-friendly environment since its inception. The college is situated in a rural area surrounded by green fields and other trees. Although, there is no formal green audit but the college authority has made the campus plastic free zone and usage of plastic bags are completely prohibited in the college. The college has a campus beautification unit. This unit along with 2 (two) NSS units are maintaining cleanliness drive towards making the college campus waste free and eco-friendly. Campus of the college is surrounded by various plants which makes the environment healthy too. Every year each of the two NSS Units adopt a village for various programs which are conducted over the year. Every unit conducts programs like cleaning, plantation and other programmes relating environmental awareness.

7.1.2   What are the initiatives taken by the college to make the campus eco-friendly?

The college is situated in a rural area surrounded with fresh air and full sunlight. So naturally, class rooms are very much airy and well lighted. (Although class rooms are equipped with traditional tube lights and fans but these are not required all the time). The college uses CFL and other less energy consumable lights as soon as possible. The institution also observes that no electric equipments run unnecessarily. Already college corridors are equipped with CFL. There are several measures taken to save electricity.

The college has taken some measures to reduce emissions of carbon-dioxide by
a. The campus is smoke free and plastic free zone.
b. Dead leaves and wastes including plastics are fully destroyed.
c. Plantation is a regular feature in our NSS programme schedule.
d. Chemical waste products are technically handled.
e. The college has taken the decision of handing over the wastes to the external agency

f. Campus is declared no smoking zone.

g. Campus is declared plastic free zone.

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

i. Occasional plantation is made by NSS and college authority.

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college

Innovations introduced during last four years are listed below:

☐ Health awareness programmes are introduced for students like blood group testing, Thalasemia Check up etc.

☐ Parents' teachers meeting organised by IQAC cell for getting feedback from the parents about teaching and other sides they want to share with the teachers.

☐ Students evaluation of teachers are organized for the betterment of teaching-learning process.

☐ College office has been fully computerized with WI-FI connections for smooth administrative works. Now, complete information regarding students, e-bills and other time-consuming works has been easily performed with full computerization.

☐ Feedbacks from the students are analysed for their knowledge building.

☐ College website is upgraded. Online Admission has initiated from this ongoing academic session.

☐ Audio visual learning and Remedial classes for backward students.

☐ Newly introduced career counseling programmes for giving students information, guidance and motivation for competitive examinations.

7.3 BEST PRACTICES

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

BEST PRACTICE

Practice #1 **Title–** *Overall Improvement of Students*

Objective: To make the students conscious about their education, health, job opportunities and ultimately their future life.

Context: The college is located in a rural remote boarder area, far away from the district town as well as capital town of the state. Most of the students of this college are of first generation learners and belong to minority community. Students have no clear idea about necessity of education, fitness of health, verity of job opportunities etc.

Practice: Internal assessment, special care to slow learners, health check up programme specially for girls, sports complex, gymnasium, career counselling programme etc. are arranged for overall development of the students.

Evidence of Success: Success rate of students in university examination has gone up slightly. Health check up programme has been organised by NSS unit. NCC and Physical Education Department have taken initiatives regarding physical development of the students using games and sports facilities like gymnasium, sports complex, college play ground etc. of the college. Better performance of the students in various competitive examinations is also observed to some extent.

Resources Required: Infrastructural development, recruitment of full time faculty members, financial resources are required.

Problems Encountered: Class rooms are not adequate. Financial conditions of the students are not good enough to cope with the competitive age. It is very difficult to keep students after college hours.

Practice #2 **Title – Computerisation of Administrative Section**

Objective: To offer more secure and more flaw less services to all stakeholders with the shortage of office staff.

Context: Manual process of office work had been followed and there by the college was suffering from the problems relating to smooth-running of administration. Keeping in view of the fact of availability of world-information through a click of mouse, technological advancement is required to be introduced in the administration.

Practice: All money receipts and payments have been made computerized. Total accounts are maintained through specialized software package. Website of the

college is ready for future on-line admission. COSA implementation is initiated for computerization of salary with State Government Grant.

Evidence of Success: Fees deposit at the time of admission and filling up of form for university examination are done through computer. Salary Account of the staff, UGC Fund, other monetary matters are kept in computer.

Resources Required: Computer Training/Re-training of staffs is required.

Problems Encountered: Permanent skilled staff having computer knowledge back ground and Infrastructural facilities are inadequate.

EVALUATIVE REPORT OF THE DEPARTMENT OF BENGALI

1. Name of the department: Bengali

2. Year of Establishment: Introduction of Intermediate Course- 1962.
Introduction of General Course – 1995
Introduction of Honours Course - 2003

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
   - B.A. General Course
   - B.A. Honours Course

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise): Annual System (University)/Internal assessment (Test Exam at the end of every Academic year. Three class test in every paper of both Honours and General subject).

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons?: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01

10.	Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Mousumi Chakrabotry	M.A., Ph.D., NET,	Asst. Prof.	Pali	Approx 1 year (as Asst. Prof). 8 years (as PTT)	Nil
Manikuntala Basu	M.A., B.Ed., M.Phil. NET, Ph.D. (on going)	Govt. approved PTT	Comparative Literature	9 years	Nil
Tanuka Chowdhury	M.A., NET, SET	Govt. approved PTT	Drama	7 years	Nil
Chaitali Upadhyay	M.A.,	Guest Lecturer	Drama	5 years	Nil
Sanhita Sarkar	M.A., B.Ed.	Guest Lecturer	Folklore	3 years	Nil

11.	List of senior visiting faculty: Nil

12.	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 30%

13. Student -Teacher Ratio (programme wise):

Level of Study	Ratio
Honours	43.1:1
General	194:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. :

Name	Qualification
Dr. Mousumi Chakraborty	M.A., Ph.D
Manikuntala Basu	M.A., M.Phil. Ph.D. (on going)
Tanuka Chowdhury	M.A.
Chaitali Upadhyay	M.A.
Sanhita Sarkar	M.A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications:
* Publication per faculty
* Number of papers published in peer reviewed journals (national

/international) by faculty and students

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Faculty	a	b	b	c	d	e	f	g	h	i	j	k	l
Dr. Mousumi Chakraborty	7	6	-	-	-	-	-	1	-	-	-	-	-
Manikuntala Basu	5	2	3	-	-	-	-	0	-	-	-	-	-
Tanuka Chowdhury	5	5	-	-	-	-	-	0	-	-	-	-	-
Chaitali Upadhyay	2	2	-	-	-	-	-	0	-	-	-	-	-

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil

b) International: Nil

c) Departmental: Seminar on ' Bangalir Ramayan Charcha' held on 27.11.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-2014

Name of the Course / programme	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
B.A. Honours Part-I	700	300	61	34	36.13
B.A. Honours Part-II	60	60	32	28	74.32
B.A. Honours Part-III	60	60	41	19	92.42
B.A. General Part-I	900	590	303	287	73.71
B.A. General Part-II	321	321	156	165	47.58
B.A. General Part-III	59	59	28	31	78.68

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. Honours Course	100%	-	-
B.A. General Course	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 09 (as per Police Verification Report available with the college)

	29.	Student progression	

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.

c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to SC/ST/Minority receiving scholarship from the Govt.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Special lectures, Departmental seminar.

33. Teaching methods adopted to improve student learning:
   - Traditional lecture of method.
   - Question-answer session

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: The students and the faculty member regularly participate in the Institutional Social Responsibility and Extension activities organized by the NSS Units of the college. The students as NSS volunteer take active part in social awareness programmes and undertake certain activities in adopted villages.

35.	SWOC analysis of the department and Future plans:

Strength: The performance of our students in academic field is quite satisfactory and encouraging.

Weakness: Insufficient study materials and full-time teaching faculty.

Opportunities: Several Students have already been qualified for various competitive exams.

Challenges: To motivate our students as responsible and socially committed citizens of tomorrow.

Future Plans: To involve all the students of Honours/General course in different activities like Unit Test Competition, Essay competition, Seminar Presentation and Social works

Publication by the Faculty Members

List of Publication of Dr. Mousumi Chakraborty

SL. No.	Name of Book/ Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International / National / State / Regional / College or University Level
1	Leela Majumdar: Sristir Bahubarno	Bangio Sahitya Samsad	---	---	---	2012	978-93-82012-74-0	Single	State
2	Bankim Rabindranath Ebong Onanyo Probondho	Patrakatha	Prosongo: Krishnakanter Will	---	09-13	2012	978-81-295-924388-0-1	Single	State
3	Rabindronath O Bharotiotto	Prayag Prakashani	Rastrio Ekota O Rabindrahabna	---	164-168	2012	81-89820-45-9	Single	State
4	Rabindranather Bohuswar	Nagar College	Rabindra-Onubhobe Poribesh Bhabna	---	97-100	2012-	---	Single	State

5	Atmovikash	S.Chakraborty	Leela Majumdar Oitijhyo O Uttoradhikar	5	115-118	2013	2278-6171	Single	State
6.	Mahabishyer Rahasyosandhani Rabindranath	Kandi Raj College	Mahabishyobodh:R abindra-Onubhobe	---	78-82	2013	978-81-924432-06	Single	State
7.	Sahitya	Deptt.of Beng,BHU	Upendrokishore:Jibo n O Srijon	14	153-158	2013	---	Single	National
8.	Medicinal And Aromatic Plants Used in AYUSH Medicines	Ramkrishna Mission Ashram,Sargachi	Otulonio Otondri:D u-Char Katha	---	60-62	2015	---	Single	State

List of Publication of Prof. Monikuntala Basu

SL. No.	Name of Book	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single / Main / Co-author	International / National / State/ Regional / College or University Level
1	Woman Empowerment through self-help group for transforming society(Book)	E.T.publication	-	-	-	2014	N.A	Co-author	National

2	Taranga	Taranga gosthi.	Kathasayithik Sulekha sanyal...ducha rkatha	12	9	2012	NA	Single	Regional
3	Kuttim	Souhidhya	Kathasahithik Sulekha sanyal: Silpabhavnar Silpito rup	2	29-37	2013	ISSN-2321-9696	Main	International
4	khoai	khoai	Apraponiyo... Dewalpadma	23	77-81	2015	ISSN2319-8389 khoai	Single	International
5	Bangla Sahitye prion o protibad	Art publishing	Nari Chatanay...pri on o protibad	1	194-198	2015	ISBN978-93-84491-07-09	Single	National
6	khoai	Khoai	Dipendranath.. protifalon o bastobata	24	31-35	2015	ISSN 2319-8389	Single	International

List of Publication of Prof. Tanuka Chowdhury

SL. No.	Name of Book/ Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International / National / State / Regional / College or University Level
1	Bankim Rabindranath abong onnanano Prabondha	Symashri Biswas Sengupta	"Bartaman Samosar Vivekananda,Shubho Utsabe Balendranath"	¦	77-83	2012	978-81-295-924388-0-1	Single	State
2	Rabindranather Mrityuchetana	Basab Ghosh, Parth Das,Atanu Ghosh.	Rabindranather Mrityuchetana: Kayakti Choto Golpo.	¦	154-156	2014	978-81-926963-9-3	Single	State
3	Aam Banglay Gram Bangla	Shaibal Roy O Dr. Dipak Das	Binodaner Bibartan : Bangla Uponash	¦	105-110	2014	978-93-84729-10-3	Single	State
4	Bharat Nirman O Swami Vivekananda	Dr.Madhu Mitra	Bharat Binirmane Vivekananda O Subhash Chandra.	¦	205-211	2015	9789384491024	Single	State

| 5. | Unisher Kobita Shamikha | Debobrata Biswas | Kobita Bishleshan : Bhule jao na bolile bhulitam tai. | ¦ | 56-59` | 2015 | 978-81-929245-8-8 | Single | State |

List of Publication of Prof. Chaitali Upadhyay

SL. No.	Name of Book/ Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International / National / State / Regional / College or University Level
01	Bangla Natoke Protibader Bhasa	Ekus Satak	Dijendralal Royer Sajahan	¦	299-326	2014	93-83521-17-2	Single	State
02	Oichik Bangla Annesha	J Publication	-	¦	-	2015	-	Single	State

EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH

1. Name of the department: English
2. Year of Establishment: Introduction of Compulsory Course: Since the beginning of the college, Introduction of intermediate course: 1774
   Introduction of General. Course: 1995
   Introduction of Hons. Course: w.e.f-2004-2005

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
   - B.A. Honours Course
   - B.A. General Course

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise):
   Annual system(University)/Class test(Five tests in Honours and two tests in each paper in General Subjects.)

6. Participation of the department in the courses offered by other departments :Yes

7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	01
Govt. Approved PTT	02	01
Guest Teachers	-	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Subhajit Das	M.A ,B.Ed	Asst.Prof.	American Literature	06 months	Nil
Abusina Biswas	M.A ,B.Ed , M.Phil	Govt.App. PTT	History of English Literature	07+ Years	Nil
Prasanjit Singha Roy	M.A(Double)	Guest	Phonetics & Linguistic	05+ Years	Nil

11. List of senior visiting faculty:

Sl.No.	Name	Institute
1	Dr.Sandip Mondal	University of Kalyani
2	Dr.Prity Kumar Roychowdhury	Dukhulal Nibaran Chandra College
3	Prof .Somnath Chakraborty	Lalgola College

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student -Teacher Ratio (programme wise)

Level of Study	Ratio
Honours	33:1
General	7:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualification
Sri Subhajit Das	M.A. ,B.Ed.
Sri Abusina Biswas	M.A. , B.Ed. ,M. Phil., M.A. IN EDUCATION(Running)
Sri Prasanjit Singha Roy	M.A.(Double)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications:

* a) Publication per faculty
* Number of papers published in peer reviewed journals (national /international) by faculty and students
* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Faculty	a	b	c	d	E	f	g	h	i	j	k	l
Subhajit Das	02	-	-	-	-	-	-	02	-	-	-	-	-
Abusina Biswas	08	-	-	-	-	01	02	05	-	-	-	-	-

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%

 b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil

b) International: Nil

c) Departmental: Seminar on Text on Text: Rereading Shakespeare held 03.12.2015, Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise:2013-2014

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A Honours Part-I	250	51	35	16	70.59
B.A . Honours Part-II	36	36	24	12	33.33
B.A . Honours Part-III	12	12	06	06	91.67

B.A General Part-I	11	11	08	03	54.55
B.A General Part-II	06	06	04	02	66.67
B.A General Part-III	04	04	03	01	75.00

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A Honours	100%	-	-
B.A. General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 08 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	43.2
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities
a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.
b)   Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource

Network System.

c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: N.A

31. Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to Minority receive scholarship from Govt. Minority Department. Students belonging to SC/ST receive scholarship from Govt. Free studentship for first class holders ,poor and meritorious students get financial assistance from other agencies.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Special lectures. Departmental seminar.

33. Teaching methods adopted to improve student learning:
   i.   Traditional Lecture method
   ii.   Teacher-student relation
   iii.   Question-answer session
   iv.   Remedial Coaching Classes
   v.   Special classes , tutorials etc.
   vi.   Organising Seminars
   vii.   Audio visual classes held.
   viii.   Publication of Wall-Magazine Annually

34. Participation in Institutional Social Responsibility (ISR) and Extension activities
   The Students and the Faculty members regularly participate in the Institutional Social Responsibility and NSS Units and the Health Unit of the College.The students as NSS volunteers take active part in social awareness programmes and undertake certain activities in adopted villages.

35. SWOC analysis of the department and Future plans:
   ☐ *Strength:* The performance of our students in academic field is quite satisfactory and encouraging.
   ☐ *Weakness:* Insufficient facilities, study materials, seminar library books, audio-visual teaching aids.Most of the students are the first –generation learners.
   ☐ *Opportunities:* Several Students have already been qualified for SSC ,TET andmany of our students also opt for higher studies.

☐ *Challenges:* To motivate our students as responsible and socially committed citizens of tomorrow.

Future Plans: The college intends to open post graduation course in English in Open and Distance Learning of the University of Kalyani

Publication by the Faculty Members

List of Publication of Prof. Subhajit Das

SL. No.	Name of Journal / Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International / National / State / Regional / College or University Level
1	Yearly Shakespeare	Sri Aurobindo Study Centre	Nihilis, ExistentIalism and Macbeth	10		2011	0976-9536	Single	International
2	Yearly Shakespeare	Sri Aurobindo Study Centre	Emersonian Vision of 'Shakspeare' as Representative Man	11		2012	0976-9536	Co-author	International

List of Publication of Prof. Abusina Biswas
A. Book:

Sl. No.	Title of the Book	Year	Publisher	Author	ISBN
1	An Introduction in Selected Poems	1ST Edn.- 2013 2nd Edn.- 2015	The Book World Pub. Kolkata	Single	978-93-81231-081

2	An Introduction- William Shakespeare- Twelfth Night	2014	The Book World Pub. Kolkata	Single	978-93-81231-05-0
3	An Introduction to William Shakespeare- Macbeth	2015	The Book World Pub. Kolkata	Single	978-93-81231-11-1
4	An Introductory Guide Book of English Literature- Part-I	1ST Edn- 2010 2ND Edn- 2013--14	New Kalpana Prakashani Kolkata	Single	978-81925657-0-5
5	An Introductory Guide Book of English Literature- Part-II	2014	New Kalpana Prakashani Kolkata	Two	9788192565798

B. Chapter in Book:

SL. No.	Name of Book	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ISBN NO.	Single / Main / Co-author	International / National / State / Regional / College or University Level
1	An Introductory Guide Book of Compulsory English & Bengali	New Kalpana Prakashani Kolkata	Compulsory English of University of Kalyani	01	9-138	2012	-	Co-author	College

C. Journal:

SL. No.	Name of Journal	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ISBN NO.	Single / Main / Co-author	International / National / State / Regional / College or University Level
1	Sibani	Hazi A.K.Khan College	Indias voice:The West in Bengal Literature	01	12-16	2011-12	-	Single	College Level
2	Mousumi	R.D.K. College	Time as a Judge: R.Browning	01	27-28	2013-14	-	Single	College Level

EVALUATIVE REPORT OF THE DEPARTMENT OF GEOGRAPHY

1. Name of the department: Geography

2. Year of Establishment: BA Hons (3Year Degree Course) 2008
    BA General (3Year Degree Course) 2008

3. Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. ,etc.) :

Name of course	Duration	No. of papers	Minimum Eligibility	Univ. Approved Intake
B A / B Sc. Hons	3 years	**Theory**: 7 papers of 540marks **Practical**: 4 papers 260marks	Min. 45 per cent (overall) at 10+2 exam. or min. 40 per cent and 50 per cent in Geography with Geography one of the subjects studied	33 with usual reservations applicable as per Govt. of WB rules
B A / B Sc. General Course	2/3 years	**Theory:**3 papers of 260 marks **Practical**: 2 papers of 140 marks	Min. 34 per cent (overall) at 10+2 exam. with Geography one of the subjects studied	As directed by the University

4. Names of Interdisciplinary courses and the departments/units involved: NIL

5. Annual/semester/choice based credit system (programmewise):
    Annual system (university)/ Internal assessment (test examination for honours and general subjects).Apart from these unit tests are organized from time to time by the department to judge the progress of the students.

6. Participation of the department in the courses offered by other departments:

Yes. Our students are allowed to attend certain classes of other departments of their interest.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. :

NIL

8. Details of courses/ programmes discontinued(if any) with reasons: NA

9. Number of teaching posts:

	Sanctioned	Filled
Professors	NIL	NIL
AssociateProfessors	NIL	NIL
Asst.Professors	1	1

10. Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt. / Ph.D./ M.Phil. etc.)

Name	Qualifica-tion	Designation	Specialization	No.ofYears of Experience	No.of Ph.D. Students Guided for the Last 4 years
Dr Jhikmik Kar	Msc.Ph.D	Assistant Professor	Socio-Cultural Geography, Advanced Geomorphology	09Yrs 1Month(As PTT from 2006-2015 March)As Full Timer from 21st March, 2015	Nil
Sanjib Biswas	Msc	Guest lecturer NET Qualified	Tourism	5yrs	Nil
Tarikul Islam	Msc.	Guest lecturer NET Qualified	Regional Development and Planning	2yrs	Nil
KallolChakraborty	Msc.	Guest Lecturer	Coordinate Geometry	4yrs	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty: Honours: 45 %
                                                                              General: 50 %

13. Student-Teacher Ratio(programmewise): Honours : 18:1
                                                                              General: 9.25:1

14. Number of academic support staff (technical)and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

Name	Qualification
Dr Jhikmik Kar	M. Sc, Ph.D
Sanjib Biswas	M. Sc. (NET qualified)
Tarikul Islam	M.Sc. (NET qualified)
KallolChakraborty	M. Sc Mathematics)
Azim Ali (2010-2014)	MA
SumanKundu (2009-2011)	MA
PrasenjitMondal (2010-2011)	MSc

16. Number of faculty with ongoing projectsfroma)Nationalb)Internationalfunding agencies andgrantsreceived:1 faculty member applied for Minor Research Project 2015.

17. Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre/facility recognized by the University: NA

19. Publications:
    *   a) Publication per faculty
    *   Number of papers published in peer reviewed journals(national / international)byfacultyandstudent

* Number of publications listed in International Database(For Eg: Web of Science, Scopus ,Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Faculty	a	b	c	d	e	F	g	h	i	j	k	l
Dr. Jhikmik Kar	3	1	1	-	-	1	-		-	-	-	-	-

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards :Nil

22. Student projects

The Geography syllabus for Honours as well as General course under University of Kalyani is furnished with a compulsory field work for the students of both Honours and General students. In Honours course there is a provision of project work (Field Report) of 30 (20 for report writing & 10 for viva) marks for Part-III students and for General Course students there is a scope of preparing field report / project work of 15 marks of which 10 for preparation of report and 5 marks are allotted for viva-voce. Conduction of field work and preparation of report is very important for getting an idea of the various geographical as well as socio-economic aspects of the study area which is very useful for the students as they came to know about their surrounding geographical sphere and the regional differentiation existing between them. Moreover, students learn to carry out works jointly, thus there is a scope of development of mutual cooperation among the students. The department

has successfully conducted as many as field works of Honors students and field works for the students of General Course.

Areas of Projects Conducted by the Students:

Since the university has prescribed a specific areas (within 100kms) for conducting field work the following areas traditionally have been chosen keeping the convenience of students and as well as teachers and the significance of the study too. The following areas are generally taken up for field work-

(a) Survey of Socio-economic condition of a Mouza (in rural set-up),

(b) Survey of Socio-economic condition of a Ward (in urban set-up),

(c) Survey of health and hygiene condition of a Ward/Mouza (in urban/rural set-up),

(d) Survey of agrarian system and agricultural economics (in rural set-up),

(e) Survey of land use and land cover in a mouza,

(f) Survey of soil condition, soil property and soil use in a mouza,

(g) Survey of flora and fauna in a mouza, and

(h) Survey of drainage characteristics in a sub-basin (micro sized) of a major drainage.

B A / B Sc Part-III students are to conduct the field work under the guidance of the faculty members. Normally at least a faculty member accompany the students for their guidance to conduct field work. Usually a site is chosen, may be within or outside of the state keeping in view the financial capability of the students as well as the logistics etc. in view. The safety and security also is a point of concern particularly in view of presence of girls' students.

Details of Area Studied for Project/Field Work for Honours students

SL No.	For the academic Session	Year of conduction	Supervision	Place surveyed			
				Name of the Mouza / Ward	Municipality / C D Block / Taluka / Mandal	District	State
1	2008-2009	2008	-	-	-	'	-

2.	2009-2010	2009	Azim Ali, SumanKundu	Amaipara	Azimganj	Murshidabad	West Bengal
3.	2010-2011	2010	Azim Ali, PrasenjitMondal	LalKuthi	Azimganj	Murshidabad	West Bengal
4.	2011-2012	2011	Sanjib Biswas, Azim Ali		Karnasubarna	Murshidabad	West Bengal
5.	2012-2013	2012	Sanjib Biswas, Azim Ali	Radhakrish napur (Lalgola Part 3)	Lalgola	Murshidabad	West Bengal
6.	2013-2014	2013	Sanjib Biswas, Tarikul Islam	Maliparam auza	Bhagobangola	Murshidabad	West Bengal

a)   Percentage of students who have done in–house projects including interdepartmental/programme: Project work for 1st year students on Environmental Studies and project work for 3rd year students: 100%

b)   Percentage of students placed for projects in organizations outside the institutional .i.e. in Research laboratories/Industry/ other agencies: Nil

23.   Awards/Recognitions received by faculty and students:

Sanjib Biswas: Received Medal and Certificate for 1st Class First from the Kalyani University for two consecutive years (1^{st}Yr and 2^{nd}Yr)

24.	List of eminent academicians and scientists/visitors to the department: Nil

25. Seminars/Conferences/Workshops organized & the source of funding
   a)   National: Nil
   b)   International: Nil
   c)   Departmental: Seminar on 'Man and Environment: Struggle for Existence' held on 04.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.
   (Proposal has been submitted for conducting a national seminar (2016) jointly with the Department of English of Rani Dhanya Kumari College in collaboration with SCBC College, Murshidabad)

26. Student profile programme/coursewise: (2013-2014)

Name of the Course/programme	Applications received	Selected in Merit List	Enrolled		Pass percentage
			*M	*F	
BA/BSC Part I Hons	300	150	24	5	80
Part II Hons	21	21	14	7	85
Part III Hons	22	22	17	5	100
BA/BSC Part I Gen	100	100	11	3	60
Part II Gen	16	16	11	5	55
Part III Gen	7	7	3	4	75

*M=Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	% of students from abroad
BA/BSC Honours	100	-	-
BA/BSC General	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Got State Govt. job: 09 (as per Police Verification Report available with the college)

29. Student progression:

Student progression	Against% enrolled
UG to PG	70
PG to M.Phil.	0.1
PG to Ph.D.	0.01
Ph.D. to Post-Doctoral	NA
Employed •Campus selection •Other than campus recruitment	27
Entrepreneurship/Self-employment	3

30. Details of Infrastructural facilities

a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.

c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: The Laboratory is well equipped with various instruments and maps required for conducting the regular classes smoothly.

List of Instruments, Apparatus, Chemicals and other Laboratory aids

Sl. No.	Name Instrument	Number
1.	Computer	5
2.	Computer Table	5
3.	Diagonal Scale	4
4.	Dumpy Level	6
5.	Extension Bar	2
6.	Flexible Curve	12
7.	Geological Map	20
8.	Ranging Rods	14

9.	Globe (Ordinary)	1
10.	Plumb Bob	4
11.	Air Photo	07
12.	Air Photo (Coloured)	12
13.	Prismatic Compass set	8
14.	Measuring Tape	2
15.	Satellite Image	01
14.	Mineral Sample	1 Full Set
15.	Mirror Stereoscope	3
16.	Magnifying Glass	5
17.	Levelling Staff	5
18.	Rock sample	1 Full Set
19.	Rotameter	5
20.	Rotring Pen	4
21.	Scientific Calculator	01
22.	Set Square	6
23.	Toposheet	15
24.	Wall Map (Class Room Use)	33
25.	GPS Set	01
26.	Normal scale	02
27.	Drawing Pen	03
28.	Protractor	06
29.	Stencil	04
30.	Set Square	06
31.	Compass for board work	01
32.	Marker	06
33.	Pencil Compass	03
34.	Pilot Pen	03
35.	Eraser	04
36.	Pencil	07
37.	A4 White Paper for printing	1 full set
38.	Ink RED/GREEN	02
39.	Tracing Paper Set	01
40.	Colour Pencil Set	02
41.	Transparent Graph paper	01 set
42.	Tracing Table	2

31. Number of students receiving financial assistance from college, university, government or other agencies:

   The students receive scholarship from time to time under various schemes: These are 60%

   a)   Minority Scholarship
   b)   SC/ST Scholarship
   c)   OBC Scholarship
   d)   Biri Workers Stipend.

32. Details on student enrichment programme (special lectures/workshops/seminar) with external experts. Special lectures. Departmental seminar.

   (Plans have been adopted for organizing workshops in collaboration with other colleges to train the students on various software which is required for their higher studies or research works.)

33. Teaching methods adopted to improve student learning:

   Well organized and informative lectures are given to make the students understood the basics of the topic. Notes are given on critical topics and question answers were discussed regularly through interactions with the students. Special classes are organized both theory and practical based on the needs of the students.

34. Participation in Institutional Social Responsibility(ISR) and Extension activities:

   The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the NSS Units-I & Unit-II and NCC Unit of this College. The students as NSS volunteers take active part in social awareness programmes and undertake certain activities in adopted villages. As NCC volunteers they do their duties in the locality at the time of festival.

35. SWOC analysis of the department and Future plans
   STRENGTH:

   Though a nascent one, still the department have strong footings. Students are the main strength of the department. A homely atmosphere and a casual teacher student relationship provides the base of the department. Dedicated young faculties adds up to the quality of teaching. A good laboratory, co-ordination among the faculties, and time to time support from the college helps in the smooth running of the departmental activities.

WEAKNESS:

In spite of having several strengths, the department is crippled with a few weaknesses too. Departmental library in its proper shape is not available due to insufficient space. Shortage of full-time teachers in the department is also a great cause of concern. Though we try to meet the demand of teaching load by recruiting Guest Lecturers, gap still exists.

OPPORTUNITIES:

The department have immense opportunity if it is provided with more faculties. If more funds are allocated for building the department's own library organizing workshops, seminars and if more instruments are available for the students then it can show its full strength and prosper accordingly. The department can also organize special courses which will help the students to know about the broad scope of the subject which will help in their future ventures.

THREATS:

The department suffers from the problem of insufficient permanent teaching faculty and hence immense pressure is created upon the existing temporary staffs during the examination period and syllabus completion. Lack of space is also a major constrain for the smooth commencement of laboratory work and practical classes.

FUTURE PLANS:

The department has plans for conducting seminars, workshop and student enrichment programmes if sufficient fund is allocated for the same, which will definitely benefit the students and will help in their progress in academic field. With more equipment and teaching aid the department will reach its goal of all round prosperity and success. Increasing our laboratory and adopting modern techniques in teaching and learning is the foremost plan of work.

Annexure 1: Progress of Students (batch-wise)

Year	Part-I						Part-II						Part-III		
	Admitted	Appeared for Exam	Qualify	Failed	Dropped	other	Admitted	Appeared for Exam	Qualify	Fail	Dropped	other	Admitted	Appeared for Exam	1st Class
2008-09	17														
2009-10	27	15	13	2	4	0	13	13	13	0	0	0	0	0	00
2010-11	27	22	17	4	5	0	18	16	16	0	2	0	13	13	00
2011-12	25	25	21	1	3	0	17	16	13	0	1	3	16	16	01
2012-13	24	20	16	1	2	1	21	22	22	0	0	0	13	13	01
2013-14	29	24	21	1	2	0	16	15	11	1	1	2	22	22	02
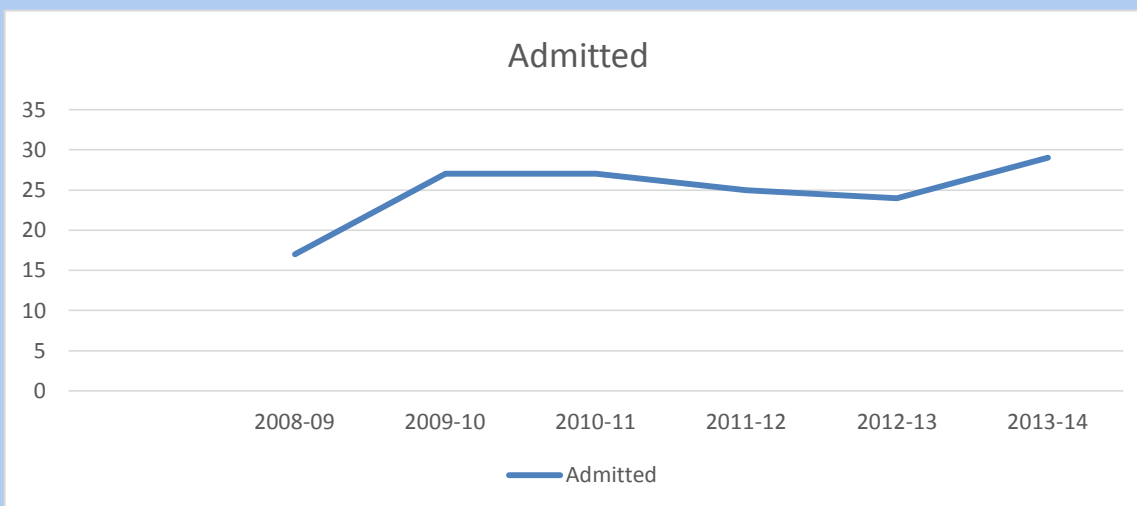
YEARWISE ADMISSION OF STUDENTS TO PART I
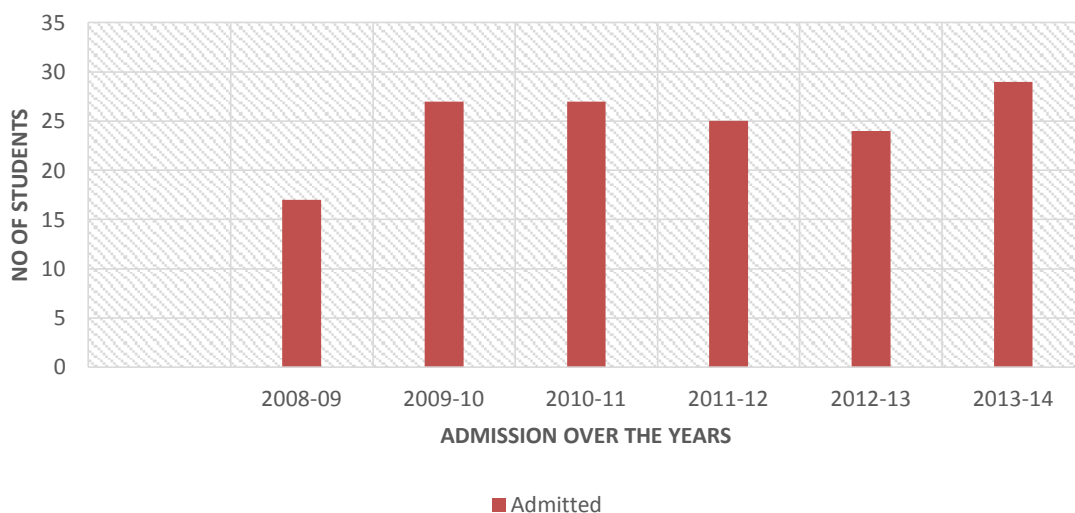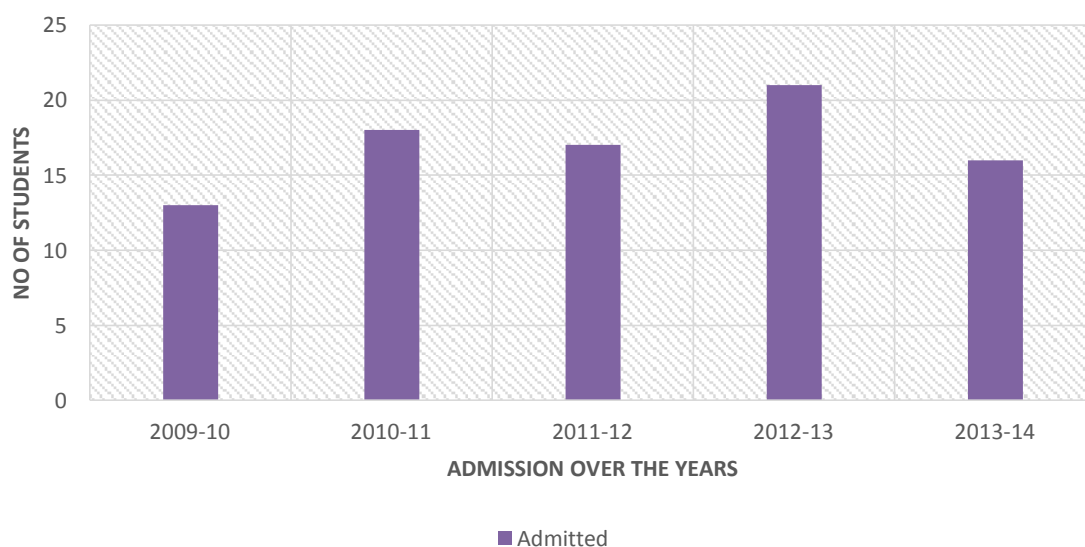
Bar chart titled "YEARWISE ADMISSION OF STUDENTS TO PART I"
Y-axis: NO OF STUDENTS (0 to 35)
X-axis: ADMISSION OVER THE YEARS
- 2008-09: 17
- 2009-10: 27
- 2010-11: 27
- 2011-12: 25
- 2012-13: 24
- 2013-14: 29
Legend: Admitted

YEARWISE ADMISSION OF STUDENTS TO PART II

Bar chart titled "YEARWISE ADMISSION OF STUDENTS TO PART II"
Y-axis: NO OF STUDENTS (0 to 25)
X-axis: ADMISSION OVER THE YEARS
- 2009-10: 13
- 2010-11: 18
- 2011-12: 17
- 2012-13: 21
- 2013-14: 16
Legend: Admitted

YEARWISE ADMISSION OF STUDENTS TO PART III

Bar chart — NO OF STUDENTS (y-axis, 0 to 25) vs ADMISSION OVER THE YEARS (x-axis):

- 2010-11: 13
- 2011-12: 16
- 2012-13: 13
- 2013-14: 22

Legend: ADMITTED
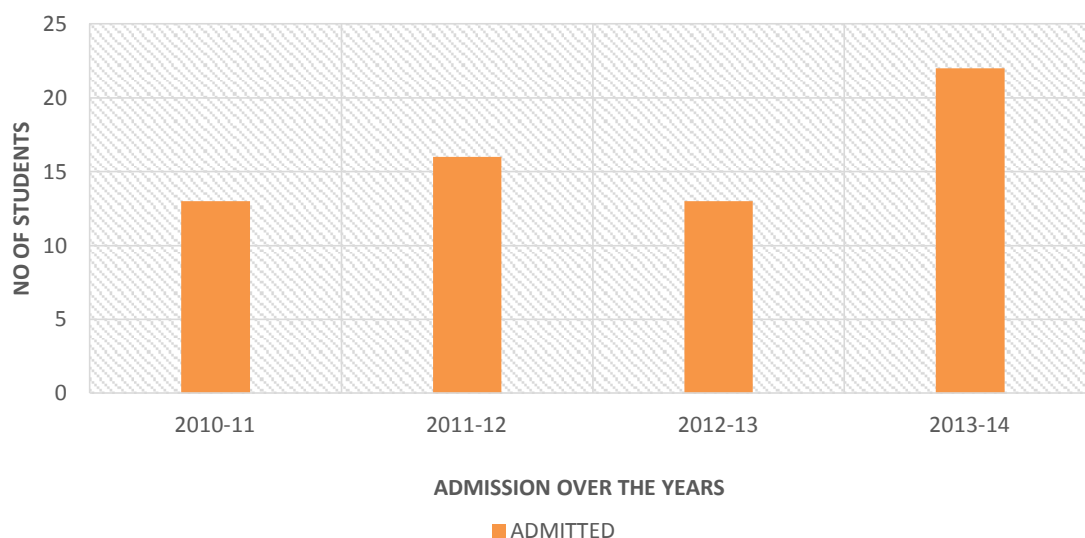
NUMBER OF 1ST CLASS OVER THE YEARS

Line chart — NUMBER OF STUDENTS (y-axis, 0 to 2.5) vs YEAR (x-axis):

- 2010-11: 0
- 2011-12: 1
- 2012-13: 1
- 2013-14: 2
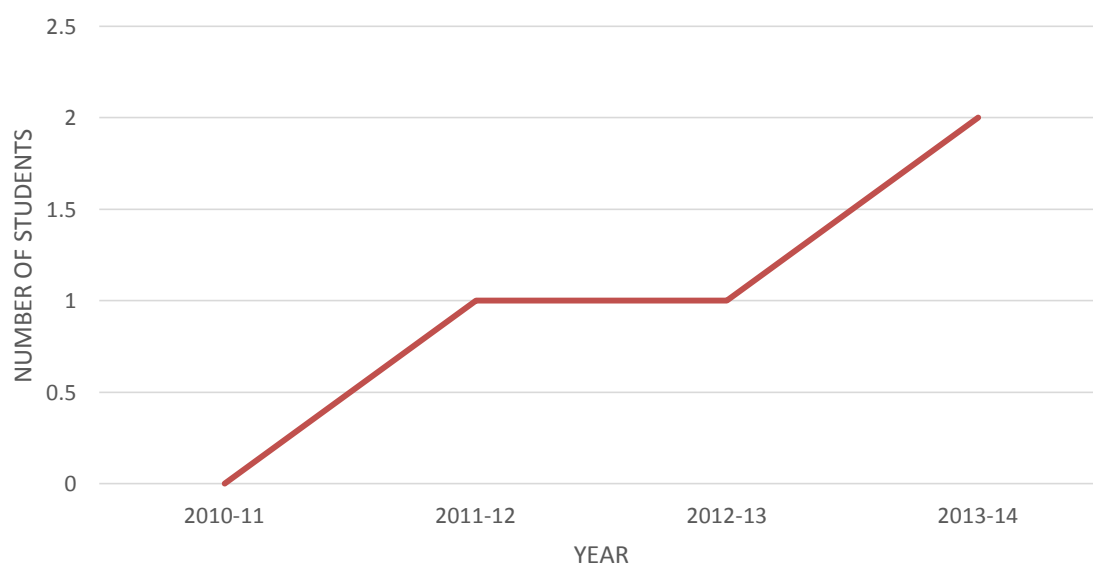
Annexure-2: Sharing of Syllabus for the B A (Hons) Part-I for the Academic session, 2015-16

FACULTIES INVOLVE		SYLLABUS ALLOTED	
		PART I	CLASSES ALLOTED PER WEEK
Jhikmik Kar	**THEORY** PAPER I (PHYSICAL GEOGRAPHY) PAPER II (SOIL AND BIOGEOGRAPHY) **PRACTICAL** PAPER III	I GR A (GEOTECTONICS) II GR B (BIOGEOGRAPHY) III GR B (GEOLOGICAL MAPS)	6
Sanjib Biswas		I GR B (GEOMORPHOLOGY) III GR A(SCALES)	3
Tarikul Islam		II GR A (SOIL GEOGRAPHY) III GR A(AREA MEASUREMENT)	6

Annexure-3: Sharing of Syllabus for the B A (Hons) Part-II for the Academic session, 2015-16

FACULTIES INVOLVE		SYLLABUS ALLOTED	
	THEORY PAPER IV (CLIMATOLOGYANDHYDROLOGY)	PART II	CLASSES ALLOTED PER WEEK
Jhikmik Kar		V GR A (OCEANOGRAPHY) V GR B (RS/GIS)UNIT 1, 2	6
Sanjib Biswas	PAPER V (OCEANOGRAPHY AND RS/GIS)	IV GR A (CLIMATOLOGY)	4
Tarikul Islam	**PRACTICAL**	IV GR B	6

	PAPER VI	(HYDROLOGY) V GR B (RS/GIS)UNIT 3,4 III GR A(AREA MEASUREMENT)	
KallolChakraborty		VI GROUP A (STATISTICAL TECHNIQUES)	6

Annexure-4: Sharing of Syllabus for the B A (Hons) Part-III for the Academic session, 2015-16

FACULTIES INVOLVE		SYLLABUS ALLOTED	
		PART I	CLASSES ALLOTED PER WEEK
Jhikmik Kar	*THEORY* PAPER VII (SOCIAL CULTURAL AND POLITICALGEO GRAPHY) PAPER VIII (ECONOMIC GEOGRAPHY) PAPER IX (REGIONAL GEOGRAPHY) *PRACTICAL* PAPER X PAPER XI	VII X (COMPUTER APPLICATION, WEATHER MAP) XI (TOPOGRAPHICA L MAPS)	9
Sanjib Biswas		VIII X (PREPARATION OF THEMATIC MAPS) XI (ROCKS AND MINERALS)	5
Tarikul Islam		IX X (SURVEYING) XI (PROJECTION)	7
ALL THE FACULTY MEMBERS ARE INVOLVED IN THE PREPARATION OF FIELD REPORT			

Publication by the Faculty Members

List of Publications of Dr. Jhikmik Kar

SL. No.	Name of Book/Journal/ Proceedings	Name of Publisher	Title of Paper/ etc	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/ National/State/ Regional/College or University Level
1.	Chapter in a Book	Sampark Publishing House	Forgotten temples of Puri	-		2014	NA	Single	NA
2.	Indian Journal of Landscape Systems & Ecological Studies	ILLE	Sebayats of God…	31 No 2	47-56	2008	0971-4170	Single	National
3.	International Journal of Humanities and Social Science Innovation	IJHSSI	Sacred Space On Earth: (Spaces Built By Societal Facts)	4	31-35	2015	2319-7722 / 2319-7714	Single	International

EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY

1.   Name of the department: **History**

2.   Year of Establishment :
     (a) Introduction of General Course – **1995**
     (b) Introduction of Honours Course - **2008**

3.   Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Undergraduate Only.

4.   Names of Interdisciplinary courses and the departments/units involved : Nil

5.   Annual/ semester/choice based credit system (programme wise) : Annual   System (University)/Internal Assessment (4 tests in Honours and 2 tests in each paper in General Subjects).

6.   Participation of the department in the courses offered by other departments : Nil

7.   Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8.   Details of courses/programmes discontinued (if any) with reasons : Nil

9.   Number of Teaching posts

	Sanctioned	Filled
Professors	NA	NIL
Associate Professors	NA	NIL
Asst. Professors	01	NIL
Govt. Approved Part-time Teacher	NIL	02

10.	Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Giridhari Saha	M.A	Govt. Approved PTT	Modern Europe	16	Nil
Md Arif Seikh	M.A	Govt. Approved PTT	Science & Technology, History of Idea	7	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty :Nil

13. Student -Teacher Ratio (programme wise) :

Level of Study	Ratio
Honours	51.50 : 1
General	859 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name	Qualification
Giridhari Saha	M.A
Md Arif Seikh	M.A

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18.	Research Centre /facility recognized by the University: Nil
19.	Publications:

a)   Publication per faculty

b)   Number of papers published in peer reviewed journals (b1: national /b2: international) by faculty and students

c)   Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

d)   Monographs

e)   Chapter in Books

f)   Books Edited

g)   Books with ISBN/ISSN numbers with details of publishers: "Unmukta Aakash: Probondha Bichitra"Shilpa Nagari, Berhampore, Murshidabad (Publisher) ISBN: 978-93-84383-21-3

h)   Citation Index

i)   SNIP

j)   SJR

k)   Impact factor

l)   h-index

Faculty	a	b		c	D	e	f	g	h	i	j	k	l
		b1	b2										
Giridhari Saha	01	-	-	-	-	-	-	01	-	-	-	-	-

Other publication:

a)   Publication in seminar Proceedings

b)   Other publication Faculty

Faculty	a	b	Total
Giridhari Saha	-	02	02

20.	Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department:

Sl. No.	Name	Institute
1	Prof. Aloke kumar Ghosh	Professor,University of Kalyani.
2	Dr. Smriti Kumar Sarkar	Head of the Department, University of Kalyani.
3	Rajarshee Chakraborty	Professor , Sidho Kanho Birsha University.

25. Seminars/ Conferences/Workshops organized & the source of funding
a) National: Nil
b) International: Nil
c) State: Seminar on "Mahabidraho o Banglar Krisak Samaj" held on 18th June, 2008. Source of funding: College fund.
d) Departmental: Seminar on 'Murshidabad Zella Anchal Bibartoner Kendra' held on 12.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A Honours Part-I	220	45	31	14	72.36
B.A Honours Part-II	37	37	25	12	62.5
B.A Honours Part-III	21	21	9	12	45
B.A General Part-I	1300	1025	531	494	73
B.A General Part-II	578	578	265	313	61.5
B.A General Part-III	115	115	59	56	49.25

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A Honours Course	100%	-	-
B.A General Course	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Got State Govt. job: 04 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	35%
PG to M.Phil.	N.A
PG to Ph.D.	N.A
Ph.D. to Post-Doctoral	N.A
Employed • Campus selection • Other than campus recruitment	N.A
Entrepreneurship/Self-employment	70%

30.	Details of Infrastructural facilities

Details of Infrastructural facilities

a) **Library :** Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b) **Internet facilities for Staff & Students :** Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource Network System.

c) **Class rooms with ICT facility :** Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) **Laboratories :** Nil

31. **Number of students receiving financial assistance from college, university, government or other agencies :** All the Students of Minority Community, S.C,S.T & O.B.C receiving scholarship from Government & Other Agencies.

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :** Special Lectures, Departmental seminar.

33. **Teaching methods adopted to improve student learning :** Traditional lecture method , Question-answer session, Remedial Coaching Classes , Special Classes, tutorials , Group Stady etc.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:** The students & faculty members regularly participate in the Institutional Social Responsibility and NSS organized Blood Donation Camp & Yoga camping Programme every year.

35. **SWOC analysis of the department and Future plans :**

Strength: The performance of our students in academic field is quite satisfactory and encouraging.

Weakness: Insufficient study materials.

Opportunities: Many of our students also opt for higher studies and several students have already been qualified for SSC exam.

Challenges: To motivate our students as responsible and socially committed citizens of tomorrow.

Future Plans:
(a)   Annual publication of Departmental Journal.
(b)   Extra remedial classes for weak students.
(c)   Establishment of regular course in M.A.
(d)   Improvement of admission strength by creating awareness and Opportunities.
(e)   Organizing departmental Seminar College, State and National level.

Publication by the Faculty Members
List of Publication of Prof. Giridhari Saha

SL. No.	Name of Book / Journal / Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/National/ State/ Regional/ College or University Level
1.	Unmukta Aakash:Pro bondha Bichitra	Shilpa Nagari	Rakhal Das Bandapad hya er Itihas Charcha o Kichu Protiband hokata.	01	74-78	2015	978-93-84383-21-3	Co-Author	National

EVALUATIVE REPORT OF THE DEPARTMENT OF SOCIOLOGY

1. Name of the department: Sociology

2. Year of Establishment: Introduction of General and Honours Course will be effect from 2004-05

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) UG (B.A. Honours and General Course)

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise):
Annual System UG Course.

6. Participation of the department in the courses offered by other departments: Yes

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	01	00
Govt. Approved Part-time Teacher	01	01
Guest Teacher	00	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	Courses Taught
Soma Ghosh	M.A. B.Ed.	Govt. Approved Part-time Teacher	Society and Industrial relations	5 years + (Date of Joining : 02.07.2010)	Social Institution, Current Sociological Theory, Social Problems and Welfare, Urban Sociology, Social Change and development, Fundamental of Research methods and Statistics
Chandrani Karmakar	M.A.	Guest Teacher	Criminology	2 years + (Date of Joining: 17.12.2012)	Demography, Anthropology, Indian thinkers, Western thinkers and Sociological Thought

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student -Teacher Ratio (programme wise)

Programme		Student-Teacher Ratio
UG Course	BA (Hons.) Par-I,II & III	26:1
	BA (Gen.) Par-I,II & III	37.5:1

14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Nil
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18.	Research Centre /facility recognized by the University: Nil
19.	Publications: Nil ∗ Publication per faculty ∗ Number of papers published in peer reviewed journals (national /international) by faculty and students ∗ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) ∗ Monographs ∗ Chapter in Books ∗ Books Edited ∗ Books with ISBN/ISSN numbers with details of publishers ∗ Citation Index ∗ SNIP ∗ SJR ∗ Impact factor ∗ h-index
20.	Areas of consultancy and income generated: NA
21.	Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil
22.	Student projects a) Percentage of students who have done in-house projects including inter

departmental/programme: Project work for 1st year Students on Environmental Studies and project work for 3rd year Students: 100%

 b)   Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23.   Awards / Recognitions received by faculty and students: Nil

24.   List of eminent academicians and scientists / visitors to the department: Nil

25.   Seminars/ Conferences/Workshops organized & the source of funding:
a) National: Nil
b) International: Nil
c) Departmental: Seminar on 'Violence against Women Rape Murder and Sexual Harassment – A Psycho-Social analysis' held on 2nd December, 2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26.   Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (Hons.) Part - I	67	17	13	04	64 %
BA (Hons.) Part – II	31	17	14	03	32 %
BA (Hons.) Part - III	18	18	10	08	25 %
BA (Gen.) Part - I	70	19	10	09	66 %
BA (Gen.) Part - II	49	49	33	16	43 %
BA (Gen.) Part - III	07	07	05	02	51 %

*M = Male   *F = Female

27.   Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. (Hons.)	100%	Nil	Nil
B.A. (Gen.)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 04 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	Above 75% in each year
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities
a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.
b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.
c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.
d) Laboratories: NA

31. Number of students receiving financial assistance from college, universitygovernment or other agencies: All the students belonging to Minority received scholarship from Govt. Minority Department. Students belonging to SC/ST received scholarship from Govt. poor and meritorious students get financial assistance from other agencies.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Special Lecture. Departmental Seminar.

| 33. | Teaching methods adopted to improve student learning: |

    a)   Traditional Lecture Method
    b)   Teacher Student Interaction
    c)   Question-answer Session
    d)   Remedial Coaching Classes
    e)   Special Classes etc.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**
The students and the Faculty members regularly participate in the institutional Social responsibility and Extension activities organized by the NSS units and the Health unit of the college. The students as NSS Volunteers take active part in social awareness programmes and undertake certain activities in adopted villages.

35. **SWOC analysis of the department and Future plans**

Strength	• The performance of our students in academic field is quite satisfactory and encouraging • Field study reported conducted by the students under the Guidance of dept. teachers as per UG syllabus of university of Kalyani • Healthy Teachers Students relationship
Weakness	• Insufficient full time teacher • Lack of sincerity among students • Declining rate in continuing study • Insufficient seminar, library books and study materials.
Opportunities	• Job opportunity in NGO sectors • Pass out students of the dept. qualified in SSC. Public examination such as NET, SET and Placed in a prestigious Job
Challenges	• To motivate our students as responsible and socially committed citizens of tomorrow • To ensure job for the students collaborating with different NGOs • To increase the number of students in 1st year enrollment.

Future Plan:

- Organizing Seminars through inviting eminent speakers to the campus
- Conducting Rural Development Training Programme in the college campus
- Starting certificate course in Applied Sociology
- Conducting certificate course in Human Rights in the college campus.
- Improvement in student's enrollments by creating awareness and opportunities.

EVALUATIVE REPORT OF THE DEPARTMENT OF POLITICAL SCIENCE

1. Name of the department: **Political Science**

2. Year of Establishment: Introduction of General Course initiated from 1995
   Introduction of Honours Course initiated from 2008

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
   UG (B.A. Honours and General Course)

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise):   Annual System (University)/Internal assessment (Test Exam at the end of every Academic year. Three class tests in every paper of both Honours and General subject).

6. Participation of the department in the courses offered by other departments: Yes

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	01	00
Govt. Approved Part-time Teacher	00	00
Guest Teacher	02	02

10.	Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	Courses Taught
Samir Kumar Mukherjee	M.A. B.Ed.	Guest Faculty (Retired associated professor)	Sociology	32 years (since 23/04/2002 in present college)	Political Theory, Indian Govt. & Politics, Political Sociology
Swagatama Singha Roy	M.A. B. Ed.	Guest Teacher	Public Administration	5 years (since 16/08/2011 to till the date)	Comparative Govt. & Politics, Political Thought, Political Theory, Indian Political Thought & Movement, Public Administration etc.

11.	List of senior visiting faculty: Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13.	Student -Teacher Ratio (programme wise)

Programme		Student-Teacher Ratio
UG Course	BA (Hons.) Par-I,II & III	26 : 1
	BA (Gen.) Par-I,II & III	510 : 1

14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : Nil
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18.	Research Centre /facility recognized by the University: Nil
19.	Publications: Nil

* Publication per faculty

* Number of papers published in peer reviewed journals (national /international) by faculty and students
* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

20.	Areas of consultancy and income generated: NA
21.	Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects

a)   Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%

 b)   Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding:

a) National: Nil

b) International: Nil

c) Departmental: Seminar on 'Violence against Women Rape Murder and Sexual Harassment – A Psycho-Social analysis' held on 2nd December, 2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA (Hons.) Part - I	100	22	18	04	47
BA (Hons.) Part – II	22	22	18	04	81
BA (Hons.) Part - III	08	08	01	07	66
BA (Gen.) Part - I	650	594	310	284	34
BA (Gen.) Part - II	364	364	183	181	81
BA (Gen.) Part - III	62	62	30	32	91

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. (Hons.)	100%	Nil	Nil
B.A. (Gen.)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 05 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	Above 75% in each year
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities
a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.
b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource Network System.
c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.
d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to Minority received scholarship from Govt. Minority Department. Students belonging to SC/ST received scholarship from Govt. poor and meritorious students get financial assistance from other agencies Kanyashree Grant.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Special lectures, Departmental seminar

33.	Teaching methods adopted to improve student learning:

f)   Traditional Lecture Method
g)   Teacher Student Interaction
h)   Question-answer Session
i)   Remedial Coaching Classes
j)   Special Classes etc.

34.   **Participation in Institutional Social Responsibility (ISR) and Extension activities:**
The students and the Faculty members regularly participate in the institutional Social responsibility and Extension activities organized by the NSS units and the Health unit of the college. The students as NSS Volunteers take active part in social awareness programmes and undertake certain activities in adopted villages.

35.   **SWOC analysis of the department and Future plans**

Strength	• The performance of our students in academic field is quite satisfactory and encouraging • Healthy Teacher-Student relationship
Weakness	• Insufficient full time teacher • Lack of sincerity among students • Increasing rate of drop-out • Insufficient seminar
Opportunities	• Job opportunity in NGO sectors • Pass out students of the dept. qualified in SSC. Public examination such as NET, SET and placed in a prestigious Job
Challenges	• To motivate our students as responsible and socially committed citizens of tomorrow • To ensure job for the students collaborating with different NGOs • To increase the number of students in 1st year enrollment.

Future Plan:

• Organizing Seminars through inviting eminent speakers to the campus
• Conducting Rural Development Training Programme in the college campus
• Starting certificate course in Political Science
• Conducting certificate course in Human Rights in the college campus.
• Improvement in student's enrollments by creating awareness and opportunities.

EVALUATIVE REPORT OF THE DEPARTMENT OF EDUCATION

1. Name of the department: Education

2. Year of Establishment: Introduction of General Course – 2008
   Introduction of Honours Course – 2015

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
   - B.A. Honours Course
   - B.A. General Course

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise):Annual system (university)/ Internal Assessment (Unit tests in Honours after completion of 2 or 3 units in each paper and   Test Exam. in each paper in General subject and Honours subject).

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons:
   N.A

9. Number of Teaching posts

Teaching Posts	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ashis Kumar Debnath	M.Sc., M. Phil., B.Ed.	Assistant Professor	Educational Technology, Special Edcn.	8.5 Yrs in School, 2.5 Yr. in College	Nil
Md. Awar Hossain	M.A.	Guest Teacher	Educational Technology	3Yrs	Nil

11. List of senior visiting faculty:

- Dr. Hazrat Ali Shaik, Asst. Professor, Lalgola   College. Murshidabad, W.B.
- Dr. Debabrata Debnath, Head, Department of Education, University of Gourbanga, Malda, W.B.
- Prof. Arun Kanti Sarker, Reader (Rtd.),Department of Education, university of Kalyani, W.B.

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 30% (Theory classes only)

13. Student -Teacher Ratio (programme wise):

Level of Study	Ratio
Honours	29.5:1
General	427:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name of Teaching Faculty	Qualifications
Ashis Kumar Debnath	M. Sc. (Edcn.), M. Phil., B. Ed.
Md. Anwar Hossain	M. A.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Applied for UGC Sponsored Minor Research Project (2015-16).

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications:
a)   Publication per faculty
b)   Number of papers published in peer reviewed journals (national /international) by faculty and students
c)   Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
d)   Monographs
e)   Chapter in Books
f)   Books Edited
g)   Books with ISBN/ISSN numbers with details of publishers
h)   Citation Index
i)   SNIP
j)   SJR
k)   Impact factor
l)   h-index

Faculty	a	b	c	d	E	f	g	h	i	j	k	l
Ashis Kumar Debnath	9	2	3	-	-	2	-	2	-	-	-	-	-
Md. Anwar Hossain	-	-	-	-	-	-	-	-	-	-	-	-	-

Other Publications

a. Publications in seminar Proceedings

b. Other publications Faculty

Faculty	A	b	Total
Ashis Kumar Debnath	1	1	02
Md. Anwar Hossain	-	-	-

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Gold Medal in M. Phil. (N.S.O.U.- 2008)

24. List of eminent academicians and scientists / visitors to the department:

Sl. No.	Name	Institution
01	Dr. Debabrata Debnath	Head, Deptt. of Education, University of Gourbanga, Malda,W.B.
02	Dr. Hazrat Ali Shaikh	Asst. Professor, Deptt. of Edcn., Lalgola College, W.B.
03	Prof. Arun Kanti Sarker	Reader (Rtd.), Edcn. Deptt. of Edcn., University of Kalyani, W.B.

25. Seminars/ Conferences/Workshops organized & the source of funding a) National: Nil

b) International: Nil

c) Departmental: Seminar on 'Awareness of Effective Learning in Higher

Education' held on 24.11.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

(A proposal for UGC Sponsored Two days Seminar has been sent to the concerned authority.)

26.   Student profile programme/course wise: 2013-2014

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. Honours Part-I	216	59	33	26	(Introduced in 2015-16)
B.A. General Part-I	543	466	288	178	53%
B.A. General Part-II	285	285	162	123	91%
B.A. General Part-III	103	103	38	65	96%

*M = Male   *F = Female

27.   Diversity of Students: 2014-2015

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. Honours Course	100%	-	-
B.A. General Course	100%	-	-

28.   How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 02 (as per Police Verification Report available with the college)

29.   Student progression

Student progression	Against % enrolled
UG to PG	N.A
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.

Ph.D. to Post-Doctoral	N.A.
Employed • Campus selection • Other than campus recruitment	N.A.
Entrepreneurship/Self-employment	N.A.

30. Details of Infrastructural facilities

   a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

   b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource Network System.

   c) Class rooms with ICT facility : Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

   d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to SC/ST/ OBC receiving scholarships from Govt. Besides these, minority, Bidi-Labour, Kanyashree scholarships are obtained by such students. Free studentship for first class holders, poor and meritorious students get financial assistance from other agencies.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: A few special lectures done by the external senior visitors, Departmental Seminars are organized by involving all the students of this department.

33. Teaching methods adopted to improve student learning:
   - Traditional lecture method ,
   - Question-answer session ,
   - Special Classes, tutorials etc.,
   - Organizing Seminars,
   - Audio visual classes held .

34.	**Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the NSS Units-I & Unit-II and NCC Unit of this College. The students as NSS volunteers take active part in social awareness programmes and undertake certain activities in adopted villages. As NCC volunteers they do their duties in the locality at the time of festival.

35.	**SWOC analysis of the department and Future plans:**

- *Strength:*

The performance of the students of Education Department in academic field is quite satisfactory and encouraging. Most of the students of General Courses wish to take Education as one of the pass subjects.

- *Weakness:*

(a) Insufficient audio-visual teaching aids,

(b) Only one full timer in the Department.

(c) In General Course number of students is very large.

(d) Most of the students are of first generation learners.

- *Opportunities:*

(a) B.A. Honours in Education is newly introduced in this college from 2015 and first in this locality. Students are very much interested to get Honours in this subject. In General course , the students get better performance in examination with respect to other subjects.

(b) After completion of graduation the students will get the opportunity to admit in post graduation in regular and distance mode under Kalyani University.

Challenges:

To guide and *counsel* all the students of our department about their future career and job. To motivate our students as responsible and socially committed citizens of tomorrow.

Future Plans:

The college intends to take another Guest Faculty from the next session. Our target is to involve all the students of Honours course in different activities like Unit Test Competition, Essay competition, Seminar Presentation and Social works.

Publication by the Faculty Members

List of Publication of Prof. Ashis Kumar Debnath

A. Book:

Sl. No.	Title of the Book	Year	Publisher	Author	ISBN
01	Byatikramdhormi Shishu o Taar Shiksha	5th Ed. 2014	Rita Book Agency, Kolkata	Two	978-81-928377-0-3
02	Antarbhuktimulak Shiksha	2014	Rita Publication, Kolkata	Two	978-93-82229-87-2

B. Chapter in Book:

SL. No.	Name of Book	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ISBN NO.	Single/ Main/ Co-author	International/ National/ State/ Regional/ College or University Level
1	Modern Trends In Education	A.P.H. Publishing Corp.	A Study on Creativity.......... Family Structure	1	216-222	2015	978-93-313-2596-9	Main	College Level
2	Art, Culture & Ethics in the Perspective of Indian Education	Shimurali S. College of Edcn.	Ethics and Values of Visually Impaired .... Students	8	270-274	2015	978-81-922902-7-0	Single	College Level

C. Journal:

SL. No.	Name of Journal	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/ Main/ Co-author	International/ National/State/ Regional/College or University Level
1	Anwesa	R. K. Mission B.College of Edcn.	Assistive Technology in............... .... Indian Perspective	2	53-61	2007	0973-5895	Single	College Level
2	Anwesa	R. K. Mission B.College of Edcn.	A Study on Creativity of ....N adia District	4	31-38	2009	0973-5895	Main	College Level
3	Journal of Education	Edcn. Deptt., Rabindra Bharati Univsty	Role of Education .... Quality of life	XII *(1)*	15-19	2009	0972-7175	Main	University Level
4	Edulight	Council of Edulight	A Study on Creativity .... Socio-economic Status	3 *(6)*	252-257	2014	2278-9545	Main	International

| 5 | International Journal of Basic and Applied Sciences | CRDEEP | A Study on Verbal Creativity in Relation to Freedom of Students | 4 (4) | 212-216 | 2015 | 2277-1921 | Main | International |

D. Proceeding:

SL. No.	Name of Proceeding	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/ Main/ Co-author	International/ National/State/ Regional/College or University Level
1	Modern Trends in Education: Issues and Challenges	Jakir Hossain B.Ed. College	A Study on Creativity.......... Family Structure	1	189	2014	2248-9703	Main	College Level

EVALUATIVE REPORT OF THE DEPARTMENT OF ECONOMICS

1. Name of the department : Economics

2. Year of Establishment : 1962

   Introduction of General Course - 1995

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG Only

4. Names of Interdisciplinary courses and the departments/units involved : Nil

5. Annual/ semester/choice based credit system (programme wise) : Annual System (University)

6. Participation of the department in the courses offered by other departments : Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons : Nil

9. Number of Teaching posts

Teaching Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	Nil
Govt Approved Part-time Teachers	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Manoj Kumar Das	M.A in Economics , B.Ed,M.A (Edu)	Govt Approved PTTS	Rural Economics	20	N.A

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise) : 113:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. :

Name	Qualification
Manoj Kumar Das	M.A , B.Ed

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : Nil

19. Publications: Nil
   * Publication per faculty
   * Number of papers published in peer reviewed journals (national / international) by faculty and students

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards :Nil

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department :

Sl. No.	Name	Institution
01	Prof. Sujan Kumar Das	Assistant Professor, Deptt. of Economics, Sripat Singh College, Jiaganj, Murshidabad, W.B.
02	Prof. Pritimoy Majumder	Associate Professor, Deptt. of Commerce, Jangipur College, Jangipur, Murshidabad, W.B.

25. Seminars/ Conferences/Workshops organized & the source of funding
a) National: Nil

b) International: Nil

c) Departmental: Seminar on 'Introduction of New Economic Policy and Development of Financial Market in Indian Context' held on 18.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A General Part-I	556	78	58	20	71.87%
B.A General Part-II	23	23	19	04	100%
B.A General Part-III	12	12	10	02	78%

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General Course	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : 02 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	NA
PG to M.Phil.	N.A
PG to Ph.D.	N.A
Ph.D. to Post-Doctoral	N.A
Employed • Campus selection • Other than campus recruitment	N.A
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b)   Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource Network System.

c)   Class rooms with ICT Facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d)   Laboratories: Nil

31.   Number of students receiving financial assistance from college, university, Government or other agencies: All the Students of Minority Community, S.C,S.T & O.B.C receiving scholarship from Government & Other Agencies.

32.   Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Special lectures. Departmental seminar

33.   Teaching methods adopted to improve student learning: Traditional lecture method, Question-answer session, Remedial Coaching Classes, Special Classes, tutorials, Group Stady.

34.   Participation in Institutional Social Responsibility (ISR) and Extension activities : The Students with the Faculty regularly participate in the Institutional Social Responsibility and Extension activities organized by the NSS Units- I & II of the College. The students as NSS volunteers take active part in social awareness programmes and undertake certain activities in adopted villages.

35.   *SWOC* analysis of the department and Future plans :
Strength: The performance of our students in academic field is good and encouraging.
Weakness: There is no Full time Teacher from 2010 in this college. Insufficient study materials, seminar library books, audio-visual teaching aids.
Opportunities: The students of Geography and Accountancy (Hons.) get Economics as one of the pass subjects which helps the students to comprehend their Honours subjects. Also these students get more opportunity to get service.
Challenges: To motivate our students as responsible and socially committed citizens of tomorrow in the economic field.
Future Plan: Our motto is to develop this programme along with under graduate course for the betterment of the students after getting Honours course in Economics in this college.

EVALUATIVE REPORT OF THE DEPARTMENT OF SANSKRIT

1. Name of the department : Sanskrit

2. Year of Establishment : 2009

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): B.A General Course Only

4. Names of Interdisciplinary courses and the departments/units involved : Nil

5. Annual/ semester/choice based credit system (programme wise) : Annual System (University)

6. Participation of the department in the courses offered by other departments : Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons : Nil

9. Number of Teaching posts :

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	00

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Monalis	M.A , B.Ed	Guest	Prakrit	5 Years	Nil

a Saha		Lecturer			
Bikash Ghosh	M.A , B.Ed	Guest Lecturer	Kavya	3 Years	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise) 37.5 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualification
Monalisa Saha	M.A. , B.Ed.
Bikash Ghosh	M.A. , B.Ed.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : Nil

19. Publications: Nil
a) Publication per faculty
∗ Number of papers published in peer reviewed journals (national/international) by faculty and students
∗ Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
∗ Monographs
∗ Chapter in Books

∗   Books Edited
∗   Books with ISBN/ISSN numbers with details of publishers
∗   Citation Index
∗   SNIP
∗   SJR
∗   Impact factor
∗   h-index

20.   Areas of consultancy and income generated: Nil

21.   Faculty as members in
a)   National committees b) International Committees c) Editorial Boards…. : Nil

22.   Student projects
a)   Percentage of students who have done in-house projects including inter departmental/programme : Project work for 1st year students on Environmental Studies: 100%
b)   Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23.   Awards / Recognitions received by faculty and students: Nil

24.   List of eminent academicians and scientists / visitors to the department: Nil

25.   Seminars/ Conferences/Workshops organized & the source of funding
a) National: Nil
b) International: Nil

26.   Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A General Part-I	45	45	19	26	79.54
B.A General Part-II	21	21	10	11	86.84
B.A General Part-III	9	9	2	7	55.00

*M = Male   *F = Female

| 27. | Diversity of Students |

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : 03

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed • Campus selection • Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities
a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.
b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.
c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.
d) Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies : All the students belonging to SC/ST/OBC and minority community receiving scholarships from Govt.

32. Details on student enrichment programmes (special lectures / workshops /

seminar) with external experts : Special lectures.

33. **Teaching methods adopted to improve student learning:**
Traditional lecture method,
Question-answer session,
Remidial Coaching Classes,
Special Classes , tutorials etc.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**
The students and the faculty members regularly participate in institutional Social Responsibility and Extension activities organized by the NSS Units of the College.

35. **SWOC analysis of the department and Future plans:**
Strngth : The performance of our students in academic fields is quite satisfactory.
Weakness: No full time faculty.
Opportunities: Many of our students also opt for higher studies and several students have already been qualified for SSC exam.
Challenges: To motivate our students as responsible and socially committed citizens of tomorrow in the economic field.
Future Plan: Our motto is to develop this programme along with under graduate course for the betterment of the students after getting Honours course in SANSKRIT in this college.

EVALUATIVE REPORT OF THE DEPARTMENT
OF DEFENCE STUDIES

1. Name of the department: Defence Studies

2. Year of Establishment: Introduction of General Course: 1995

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): B.A. General Course

4. Names of Interdisciplinary courses and the departments/units involved: NIL

5. Annual/ semester/choice based credit system (programme wise): Nil

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	-

10.	Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Md Moniruddin	M.A	Govt. Approved PTT	National Security	07	N.A
Mt Fotema Khatun	M.A	Govt. Approved PTT	Natoinal Security	07	N.A

11.	List of senior visiting faculty: Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil
13.	Student -Teacher Ratio (programme wise) 243:1
14.	Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: Nil
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18.	Research Centre /facility recognized by the University: Nil
19.	Publications:

* a) Publication per faculty:
* Number of papers published in peer reviewed journals (national / international) by faculty and students:
*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

Faculty	a	b	Total
Md Moniruddin	02	-	02

20. Areas of consultancy and income generated: NA

21. Faculty as members in a) National committees b) International Committee etc) Editorial Boards: Nil

22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1ˢᵗ year Students on Environmental Studies: 100%
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
    a) National: Nil

b) International: Nil

c) Departmental: Seminar on 'Importance of Physical Fitness in Armed Forces' held on 22.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26.   Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA. Gen. Part-1	425	267	129	138	74%
BA. Gen. Part-2	154	154	71	83	76%
BA. Gen. Part-3	65	65	31	34	75%

*M = Male   *F = Female

27.   Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA. General. course	100%	NA	NA

28.   How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: 02 (as per Police Verification Report available with the college)

29.   Student progression

Student progression	Against % enrolled
UG to PG	3%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	4%
Entrepreneurship/Self-employment	NA

30.	Details of Infrastructural facilities

a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.

c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: Practical classes are taken in the laboratories and in play ground.

31.	Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to SC/ST/OBC and minority community receiving scholarships from Govt.

32.	Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: Special lectures, Departmental seminar

33.	Teaching methods adopted to improve student learning: Traditional lecture method.

34.	Participation in Institutional Social Responsibility (ISR) and Extension activities: The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organised by the NSS and NCC Units of the College. The students as NCC and NSS volunteers take active part in social awareness programme also.

35.	SWOC analysis of the department and Future plans:

Strength: The performance of our students in academic field is quite satisfactory and encouraging.

Weakness: Insufficient faculty member, proportionately less facilities.

Opportunities: Several Students have already been qualified for SSC and many of our students also opt for higher studies. Many students of this department have been appointed in Indian Defence Service.

Challenges: To generate the importance of the subjects both in academic and day – to-day life. We would try to make our students more disciplined and socially committed future citizen.

Future Plans: The Department intends to prepare good soldiers like citizen as well as academically sound students.

Publication by the Faculty Members

List of Publication of Prof. Md. Moniruddin

SL. No.	Name of Book/ Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/National/ State/ Regional/ College or University Level
1	Naxalism	Satyam Publishing House	NIL	NIL	350	2014	ISBN 978-93-83754-14-4	Single	National
2	Roll of Media in War and Peace Time	Pratyush Publication	NIL	NIL	184	2013	ISBN-978-9382171-19-5	Co-author	National

EVALUATIVE REPORT OF THE DEPARTMENT OF PHYSICAL EDUCATION

1. Name of the department: Physical Education

2. Year of Establishment: 2004-05

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **:** B.A General Course (PEDG)

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise): Annual System (University) / Internal Assessment

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Nil

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Biswajit Sharma	M.P.E	Govt. Approved PTT	Volleyball	7 Years	Nil
Dhananjoy Banerjee	M.P.Ed	Govt. Approved PTT	Athletics	7 Years	Nil
Ajmol Sk	B.P.Ed	Physical Instructor	Football	11 Years	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise) :

Level of Study	Ratio
General	64.50 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name	Qualification
Biswajit Sharma	M.P.E
Dhananjoy Banerjee	M.P.Ed

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17.	Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18.	Research Centre /facility recognized by the University: Nil
19.	Publications: Nil

* a) Publication per faculty
* Number of papers published in peer reviewed journals (national / international) by faculty and students
* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index
* SNIP
* SJR
* Impact factor
* h-index

20.	Areas of consultancy and income generated: NA
21.	Faculty as members in:

a) National committees b) International Committees c) Editorial Boards: Nil

22.	Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23.	Awards / Recognitions received by faculty and students : Nil
24.	List of eminent academicians and scientists / visitors to the department :

Sl. No.	Name	Institute
1.	Prof A.K.Banerjee	Vice Chancellor (Former),University of Kalyani
2.	Dr. Kishor Mukhopadhya	Department of Physical Education , U.C.T.C Berhampore.
3.	Dr. Indranil Mandal	Department of Physical Education , U.C.T.C Berhampore.

25. Seminars/ Conferences/Workshops organized & the source of funding

 a) National: Nil

b) International: Nil

c) Departmental: Seminar on 'Importance of Physical Fitness in Armed Forces' held on 22.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A General Part-I	350	68	56	12	81.01
B.A General Part-II	54	54	42	12	66.66
B.A General Part-III	07	07	05	02	89.47

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A General Course	100%	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : 02 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	N.A
PG to M.Phil.	N.A
PG to Ph.D.	N.A
Ph.D. to Post-Doctoral	N.A
Employed • Campus selection • Other than campus recruitment	N.A
Entrepreneurship/Self-employment	N.A

30. Details of Infrastructural facilities

a) Library : Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.

b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room , Office Section and for students in Central Library & UGC Resource Network System.

c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: Practical classes are taken in Playground and Gymnasium.

31. Number of students receiving financial assistance from college, university, government or other agencies : All the students belonging to SC/ST/OBC receiving scholarships from Govt.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Special lectures. Departmental seminar.

33. Teaching methods adopted to improve student learning: Traditional Lecture Method, Question-answer Session, Remedial Coaching Classes, **Special Classes,** Tutorials etc.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: The students and the faculty members regularly participate in institutional Social Responsibility and Extension activities organized by the NSS Units of the College.

35.	SWOC analysis of the department and Future plans :

Strength: The performance of our students in academic field is quite satisfactory and encouraging.

Weakness: Insufficient faculty member, proportionately less facilities.

Opportunities: Several Students have already been qualified for SSC and many of our students also opt for higher studies.

Challenges: To generate the importance of the subjects both in academic and day – to-day life. We would try to make our students more disciplined and socially committed future citizen.

Future Plan: The Department intends to prepare good players as well as academically sound students.

Publication by the Faculty Members

List of Publication Prof. Biswajit Sharma

SL. No.	Name of Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/National/ State/ Regional / College or University Level
1.	Mousumi	Principal, Rani Dhanya Kumari College, Jiaganj, Murshidabad	Byes Gajer Itihas	¦	25	2012-2013	¦	Single	College

EVALUATIVE REPORT OF THE DEPARTMENT OF COMMERCE

1. Name of the department: Commerce

2. Year of Establishment: Introduction of Intermediate Course -   1962
   Introduction of General Course –   1962
   Introduction of Honours Course -   1973

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): UG (B.Com. General Course , B.Com. Honours)

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise): Annual system (University)/ Internal assessment (i.e, Unit Test, College Test Examinations etc.)

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons: Intermediate Course discontinued as it has been introduced in the School Level from the year 2007

9. Number of Teaching posts:

Teaching Post	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	04	02 [01 + 01(on lien)]

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D Students guided for the last 4 years
Dr. Ajoy Adhikari	M.Com., Ph.D. ICWA(Inter)	Principal	Accounting	25 Years	Nil
Dr. Subhasis Chakravorty (On Lien)	M.Com., Ph.D, CA, ICWA	Asst. Prof.	Accounting	14 Years	Nil
Dr. Malay Kumar Ghosh	M.Com.,B.Ed, M.Phil, Ph.D.	Asst. Prof.	Accounting & Control	14 years	Nil
Sri Bhaskar Basu	M.Com., CA(Inter)	Govt. Approved PTT	Accounting & Finance	16 years	Nil
Sri Pranab Biswas	M.Com.	Govt. Approved PTT	Accounting	15 years	Nil

11.   List of senior visiting faculty: Nil

12.   Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 30%

13.   Student -Teacher Ratio (programme wise)

Level of Study	Ratio
Honours	2.6:1
General	1:1

14.   Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15.	Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Name	Qualification
Dr. Ajoy Adhikari	M.Com., Ph.D, ICWA(Inter)
Dr. Subhasis Chakravorty(Lien)	M.Com., Ph.D, CA, ICWA
Dr. Malay Kumar Ghosh	M.Com., B.Ed, M.Phil, Ph.D.
Sri Bhaskar Basu	M.Com., CA(Inter)
Sri Pranab Biswas	M.Com.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications:
a)   Publication per faculty
b)   Number of papers published in peer reviewed journals (national international) by faculty and student.
c)   Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
d)   Monographs
e)   Chapter in Books
f)   Books Edited
g)   Books with ISBN/ISSN numbers with details of publishers
h)   Citation Index
i)   SNIP
j)   SJR
k)   Impact factor
l)   h-index

Faculty	a	b	c	d	E	f	g	h	i	j	k	l
Dr. Ajoy Adhikari	04	04	-	-	-	-	-	-	-	-	-	-
Dr. Subhasis Chakravorty (On Lien)	-	-	-	-	-	-	-	-	-	-	-	-
Dr. Malay Kumar Ghosh	06	03	03	-	-	-	-	-	-	-	-	-

Other Publications
a. Publications in seminar Proceedings
b. Other publications Faculty

Faculty	A	b	Total
Dr. Ajoy Adhikari	-	-	-
Dr. Subhasis Chakravorty(On Lien)	15	01	16
Dr. Malay Kumar Ghosh	01	01	02

20. Areas of consultancy and income generated: Nil

21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards: Nil

22. Student projects
a) Percentage of students who have done in-house projects including inter departmental/programme: Project work for 1st year Students on Environmental Studies: 100%
b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: No Records

23. Awards / Recognitions received by faculty and students: 04

24. List of eminent academicians and scientists / visitors to the department

Sl. No.	Name	Institution
01	Prof. Sunil Gandhi	Professor, Deptt. of Commerce, University of Kalyani, Kalyani, Nadia, W.B.
02	Dr. Ajit Kumar Ghosh	Professor, Deptt. of Commerce, The University of Burdwan, Burdwan, W.B.
03	Sri. Sanjoy Mitra	Consultant, Corporate Affairs, Kolkata, W.B.
04	Prof. Pritimoy Majumder	Associate Professor, Deptt. of Commerce, Jangipur College, Jangipur, Murshidabad, W.B.
05	Prof. Sujan Kumar Das	Assistant Professor, Deptt. of Economics, Sripat Singh College, Jiaganj, Murshidabad, W.B.

25. Seminars/ Conferences/Workshops organized & the source of funding
a) National: Nil
b) International: Nil
c) State Level: Seminar on Management of HumanResource:Developments and Prospects. Source of funding – UGC Grant.
d) Departmental: Seminar on 'Introduction of New Economic Policy and Development of Financial Market in Indian Context' held on 18.12.2015. Source of funding: UGC Grant under Competence Building Initiatives in Colleges: Head 31.

26. Student profile programme/course wise: 2013-14

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com Hononurs Part I	08	08	07	01	87.50
B.Com Hononurs Part II	03	03	02	01	66.67
B.Com Hononurs Part III	02	02	02	-	100
B.Com General Part I	04	04	04	-	00

B.Com General Part II	-	-	-	-	-
B.Com General Part III	-	-	-	-	-

*M = Male   *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com Honours	100%	-	-
B.Com General	100%	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? 45 (as per Police Verification Report available with the college)

29. Student progression

Student progression	Against % enrolled
UG to PG	No record
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities
a) Library: Central library with good collection of books, journals, periodicals etc, a reading room and computer with internet facilities.
b) Internet facilities for Staff & Students: Internet facilities for staff in Teachers' Room, Office Section and for students in Central Library & UGC Resource Network System.
c) Class rooms with ICT facility: Three class rooms with Audio mode of teaching and one class room with Audio-visual mode of teaching.

d) Laboratories: One Computer Laboratory.

31. Number of students receiving financial assistance from college, university, government or other agencies: All the students belonging to SC/ST/ OBC and minority community receiving scholarships from Govt. Besides these, minority, Bidi-Labour, Kanyashree scholarships are obtained by such students. Free studentship for first class holders, poor and meritorious students get financial assistance from other agencies.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Special lectures, Seminar.

33. Teaching methods adopted to improve student learning:
    ➢ Traditional lecture method ,
    ➢ Question-answer session ,
    ➢ Special Classes, tutorials etc.,
    ➢ Organizing Seminars,
    ➢ Audio visual classes held .

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
    The Students and the Faculty members regularly participate in the Institutional Social Responsibility and Extension activities organized by the NSS Units-I & Unit-II and NCC Unit of this College. The students as NSS volunteers take active part in social awareness programmes and undertake certain activities in adopted villages. As NCC volunteers they do their duties in the locality at the time of festival.

35. SWOC analysis of the department and Future plans:

Strength	Weakness	Opportunities	Challenge
➢ Qualified Faculty. ➢ Healthy Teacher-Student Relationship ➢ Standard Computer Lab.	➢ ☐Insufficient full time teacher ➢ Declination in the rate of admission. ➢ Lack of linkage with industry.	➢ Job –oriented courses with existing faculties. ➢ Research & Development ➢ Scope to enter various Professional	➢ To increase the number of students in 1st year. ➢ To take initiation for creation of more sincerity among the

			Courses ➤ Awareness campaign against fraudulent financial institutions.	students ➤ Regular campusing to provide job opportunities.

Future Plans:

➤ To improve of Admission Strength by creating awareness and opportunities.

➤ To develop entrepreneurship.

➤ To involve all the students of Honours/General course in different activities like Unit Test Competition, Essay Competition, Seminar Presentation and Social Work.

➤ To arrange Campus Selection by External Agencies for Employment.

Publication by the Faculty Members

List of Publication of Dr. Ajoy Adhikari

SL. No.	Name of Book/ Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International / National / State / Regional / College or University Level
1	Man in India	Man in India	Job Stress and its Consequences Among Postal Employees in West Bengal	Vol. 87, Nos. 3 & 4	-	2007	ISSN 0025-1569	Single	National

2	The ICFAI Journal of Organizational Behaviour	ICFAI	Role Stress Among Nurses-	Vol. VII No. 1-	-	2008	ISSN 0972-687	Single	National
3	Journal of Commerce	Guawhati University	Role Stress Among Postal Employees in West Bengal	Vol. XVI	-	2008-09-10	ISBN 0971-4715	Single	National
4	Anweshan, Journal of Department of Commerce	North Bengal University	Relationship Between Organisational Role Stress and Stress Consequnces: a Study among Postal Employees in West Bengal	Vol. 3, No. 1	-	2015	ISSN 2321-0370	Single	National

List of Publication of Dr. Subhasis Chakravarty

A. Journal:

SL. No	Name of Journal	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/ National /State/ Regional /College or University Level
1	Business Studies-Vol XXXI-XXXII, Jan-July, 2010-11(no 1&2)	Dept. of Commerce, University of Calcutta.	Performance of Diversified Equity Funds in India: A Study of Select Schemes of HDFC Asset Management Company.	Vol XXXI-XXXII, Jan-July, 2010-11(no 1&2)	86-98	Jan-July, 2010-11(no 1&2)	0970-9657	Co-author	University Level

B. Proceeding:

SL. No.	Name of Proceeding	Name of Publisher	Title of Paper	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/ National/ State/ Regional/ College or University Level
1	Paradigm Shift in Indian Tax Laws	Dept. of Commerce, Jogesh Chandra Choudhuri College	Mutual Funds & Insurance in the DTC Regime	-	61-66	2012	978-81-924075-0-0	Main	National

2	Challenges in the face of changing Indian Financial Scenario & Direct Tax Code & GST	Dept. of Commerce, PK Haridas Nandi Mahavidyalaya, Howrah	Diversified Equity Funds and Index Funds of Select Mutual Fund Houses: A Comparative Study of Performance in the Indian Context	'	31-38	2012	978-93-80649-207	Co-author	National
3	Insurance & Social Security	Dept. of Commerce, Pingla Thana Mahavidyalaya, Pingla	Life Insurance Industry in India : An Overview	'	53-62	2012	81-87500-69-7	Co-author	National
4	Green Marketing & Global Environment: Indian Scenario	Naba Ballygunge Mahavidyalaya	A Journey Towards Green Marketing : An Indian Perspective	'	45-59	2012	978-81-923645-1-3	Co-author	National
5	Financial Inclusion and Microfinance in developing economies	Dept of Commerce with Farm Management,	A Critical Look into Microfinance in India,	'	38-44	2012	978-81-923034-8-2	Main	International
6	Indian Accounting Standards: Convergence with IFRSs	Dept. of Commerce, PN Das College, Palta,	Accounting for Govt.Grants (Ind AS 20): An Overview	'	201-208	2012	978-93-8247-68-1	Main	National

7	Emerging Issues in Finance : Leading Thoughts and Ideas	THK Jain College	Performance Analysis of Selected Diversified Equity Schemes of Principal Asset Management Company	'	43-55	2013	978-93-833360-01-7	Co-author	State
8	Income Tax Rules and E-Filling	Dept. of Commerce, Hooghly Mohosin College	A Look into E-filing of Individual Assesses in India	'		2013	978-81-924236-0-9	Co-author	State
9	Impact Of Reforms On Indian Insurance Sector	Dept. of Commerce, Deshbandhu College for Girls, Kolkata	Rural Healthcare Infrastructure in India: an Overview	'	249-254	2013	978-93-80332-45-1	Main	National
10	Foreign Direct Investment in Retail Business: Challenges and Opportunities	Dept. of Commerce, Pingla Thana Mahavidyalaya, Pingla	Foreign Direct Investment in Indian Retail Sector: A Critical Look In	'	143-160	2013	81-87500-69-7	Co-author	National
11	Contribution of Education in Employment & Earnings	Teacher-in-Charge, Mahatma Gandhi College, Lalpur, Purulia	Higher Education & Employability in India: A Review	'	82-88	November 2014	--	Co-author	National
12	Financial Sector Reforms in Developing Economies	Dept of Commerce with Farm Management	A Study on the Performance of Two Chennai based Public Sector Banks	'	37-45	2015	978-81-928721-1-7	Main	International

SL. No.	Name of Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/National/ State/Regional/ College or University level
13	Financial Sector Reforms in Developing Economies	Dept of Commerce with Farm Management	A Comparative Study Of the Performance of Islamic Indices and Conventional Indices: a Case Study of India	'	566-574	2015	978-81-928721-1-7	Main	International
14	Tax Reforms In India: Issues and Challenges	Dept. of Commerce, Pingla Thana Mahavidyalaya, Pingla	Tax Administration Reforms in India: A Look In	'	217-222	2015	978-81-928721-0-0	Single	National
15	Contemporary Issues in Finance and Management	Dept. of Commerce, PK Haridas Nandi Mahavidyalaya, Howrah	MSME in India: Issues and Problems	'	414-424	2015	978-81-9287-21-6-2	Co-author	National

List of Publication of Dr. Malay Kumar Ghosh

SL. No.	Name of Journal/ Proceeding	Name of Publisher	Title of Paper etc.	Volume No.	Page No.	Year	ISSN/ ISBN NO.	Single/Main/ Co-author	International/National/ State/Regional/ College or University evel
1	The Prism, Bilingual Annual Journal	Teachers' Council Mahatma Gandhi College, Lalpur, Daldali, Purulia, West Bengal,	FDI in Retail in India: Different Facets	Vol. 6	81-91	2014	ISSN: 2229-7537	Single	Peer Reviewed Journal

2	Open Eyes	Principal, Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, W.B.	A Look Into Product Liability Insurance	Vol. 11 No. 1&2	137-144	2014	ISSN: 2249-4332	Single	Peer Reviewed Journal
3	Sundries, Research Mechanism	Shiv Pratap Memorial foundation, Varanasi	Lac Cultivation in India: A General Look	Vol. 1 No. 3	25-33	2014	ISSN: 2348-6570	Single	International Multidisciplinary Referred Research Journal
4	Sundries, Research Mechanism	Shiv Pratap Memorial foundation, Varanasi	Guar Gum In India: A Coherent Vision	Vol.1 No. 4	20-25	2014	ISSN: 2348-6570	Single	International Multidisciplinary Referred Research Journal
5	Panchakotes Says	Principal, Panchokot Mahavidyalaya, Sarbari More, Neturia, Purulia, W.B.	Lac: A Blessing of Nature	Vol. 5 No. 2	32-43	2014	ISSN: 0976-4968	Single	Multidisciplinary Referred International Journal
6	Proceedings of the UGC Sponsored National Seminar on Contribution of Education in Employment & Earnings	Teacher-in-Charge, Mahatma Gandhi College, Lalpur, Purulia	Higher Education & Employability in India: A Review	-	82-88	2014	-	Main	National

7	Open Eyes	Principal, Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, W.B.	Lac Industry in India: A Moment ary View			2015	ISSN: 2249-4332	Single	Peer Reviewed Journal
8	Mousumi	Principal, Rani Dhanya Kumari College, Jiaganj, Murshidabad	AIDS; A Curse	'	20-22	2013-14	-	Single	College

RANI DHANYA KUMARI COLLEGE

(A NAAC ACCREDITED PREMIER EDUCATIONAL INSTITUTION)

P.O. Jiaganj, Dist. Murshidabad, PIN-742123, West Bengal
☎ Phone & Fax: (03483)255330/256948
✉ E-mail: rdkcollege@yahoo.com 🖳 Website: www.rdkcollege.in

Memo No: ....

Dated: ....

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

with seal:

Principal
R.D.K.College
Jiaganj, Murshidabad

Place: Jiaganj, Murshidabad, W.B.

Date: 23.12.2015

RANI DHANYA KUMARI COLLEGE

P.O. Jiaganj, Dist. Murshidabad, PIN-742123, West Bengal
☎ Phone & Fax: (03483)255330/256948
✉ E-mail: rdkcollege@yahoo.com 🖳 Website: www.rdkcollege.in

Memo No: ....

Dated: ....

CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that *RANI DHANYA KUMARI COLLEGE* (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 23.12.2015

Place: Jiaganj, Murshidabad, W.B.

Principal/Head of the Institution
(DR. AJOY ADHIKARI)
(Name and Signature with Office seal)

Principal
R.D.K.College
Jiaganj, Murshidabad

APPENDIX

Annexure 1: Certificate of Recognition from the Affiliating University

University of Kalyani

Kalyani - 741 235, Nadia
West Bengal
Dr.Malay Kumar Samanta
Registrar

Phone Off : 25828-750/ 25828378/
25828293/ 25828478/ 25828889/
25829356/25821254/ 25828477
Fax: 00-91-33-2582-2505
Phone :(Off.) : 00-91-33-25025762
E.mail : registrarklyuniv@gmail.com
registrar@klyuniv.ac.in

No. RPS/Mj.Com/71/860/15

Dated : 14/12/2015

TO WHOM IT MAY CONCERN

This is to certify that RANI DHANYA KUMARI College, P.O- Jiaganj, Dist.- Murshidabad, Pin-742123 (with full address) was established in 1st August, 1962 and was affiliated to Calcutta University in 1962 and recognized by the University Grants Commission. Since 1998 the College is affiliated to the Kalyani University and the following Courses/Subjects are taught in the said college as per approval.

Sl.No.	Name of the Course(s) and Duration	Affiliation		Period of validity for the year(s)
		Permanent	Temporary	
1	B.A. Three year Degree Honours course in Bengali, English, History, Geography, Pol. Science, Sociology and Education.	Permanent		
2	B.A. Three year Degree General course in Bengali, English, History, Geography, Pol. Science, Sociology, Education, Defence Studies, Physical Education, Sanskrit and Economics.	Permanent		
3	B.Com. Three year Degree Honours course in Corporate Accounting, Auditing & Financial Management, Business Mathematics & Statistics.	Permanent		
4	B.Com. Three year Degree General course in Advanced Accounting, Auditing & Management Accounting and Elements of Management.	Permanent		

Registrar - 14/12/15

REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal

Annexure 2: Certificate of Recognition of the College under 2(f) &12(B)

As on 31.08.2015   CPP-I/C   Page 1201 of 1256

Kalyani University, Kalyani

Name and address of the college	Status	Year of Estb.	Nature of Affiliation	Teaching Upto	Govt or Non Govt	Aided or Unaided
Ranaghat College Ranaghat District Nadia - 741 201 West Bengal	2(f) and 12(B)	1950	Permanent	Bachelor's	Non Government	
Rani Dhanyakumari College Jiaganj District Murshidabad - 742 123 West Bengal	2(f) and 12(B)	1962	Permanent	Bachelor's	Non Government	
Santipur College Santipur District Nadia - 741 404 West Bengal	2(f) and 12(B)	1948	Permanent	Bachelor's	Non Government	
Shimurali Sachinandan College of Education Shimurali District Nadia - 741 248 West Bengal	2(f) and 12(B)	1973	Permanent	Bachelor's	Non Government	
Sownarayan Rameshwar Fatepuria College Beldanga - 742 133 District Murshidabad West Bengal	2(f) and 12(B)	1965	Permanent	Bachelor's	Non Government	
Sri Krishna College Bagula District Nadia - 741 502 West Bengal	2(f) and 12(B)	1952	Permanent	Bachelor's	Non Government	
Sripat Singh College Jiaganj District Murshidabad - 742 123 West Bengal	2(f) and 12(B)	1949	Permanent	Bachelor's	Non Government	
Subhas Chandra Bose Covtenary College Lalbagh, Murshidabad West Bengal	2(f) and 12(B)	1998	Permanent	Bachelor's	Non Government	
Sudhiranjan Lahari Mahavidyalaya Majdia - 741 507 District Nadia West Bengal	2(f) and 12(B)	1966	Permanent	Bachelor's	Non Government	
Union christian Training College Berhampore District Murshidabad - 742 101 West Bengal	2(f) and 12(B)	1975	Permanent	Bachelor's	Non Government	

As on 31.08.2015   CPP-I/C   Page 1237 of 1256

Annexure 3: Certificate of NAAC Accreditation Cycle 1

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Rani Dhanya Kumari College
Jiaganj, Dist. Murshidabad
affiliated to University of Kalyani, West Bengal as

Accredited
at the C** level.

Date : March 31, 2007

Director

- This certification is valid for a period of Five years with effect from March 31, 2007
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C⁺ grade, 65-70-C⁺⁺ grade, 70-75- B grade, 75-80- B⁺ grade, 80-85-B⁺⁺ grade, 85-90- A grade, 90-95-A⁺ grade, 95-100-A⁺⁺ grade (upper limits exclusive)

March 31, 2007/169

Annexure 4: Master Plan of the College

SITE PLAN OF
RANI DHANYA KUMARI COLLEGE
P.O.- JIAGANJ, DIST.- MURSHIDABAD

SCALE - 1:700

N

ROAD

ROAD

ROAD

PLAY GROUND
(WITHOUT TREES)

RESIDENTIAL AREA

RESIDENTIAL AREA

← RESIDENTIAL AREA →

GYMNASIUM
SINGLE
STORIED
BUILDING

GIRLS HOSTEL
SINGLE
STORIED
BUILDING

ACADEMIC BLOCK

MAIN GATE

← COMMERCE COLLEGE ROAD →

Principal
R.D.K College
Jiaganj, Murshidabad

Annexure 5: Layout of the College Library
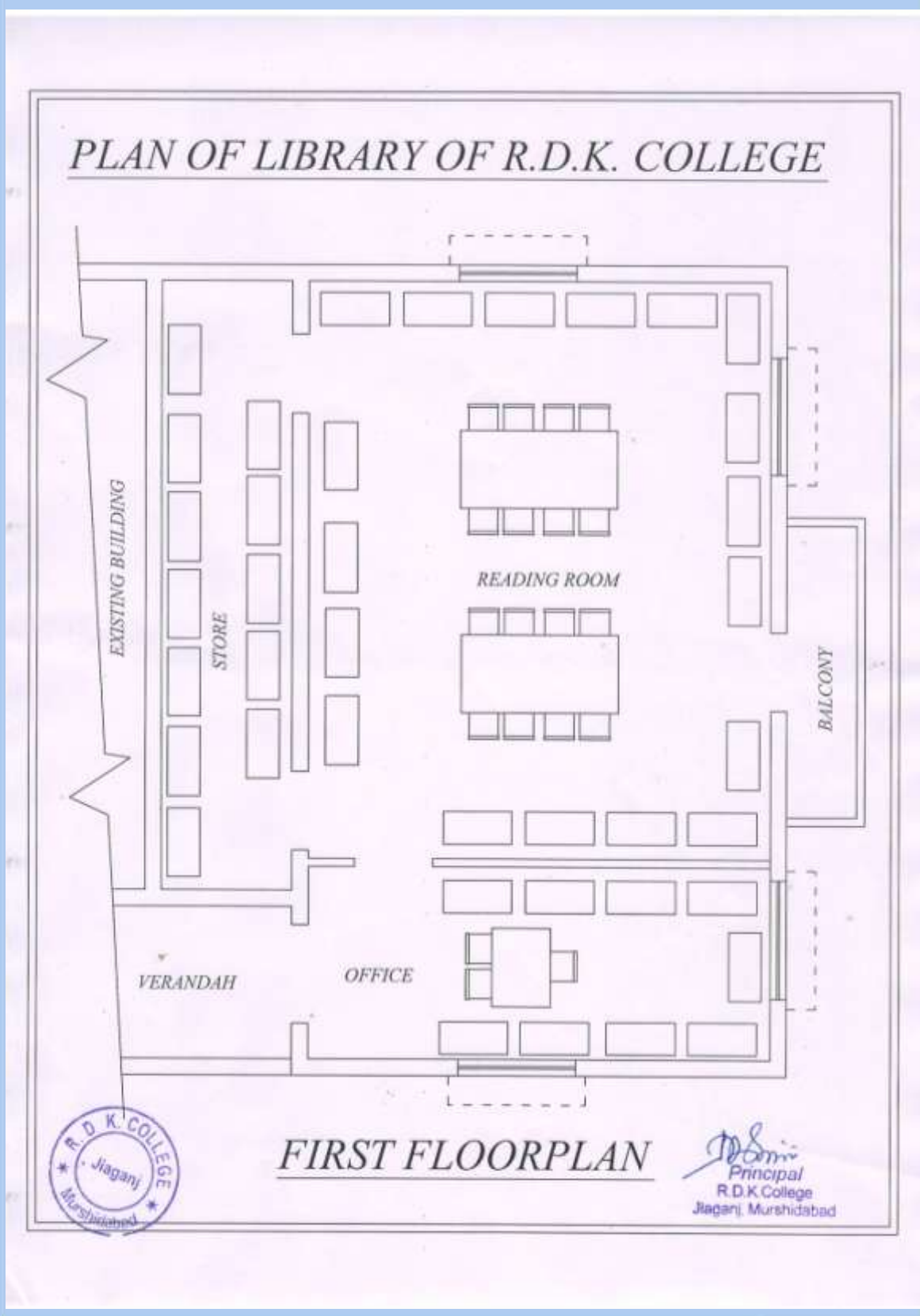
PLAN OF LIBRARY OF R.D.K. COLLEGE

EXISTING BUILDING

STORE

READING ROOM

BALCONY

VERANDAH

OFFICE

FIRST FLOORPLAN

Principal
R.D.K College
Jiaganj, Murshidabad

Annexure 6: Audited Financial Statement of 2007-08

S B S ASSOCIATES

SBS
ASSOCIATES

CHARTEDRED ACCOUNTANTS

OFFICE : KRISHNAKUNJA, 74-A, PARK STREET, KOLKATA - 700 017
TEL. : 2287 5159, FAX : 2284 9337 REF. SBS, E-mail sbssnl@vsnl.net
EDP WING : FD315, SECTOR-III, SALT LAKE, KOLKATA-700 106

AUDITORS' REPORT

1. We report that we have audited the attached Balance Sheet of Rani Dhanya Kumari College, Jiyaganj, Dist: Murshidabad as at 31st March, 2008 and also the Income & Expenditure Account for the year ended on that date annexed thereto both of which we have signed under reference to this report. These financial statements are the responsibility of the company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. We conducted our audit in accordance with auditing standard generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as, evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

3. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and in our opinion proper books of account have been kept by the College so far it appears from our examination of the books, subject to our observations as follows :-

   (a) The POSB A/C.No. 841226 shows a balance of Rs. 1,39,596.67 as on 31-03-2004 and the Pass Book was not updated thereafter. The interest on this savings bank account was not received for the years from 2004-05 to 2007-08 and not been considered in these Accounts.
   (b) An amount of Rs.30,000/- was deposited in UGC A/c. on 30-01-2008 by mistake instead of SBI Current Account No. 11243440148
   (c) The College is having an attached Play Ground to it and this Play Ground was not shown in the Books of Account of the College. On our audit recommendations, the college authority has made valuation of this Land from A.D.S.R, Azimgang, Murshidabad and as per the valuation report dated 16-07-2009 this Land has been valued at Rs. 26,86,321/-. The Authority has imposed Stamp duty of Rs.1,88,042/- and Registration Fee of Rs.29,546/- which are payable by the college authority.
   (d) No details were made available to us for SBI, Jiaganj Branch.Old for Rs.18,397/- and SBI, Lalbagh Branch.for Rs.10,199/- during our audit.

4. In our opinion and to the best of our information and according to the explanations given to us the said accounts , subject to our observations stated above, give a true and fair view :-

   I. In the case of Balance Sheet of the state of affairs of the College as st 31st March,2008, and
   II. In the case of Income & Expenditure Account of the excess of income over expenditure for the year ended on that date.

For S B S ASSOCIATES
Chartered Accountants

(S. N. LAHA)
Partner
Mem. No. 017187

Place : Kolkata.
Date : 16th March, 2011.

S B S ASSOCIATES
CHARTEDRED ACCOUNTANTS

OFFICE : KRISHNAKUNJA, 74-A, PARK STREET, KOLKATA - 700 017
TEL. : 2287 5159, FAX : 2284 9337 REF. SBS, E-mail sbssnl@vsnl.net
EDP WING : FD315, SECTOR-III, SALT LAKE, KOLKATA-700 106

RANI DHANYA KUMARI COLLEGE
P.O. : JIAGANJ , DIST : MURSHIDABAD
WEST BENGAL - 742123

SEPARATE AUDIT REPORT FOR THE YEAR 2007-2008

1. We have been appointed Auditors of RANI DHANYA KUMARI COLLEGE , P.O. JIAGANJ, DIST : MURSHIDABAD, WEST BENGAL – 742123 for the year 2007-2008 by the Government of West Bengal, Education Directorate, College Audit Cell, Bikash Bhavan, Kolkata – 700 091, vide their letter No. 4(400)/ CA / 2007 dated 26-03-07 & 07-05-07. As the audit of the year 2005-2006 was pending, we have carried out the audit for the said year of the college , as per directives of our letter of appointment.

2. Stateement of Pay Packets Grants received from GOVT. OF WEST BENGAL from 01-04-2007 TO 31-03-2008 are furnished in ANNEXURE – I.

3. Rates of fees collected from Students during the session 2007-08 are furnished in ANNEXURE – II.

4. Courses and Subjects taught in Degree Levels for 2007-08 are furnished in ANNEXURE – III.

5. Statement of Roll Strength of the College during the year 2007-08 furnished in ANNEXURE – IV(A) and Number of Books in the College Library furnished in ANNEXURE –IV(B)

6. List of the Names of the members of Non-teaching staff for the year 2007-08 furnished in ANNEXURE – V.

7. Statement of the names of the Teaching Staff of the College for the year 2007-08 furnished in ANNEXURE – VI.

8. Bank Reconciliation Statement of SBI, Current A/c 11243440148 as on 31st March, 2008 furnished in ANNEXURE – VII(A)

9. Bank Reconciliation Statement of SBI, (UGC) BANK as on 31st March, 2008 furnished in ANNEXURE – VII(B)

Contd...2

S B S ASSOCIATES
SBS
CHARTEDRED ACCOUNTANTS
ASSOCIATES
OFFICE : KRISHNAKUNJA, 74-A, PARK STREET, KOLKATA - 700 017
TEL. : 2287 5159, FAX : 2284 9337 REF. SBS, E-mail sbssnl@vsnl.net
EDP WING : FD315, SECTOR-III, SALT LAKE, KOLKATA-700 106

Page - 2

10. Statement of Provident Fund investment with Treasury as on 31st March ,2008 furnished in ANNEXURE – VIII (A).

10. Statement of Provident Fund Deductions as per College Cash Book as on 31st March, 2008 furnished in ANNEXURE – VIII (B).

11. Schedule of Depreciation on Fixed Assets for the year 2007-08 furnished in ANNEXURE – IX.

12. Statement of Accrued Interest on Fixed Deposits held by the College for the Year 2007-08 furnished in ANNEXURE – X.

13. List of Individual Advances as on 1st April, 2007 as per Advance Register transferred from General Advance A/c. furnished in ANNEXURE - XI
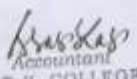
For S B S ASSOCIATES
Chartered Accountants

Place : Kolkata.
Date : 16th March, 2011.

(S. N. LAHA)
Partner
Mem. No. 017187

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Income & Expenditure Statement
1-Apr-2007 to 31-Mar-2008

Particulars	1-Apr-2007 to 31-Mar-2008	Particulars		1-Apr-2007 to 31-Mar-2008
Expenses(Sch.13)	60,08,676.50	Income(Sch.12)		65,51,762.00
		Collection From Students	20,29,966.00	
Excess of Income over Expenditure	5,43,085.50	Govt. Maintenance Grant(Pay Packet)	44,87,285.00	
		Interest Received	27,049.00	
		Other Receipts	2,684.00	
		Adjustment for Previous Year	4,776.00	
Total	65,51,762.00	Total		65,51,762.00

Accountant
R.D.K. COLLEGE
Jiaganj, Murshidabad

Principal
R.D.K College
Jiaganj, Murshidabad

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Balance Sheet
1-Apr-2007 to 31-Mar-2008

Liabilities	as at 31-Mar-2008		Assets		as at 31-Mar-2008
Capital Account			Investments		21,16,092.19
			Investments(Sch.2)	21,16,092.19	
Loans (Liability)			Current Assets(Schedule 3)		36,27,789.58
		49,51,454.09	Cash-in-hand	59,730.65	
Current Liabilities			Bank Accounts	25,01,479.93	
Current Liabilities & Provision(Sch.10)	2,23,688.05		Salary Grant Receivable	10,65,209.00	
Government Grant (Sch.6)	10,22,888.37		Security Deposit with WBSEB	1,370.00	
Miscellaneous Fees(Sch.9)	2,89,520.39				
Other Fund & Subsidari Fund(Sch.7)	16,74,509.28		Fixed Assests(Sch.1)		19,94,873.00
Provident Fund (Sch.11)	16,98,752.00				
Scholarship & Stipend(Sch.8)	42,096.00		Loan & Advance(Sch.4)		9,96,722.80
		31,46,079.48	Festival Advance	87,888.25	
General Fund(Sch.5)			General Advance	4,75,562.95	
		5,43,085.50	Advance Against Bonus	31,000.00	
Profit & Loss A/c			Advance Against Salary	3,54,246.00	
Opening Balance			Advance D.A. & HRA	25,864.10	
Current Period	5,43,085.50		Advance to Staff	5,411.50	
		94,858.50	G A to Chandra Kanta	5,750.00	
Diff. in Opening Balances			Loan to Staff	11,000.00	
					87,35,477.57
Total		87,35,477.57	Total		87,35,477.57

Accountant
R D K COLLEGE
Jiaganj, Murshidabad

Principal
R.D.K.College
Jiaganj, Murshidabad

Annexure 6: Audited Financial Statement of 2008-09

AGRAWAL MANISH & CO   41, NETAJI SUBHAS ROAD
CHARTERED ACCOUNTANTS   4 TH FLOOR, R. NO. - 402
                                       KOLKATA - 700001
                                       PHONE - 22214262

AUDITORS REPORT

DIRECTOR OF PUBLIC INSTRUCTION COLLEGE AUDIT CELL,
SALTLAKE, KOLKATA, WEST BENGAL

We have audited the Balance sheet of Rani Dhanya Kumari College, P. O. – Jiaganj, Dist – Murshidabad, W.B as on 31st. March, 2009 and Income & Expenditure Account for the year ended on the date. Alongwith Annexures 'I' to 'X' which are all attached here to: -

1. These financial statement are the responsibility of the college authorities. Our responsibility is to express an opinion on these financial statement, based on our audit.

2. We have conducted our audit in accordance with the auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amount and disclosures in the financial statements. An audit also includes assessing the accounting principles
used and significant estimates made by the managing authority, as well as evaluating the overall financial statement presentation. We believe that our audit provides reasonable basis for our opinion.

We report that:

1. Cash Balance as on 31.03.2008, as per audited accounts produced before us was Rs. 59730.65, whereas, opening Cash balance as on 01.04.2008 as per Cash Book produced before us was Rs. 64901.80. This excess of Cash of Rs. 5171.15 was not explained to us.

2. As on 31.03.2009 provident Fund Balance to us: -
   As per provident Fund List of Rs. 1561693.00
   As per Balance sheet of   Rs. 1534424.00
   The difference of Rs. 27269.00 was not explained.

3. Opening balance difference in balance sheet as on 31.03.2008. was Rs. 94858.50 and same was incresed to Rs. 637924.00 as on 31.03.2009. Difference of Rs. 543065.50 was not explanined to us.

4. Unspent Grants as on 31.03.2009 was Rs. 2219992.37and the same has not been transferred to General Fund a/c.

5. Fixed Assets Register has not been maintained by the college for the period under Audit.

6. The POSB A/C NO. – 841226 shows a balance of Rs. 139596.67 as on 31.03.2009 and the pass book was Non updated thereafter. The interest on this savings POSB account was not received for the years from 2004 – 2005 to 2008 – 2009 and not been considered in these accounts.

(2)

We also report that we have examined the under mentioned and the details of the same has been attached to this report : -

(a) Total Roll Strength
(b) Courses and Subjects taught in the College
(c) Total No. of Library Books
(d) List of full time teaching/non teaching staff
(e) List of the part time Lectures
(f) Details of Pay & Allowance Grants received
(g) Statement of provided fund of teaching & non teaching staff as on 31.03.2009

Subject to the above, we report that : -

1. We have obtained all the information and explanations which to the best of our knowledge and belief, were necessary for the purpose of our audit.

2. In our opinion, proper books of accounts have been maintained by the college, so far as it appears from our examination of the books.

3. The Balance sheet, Income and Expenditure accounts, dealt with by this report, are prepared in accordance with the accounting standards published by the Institute of Chartered Accountants of India.

4. The Balance sheet and Income & Expenditure account are in agreement with the books of accounts.

5. In our opinion and to the best of our information and according to the explanation given to us, the said accounts given a true and fair view: Subject to our qualification from point 1 to 6 mentioned above.
(a) In the case of the Balance Sheet, of the state of affairs, of the college, as on 31st March, 2009.
(b) In the case of the Income & Expenditure A/c, of the excess of income over expenditure of the college, for the year ended on that date.

41, N.S.ROAD 4TH FLOOR
KOLKATA-700001
DATE :- 12/12/2011

For AGRAWAL MANISH & CO.
CHARTERED ACCOUNTANTS

(M. AGRAWAL)
PROPRIETOR
Firm Reg. No. 323190E

Tuesday, November 15, 2011
4:58 PM

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Income & Expenditure Statement
1-Apr-2008 to 31-Mar-2009

Particulars	1-Apr-2008 to 31-Mar-2009	Particulars		1-Apr-2008 to 31-Mar-2009
Expenses(Sch.13)	61,16,873.00	Income(Sch.12)		72,81,859.00
		Collection From Students	16,50,885.00	
Excess of Income over Expenditure	11,64,986.00	Govt. Maintenance Grant(Pay Packet)	44,23,847.00	
		Interest Received	(3,331.00)	
		Other Receipts	80,578.00	
		Remuneration to Part-Time Teachers	3,76,000.00	
		Students Collection	5,37,400.00	
Total	72,81,859.00	Total		72,81,859.00

Principal
R.D.K College
Jiagang, Murshidabad

Accountant
R.D.K. COLLEGE
Jiaganj, Murshidabad

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Tuesday, November 15, 2011
6:42 PM

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Balance Sheet
1-Apr-2008 to 31-Mar-2009

Liabilities	as at 31-Mar-2009	Assets		as at 31-Mar-2009
Capital Account		Investments		19,75,627.19
		Investments(Sch.2)	19,75,627.19	
Loans (Liability)				
		Current Assets(Schedule 3)		48,07,888.58
Current Liabilities	50,19,343.09	Cash-in-hand	2,549.65	
Current Liabilities & Provision(Sch.10)	22,718.03	Bank Accounts	48,03,868.93	
Government Grant (Sch.6)	22,19,882.17	Security Deposit with WBSEB	1,370.00	
Miscellaneous Fees(Sch.9)	1,32,627.30			
Other Fund & Subsidal Fund(Sch.7)	19,57,642.24	Fixed Assests(Sch.1)		22,46,974.00
Provident Fund (Sch.11)	15,34,424.00			
Scholarship & Stipend(Sch.8)	1,52,538.00	Loan & Advance(Sch.4)		19,37,922.80
		Festival Advance	73,600.00	
General Fund(Sch.5)	31,46,079.48	General Advance	12,99,861.20	
		Advacne to Staff	14,411.60	
Profit & Loss A/c	11,64,986.00	Advance Against Bonus	31,000.00	
Opening Balance		Advance Against Salary	4,80,780.00	
Current Period	11,64,986.00	Advance D.A. & HRA	25,964.10	
		Loan to Staff	11,000.00	
Diff. in Opening Balances	6,37,924.00			
Total	**1,09,68,332.57**	**Total**		**1,09,68,332.57**

Accountant
R.D.K. COLLEGE
Jiaganj, Murshidabad
15.11.11

Principal 15/11/11
R.D.K College
Jiaganj, Murshidabad

Unfiled Notes Page 1

Annexure 6: Audited Financial Statement of 2009-10

TIMOY GUPTA & CO.
ARTERED ACCOUNTANT

62, Selimpur Lane,
Dhakuria
Kolkata - 700 031
Mob : 9830110104

A U D I T O R S' R E P O R T

DIRECTOR OF PUBLIC INSTRUCTION COLLEGE
AUDIT CELL, SALTLAKE, KOLKATA, WEST BENGAL

We have audited the Balance Sheet of Rani Dhanya Kumari College,
P.O.:Jiaganj, Dist: Murshidabad, W.B. as on 31st March,2010 and
Income & Expenditure Account for the year ended 31st March,2010
along with the Annexure: I to XIII which are all attached hereto:-

1. These financial statement are the responsibility of the
   College authorities. Our responsibility is to express an
   opinion on these financial statements based on our audit.

2. We have conducted our audit in aoordance with the auditing
   standards generally accepted in India. These standards
   require that we plan and perform the audit to obtain
   reasonable assurance about whether the financial statements
   are free of material misstatements. An audit includes
   examining on a test basis, evidence supporting the amount
   and disclosures in the financial statements. An audit also
   includes assessing the accounting principles used and
   significant estimates made by the managing authority,
   as well as evaluating the overall financial statement
   presentation. We believe that our audit provide reasonable
   basis for our opinion.

WE REPORT THAT :-

1. The difference of Rs. 5,171-15 between the closing cash
   balance as on 31.3.2008 and the opening cash balance as
   on 1.4.2008 to be ignored and the cash balance of
   Rs. 64,901-80 as on 1.4.2008 as recorded in the cash book
   be taken as the right balance anc accounts have been drawn
   acordingly as per the proceedings of the G.B. meeting
   held on 19.01.2012

2. Provident Fund Balance :-
   As per P.F.List   Rs. 19,07,109-84
   As per Balance Sheet   Rs. 20,24,601-00

   Difference of Rs. 1,17,491-16 was not explained to us.

3. Opening balance difference in Balance Sheet as on 31.3.08
   was Rs. 94,858-50. The same was increased to Rs.6,37,924.00
   as on 31.3.2009.This increased amount represent the profit
   during the year.

4. Unspent Grant as on 31.3.2010 was Rs. 82,33,592-37 and
   the same has not been transferred to General Fund.

Contd. to P.2.

- 2 -

5. Fixed Assets Register has not been maintained by the College for the period under audit.

6. The P.O. SB A/C No. 841226 shows a balance of Rs. 1,39,596-67 as on 31.3.2010 and the pass book was not updated thereafter. The interest on this savings P.O. SB A/C not received for the years from 2004-2005 to 2009-2010 and not been considered in these accounts.

We also report that we have examined the undermentioned documents and the details of the same has been attached to this report :-

a) Total Roll Strength.
b) Courses and subjects taught in the College.
c) Total No. of Library Books.
d) List of full time teaching/non-teaching staff.
e) List of part-taime lecturer.
f) Details of Pay & Allowance Grants received.
g) Statement of P.F. of teachibg & non-teaching staff.
   as on 31.3.2010.

SUBJECT TO THE ABOVE WE REPORT THAT :-

1. We have obtained all the information and explanations which to the best of our knowledge and belief, were necessary for the purpose of our audit.

2. In our opinion, proper books of accounts have been maintained by theCollege,sofar as it appears from our examination of the books.

3. The Balance Sheet, Income & Expenditure accounts, dealt with by this report, are prepared in accordance with the accounting standards published by the Institute of Chartered Accountants of India.

4. The Balance Sheet and Income & Expenditure account are in agreement with the books of accounts.

5. In our opinion and to the best of our information and according to the explanation given to us, the said accounts given a true and fair view subject to our qualification from point 1 to 6 as mentioned above

(a) In the case of the Balance Sheet, of the state of affairs of the college as on 31st March,2010
(b) In the case of the Income & Expenditure A/C, of the excess of income over expenditure of the college, for the year ended on that date.

For SAKTIMOY GUPTA & CO
Chartered Accountants

PROPRIETOR
(FRN 312027 E)

Printed on 2-Sep-2013 at 09:3

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Income & Expenditure Statement
1-Apr-2009 to 31-Mar-2010

Particulars	1-Apr-2009 to 31-Mar-2010	Particulars	1-Apr-2009 to 31-Mar-2010
Expenses(Sch.13)	95,39,206.40	Income(Sch.12)	97,02,068.9
Excess of Income over Expenditure	1,62,862.59		
Total	97,02,068.99	Total	97,02,068.9

ACCOUNTANT
R. D. K. College
Jiaganj Murshidabad

PRINCIPAL
R. D. K. College
Jiaganj. Murshidabad
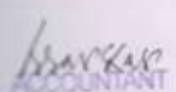
Printed on 2-Sep-2013 at 11:18

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Balance Sheet
1-Apr-2009 to 31-Mar-2010

Liabilities	as at 31-Mar-2010		Assets	as at 31-Mar-2010	
Capital Account			Investments		23,31,974.18
			Investments(Sch.2)	23,31,974.18	
Loans (Liability)					
			Current Assets(Schedule 3)		65,05,036.53
Current Liabilities		1,32,13,335.79	Cash-in-hand	538.00	
Current Liabilities & Provision(Sch.10)	1,83,178.05		Bank Accounts	47,80,682.53	
Government Grant (Sch.6)	82,33,592.37		Salary Grant Receivable	17,22,446.00	
Miscellaneous Fees(Sch.9)	1,65,187.39		Security Deposit with WBSEB	1,370.00	
Other Fund & Subsidari Fund(Sch.7)	23,97,890.98				
Provident Fund (Sch.11)	20,24,601.00		Fixed Assests(Sch.1)		82,37,114.50
Scholarship & Stipend(Sch.8)	2,08,886.00				
			Loan & Advance(Sch.4)		12,57,764.80
General Fund(Sch.5)		49,55,691.63	Festival Advance	48,750.00	
			General Advance	5,58,964.95	
Excess of Income over Expenditure		1,62,862.59	Advacne to Staff	14,411.50	
Opening Balance			Advance Against Bonus	31,000.00	
Current Period	1,62,862.59		Advance Against Salary	5,07,186.00	
			Advance D.A. & HRA	25,864.10	
			FA SUSPENSES	24,888.25	
			G.A to Abid Mehedi Hasan	700.00	
			G.A to Ahasan Habib	10,000.00	
			G.A to Ritesh Jain	15,000.00	
			G.A to Ruhul Amin	10,000.00	
			Loan to Staff	11,000.00	
Total		1,83,31,890.01	Total		1,83,31,890.01

ACCOUNTANT
R. D. K. College
Jiaganj, Murshidabad

PRINCIPAL
R. D. K. College
Jiaganj, Murshidabad

Annexure 6: Audited Financial Statement of 2010-11

RAJESH R L AGARWAL & CO.
CHARTERED ACCOUNTANTS

AUDITORS' REPORT

The Members of
RANI DHANYA KUMARI COLLEGE

1. We have audited the attached Balance Sheet of **RANI DHANYA KUMARI COLLEGE, P.O JIAGANJ, DIST.MURSHIDABAD** as at 31st March, 2011 of the Balance sheet and the Income & Expenditure Account of the institutions for the period ended on that date annexed thereto and report that.

2. We conducted our audit in accordance with the auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

3. Further to our comments in the Annexure referred to above, we report that:

   (i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;

   (ii) In our opinion, proper books of account as required by law have been kept by the College so far as appears from our examination of those books subject to:-

   1. Closing cash-in-hand could not be verified by us and considered as correct based on managements' certificate.
   2. The unspent grant on 31.03.2011 stands to Rs 1,37,62,692.37 no expenditure was made during the year from such grant. There is an apparent mismatch between the unspent grant received from UGC and the balance maintained in separate bank account for UGC.
   3. The college has not applied for pan card and as such is not filing return of income with the income tax department.
   4. The college has not deducted TDS on contractual payments made to labour contractor amounting to Rs 3,25,000.
   5. The college has not been able to provide the confirmation relating to the post office savings bank account A/c No-841226.
   6. The college has not maintained Fixed Asset register during the year.

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RAJESH R L AGARWAL & CO.
CHARTERED ACCOUNTANTS

(iii) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India:

    (a) in the case of the Balance Sheet, of the state of affairs of the institution as at 31st March 2011; and

    (b) in the case of the Income & Expenditure Account, of the 'surplus' for the year ended on that date; and

(iv) The Balance Sheet and the Income & Expenditure Account referred to in this report are in agreement with the Books of accounts and records.

For Rajesh R L Agarwal & Co
Firm Registration No. 327361E
Chartered Accountants

(Rajesh Agarwal)
Proprietor
Membership No. 300426

70, Cotton Street
Kolkata – 700 007
Dated, the 11th day of July, 2014

70, Cotton Street, 3rd Floor, Suit No. 24, Kolkata - 700 007, Cell : 9735005093, E-mail : carajesh_agarwal@yahoo.com

Rani Dhanya Kumari College - (From 1-Apr-2010)
P.O. Jiaganj, Dist. Murshidabad

Income & Expenditure Statement
1-Apr-2010 to 31-Mar-2011

Particulars	1-Apr-2010 to 31-Mar-2011		Particulars	1-Apr-2010 to 31-Mar-2011	
Expenses(Sch.13)		1,14,49,718.50	Indirect Incomes		
Govt. Maintenance Grant(Pay Packet)	90,14,751.00				
AUDIT FEE	13,500.00		Income(Sch.12)		1,25,27,652.00
Bank Charges	12,351.00		Collection From Students	28,39,430.00	
BASANTA UTSAV	20,964.00		Govt. Maintenance Grant Received	91,76,749.00	
Ceremonials	1,125.00		Interest Received	60,276.00	
Commission for Bank Draft	2,549.50		Other Receipts	4,13,945.00	
Computer Expenses	22,293.00		Cost of Lost Books	2,592.00	
Concession in Tuition Fee	75,885.00		Revenue Stamp	270.00	
Contingency	4,47,115.00		SEMINAR REG. FEE	6,380.00	
Cost of Elctrical Goods	5,087.00		SUNDRY BALANCES WRITTEN OFF	28,010.00	
Depreciation	2,05,369.00				
Electric Charges	68,094.00				
Establishment Charges(College Fund)	13,55,055.00				
Exp. for Seminar	5,017.00				
Magazine & Periodical	8,986.00				
Photocopy Machine Exp.	13,895.00				
Postage & Telegram	969.00				
Printing & Stationery	79,212.00				
Puja Exgrata	11,400.00				
Repair & Maintenance	9,261.00				
Telephone Charges	23,437.00				
Travelling & Conveyance	29,763.00				
University Sports Fee Paid	23,640.00				
Excess of Income over Expenditure		10,77,933.50			
Total		**1,25,27,652.00**	**Total**		**1,25,27,652.00**

ACCOUNTANT
R. D. K. College
Jiaganj, Murshidabad

Kolkata

PRINCIPAL
R. D. K. College
Jiaganj, Murshidabad

Rani Dhanya Kumari College - (From 1-Apr-2010)
P.O. Jiaganj, Dist. Murshidabad

Balance Sheet
1-Apr-2010 to 31-Mar-2011

Liabilities	as at 31-Mar-2011		Assets		as at 31-Mar-2011
Capital Account			Investments		30,97,323.18
			Investments(Sch.2)	30,97,323.18	
Loans (Liability)					
			Current Assets(Schedule 3)		1,09,69,792.63
Current Liabilities		1,94,90,187.39	Cash-in-hand	32,679.00	
Current Liabilities & Provision(Sch.10)	6,842.65		Bank Accounts	1,09,35,743.63	
Government Grant (Sch.6)	1,37,62,692.37		Security Deposit with WBSEB	1,370.00	
Miscellaneous Fees(Sch.9)	2,14,155.39				
Other Fund & Subsidal Fund(Sch.7)	25,81,293.98		Fixed Assests(Sch.1)		1,01,27,985.50
Provident Fund (Sch.11)	26,24,445.00				
Scholarship & Stipend(Sch 8)	3,00,758.00		Loan & Advance(Sch.4)		14,91,573.80
			Festival Advance	63,000.00	
General Fund(Sch.5)		51,18,554.22	General Advance	1,94,207.00	
			Advacne to Staff	14,411.50	
Profit & Loss A/c		10,77,933.50	Advance Against Bonus	31,000.00	
Opening Balance			Advance Against Salary	4,57,586.00	
Current Period	10,77,933.50		Advance D.A. & HRA	25,864.10	
			Arear Salary Receivable From K.Biswas	1,108.00	
			Arear Salary Receivable From S.K.Karmakar	3,806.00	
			EXCESS PAYMENT TO BIMALENDU SANTRA	667.00	
			FA SUSPENSES	24,888.25	
			G.A. TO AHASAN HABIB(MINAR)	9,750.00	
			G.A. TO BITTU BHAKAT	(-)30,000.00	
			GA to M K Das	1,000.00	
			G A to Monirul Islam	3,25,000.00	
			G.A TO PROG. OFFICER.NSS	20,000.00	
			G.A. TO RUHI DAS	6,500.00	
			GENERAL ADVANCE	2,56,785.95	
			Loan to IGNOU	75,000.00	
			Loan to Staff	11,000.00	
Total		2,56,86,675.11	Total		2,56,86,675.11

ACCOUNTANT
R. D. K. College
Jiaganj, Murshidabad

PRINCIPAL
R. D. K. College
Jiaganj, Murshidabad

Annexure 6: Audited Financial Statement of 2011-12

RAJESH R L AGARWAL & CO.
CHARTERED ACCOUNTANTS

AUDITORS' REPORT

The Members of
RANI DHANYA KUMARI COLLEGE

1. We have audited the attached Balance Sheet of **RANI DHANYA KUMARI COLLEGE, P.O JIAGANJ, DIST.MURSHIDABAD** as at 31st March, 2012 of the Balance sheet and the Income & Expenditure Account of the institutions for the period ended on that date annexed thereto and report that.

2. We conducted our audit in accordance with the auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

3. Further to our comments in the Annexure referred to above, we report that:

   (i) We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;

   (ii) In our opinion, proper books of account as required by law have been kept by the College so far as appears from our examination of those books subject to:-

      1. Closing cash-in-hand could not be verified by us and considered as correct based on managements' certificate.

      2. The total unspent grant on 31.03.2012 stands to Rs 1,41,27,904.37/- . The college received Rs 23,80,000 fresh UGC grant out of which the college refunded 15,80,000 to UGC on account of non utilization of grant and expended Rs 27,15,799 on Capital Expenditure and Rs 4,34,788 on Revenue Expenditure. The closing balance of UGC Grant as on 31.03.2012 stands at Rs 27,31,042. There is an apparent mismatch between the unspent grant received from UGC and the balance maintained in separate bank account for UGC.

      3. The College is unable to reconcile the balance outstanding in the different grant accounts with the available balance in the Bank Accounts.

      4. The College has not applied for pan card and as such is not filing return of Income with the income tax department.

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RAJESH R L AGARWAL & CO.
CHARTERED ACCOUNTANTS

5. The College has not deducted TDS on contractual payments made to labour contractor.

6. The College has not deposited Professional Tax amounting to Rs 1,770 with the Treasury.

7. The college has not been able to provide the confirmation relating to the post office savings bank account A/c No-841226.

8. The college has not maintained Fixed Asset register during the year.

(iii) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India:

(a) In the case of the Balance Sheet, of the state of affairs of the institution as at 31st March 2012; and

(b) In the case of the Income & Expenditure Account, of the 'surplus' for the year ended on that date; and

(iv) The Balance Sheet and the Income & Expenditure Account referred to in this report are in agreement with the Books of accounts and records.

For Rajesh R L Agarwal & Co
Firm Registration No. 327361E
Chartered Accountants

(Rajesh Agarwal)
Proprietor
Membership No. 300426

70, Cotton Street
Kolkata – 700 007
Dated, the 30th day of July, 2015

70, Cotton Street, 3rd Floor, Suit No. 24, Kolkata - 700 007, Cell : 9735005093, E-mail : carajesh_agarwal@yahoo.com

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Income & Expenditure Statement
1-Apr-2011 to 31-Mar-2012

Particulars	1-Apr-2011 to 31-Mar-2012		Particulars	1-Apr-2011 to 31-Mar-2012	
Expenses(Sch.13)		1,48,43,538.00	Income(Sch.12)		1,60,96,999.00
Govt. Maintenance Grant(Pay Packet)	1,02,65,085.00		Collection From Students	26,10,673.00	
Annual Exam Fee	51,054.00		Govt. Maintenance Grant Received	1,32,54,760.00	
AUDIT EXPENSES	8,815.00		Interest Received	1,71,571.00	
AUDIT FEE	34,500.00		Other Receipts	55,995.00	
Bank Charges	9,378.00		Excess Est. Charge Paid to B.Santara	4,000.00	
BASANTA UTSAV	(-)17,640.00				
Ceremonials	3,150.00				
Commission for Bank Draft	5,665.00				
Computer Expenses	13,129.00				
Concession in Tuition Fee	50,055.00				
Contingency	8,42,152.00				
Cost of Adm. Form	1,01,923.00				
Cost of Elctrical Goods	20,050.00				
Depreciation	1,53,952.00				
Electric Charges	62,599.00				
Establishment Charges(College Fund)	30,50,819.00				
EXP. FOR SPECIFIED ACTIVITIES	180.00				
G.I.Premium	5,672.00				
Magazine & Periodical	5,053.00				
Photocopy Machine Exp.	8,170.00				
Postage & Telegram	776.00				
Printing & Stationery	15,661.00				
Puja Exgratia	16,900.00				
REMUNERATION FOR INTERNAL ASSESMENT WORK	14,600.00				
Rent & Taxes	5,128.00				
Repair & Maintenance	58,258.00				
Revenue Stamp	103.00				
SPORTS EXPENSES	2,705.00				
Telephone Charges	22,071.00				
Travelling & Conveyance	30,932.00				
University Sports Fee Paid	2,643.00				
Excess of Income over Expenditure		12,53,461.00			
Total		1,60,96,999.00	Total		1,60,96,999.00

Rani Dhanya Kumari College
P.O. Jiaganj, Dist. Murshidabad

Balance Sheet
1-Apr-2011 to 31-Mar-2012

Liabilities	as at 31-Mar-2012		Assets		as at 31-Mar-2012
Current Liabilities		2,16,07,592.39	**Investments**		40,20,007.18
Current Liabilites & Provision(Sch.10)	472.65		Investments(Sch.2)	40,20,007.18	
Government Grant (Sch.6)	1,41,27,904.37				
Miscellaneous Fees(Sch.9)	2,85,643.39		**Current Assets(Schedule 3)**		96,62,605.63
Other Fund & Subsidari Fund(Sch.7)	30,91,270.98		Cash-in-hand	87,701.00	
Provident Fund (Sch.11)	35,47,329.00		Bank Accounts	95,73,234.63	
Scholarship & Stipend(Sch.8)	5,54,972.00		SECURITY DEPOSIT (VODA PHONE)	300.00	
			Security Deposit with WBSEB	1,370.00	
General Fund(Sch.5)		61,96,487.72	**Fixed Assests(Sch.1)**		1,35,49,155.50
Profit & Loss A/c		12,53,461.00	**Loan & Advance(Sch.4)**		18,25,772.80
Opening Balance			Festival Advance	76,300.00	
Current Period	12,53,461.00		General Advance	3,07,213.00	
			Advacne to Staff	16,611.50	
			Advance Against Bonus	31,000.00	
			Advance Against Salary	4,57,586.00	
			Advance D.A. & HRA	25,864.10	
			Arrear Salary Receivable From K Biswas	1,108.00	
			Arrear Salary Receivable From S K Karmakar	3,806.00	
			EXCESS PAYMENT TO BIMALENDU SANTRA	30.00	
			FA SUSPENSES	24,888.25	
			G.A. TO AHASAN HABIB(MINAR)	9,750.00	
			G.A. TO ARIF HOSSAIN, G.S	(-)21,500.00	
			G.A. TO BITTU BHAKAT	(-)30,000.00	
			GA TO B SHARMA	2,500.00	
			GA TO K MONDAL	5,500.00	
			GA to M K Das	1,000.00	
			G A to Monirul Islam	5,00,000.00	
			GA TO M/S AGRAWAL (AUDIT FEES)	2,000.00	
			G.A TO PROG. OFFICER,NSS	20,000.00	
			GA TO SAMIR DAS	500.00	
			G A TO SOHAIL RANA	16,000.00	
			GA TO (SUSHANTA KARMAKAR)	5,000.00	
			GA TO TAKI ULLAH(MAGAZINESEC)	29,330.00	
			GENERAL ADVANCE	2,55,285.95	
			Loan to IGNOU	75,000.00	
			Loan to Staff	11,000.00	
Total		2,90,57,541.11	**Total**		2,90,57,541.11

Principal
R.D.K.College
Jiaganj, Murshidabad

Note: Preparation work of Audit for the financial
year 2012-13, 2013 -14, 2014-15 is in progress.