The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Dwijendralal College

1.2 Address Line 1

> A. H. Mitra Road

Address Line 2

> Krishnanagar

City/Town

> Krishnanagar

State

> West Bengal

Pin Code

> 741101

Institution e-mail address

> info@dwijendralalcollege.org

Contact Nos.

> (03472) 252240 ; 9434245262

Name of the Head of the Institution:

> Sk. Sahajahan Ali

Tel. No. with STD Code:

> (03472) 252240

Mobile:

> 9434245262

Name of the IQAC Co-ordinator:

Pradip Kumar Mukhopadhyay

Mobile:

9434255238

IQAC e-mail address:

iqacdlc@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) : EC/33/076 dated 16.09.2004

1.4 Website address:

http://www.dwijendralalcollege.org/

Web-link of the AQAR:

http://www.dwijendralalcollege.org/AQAR2012-13.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	59	2003	5 Years
2	2nd Cycle	N.A.	N.A.	N.A.	N.A.
3	3rd Cycle	N.A.	N.A.	N.A.	N.A.
4	4th Cycle	N.A.	N.A.	N.A.	N.A.

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   11/05/2013

1.7 AQAR for the year (*for example 2010-11*)   2012-13

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

 i. AQAR 2010-11 submitted on 22.12.2015 (DD/MM/YYYY)
 ii. AQAR 2011-12 submitted on 22.12.2015 (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✓   Men ☐   Women ☐

                 Urban ✓   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ✓   UGC 2(f) ✓   UGC 12B ✓

                 Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

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

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

       Others   (Specify) | Distance Education Programmes of IGNOU & DODL , University of Kalyani |

1.11 Name of the Affiliating University *(for the Colleges)* | University Of Kalyani |

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

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

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

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (*Specify*)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers   10

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   2

2.5 No. of Alumni   Nil

2. 6 No. of any other stakeholder and
        community representatives   Nil

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   Nil

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   Nil

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

Non-Teaching Staff Students   Nil   Alumni   Nil   Others   Nil

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

        If yes, mention the amount   N.A.   ☐   ✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | Nil | International | Nil | National | Nil | State | Nil | Institution Level | Nil

(ii) Themes | N.A.

2.14 Significant Activities and contributions made by IQAC

> 1. Construction of Dwijendra Mukta Mancha within the college campus.
> 2. Computerization of the Office of the college.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To construct a podium for different occasions of the college.	2. The Dwijendra Mukta Mancha is constructed within the college campus.
2. To Computerize the office	2. The Office is computerized now.

 * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> In the interest of the institution and its students, the Governing Body of the college always approves any plan or action taken in the former or above. So the GB approved the AQAR.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	11	02	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	03	NIL	NIL	NIL
Others : 1. DODL,University of Kalyani	04[@]	NIL	NIL	NIL
2. IGNOU	NIL	07	NIL	NIL
Total	18	09	NIL	NIL
Interdisciplinary	2	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

[@] Bridge Courses in Bengali , History , English and Political Science discontinued .

1.2 (i) Flexibility of the Curriculum: Core and Elective Options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	Nil
Annual	17

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

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

Please provide an analysis of the feedback in the Annexure

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

> The syllabi of the affiliating university are followed.

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

> Yes. Department of Education offering B.A.(General) Course in Education was introduced. B.A. (General) Course in Sanskrit was also introduced .

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	9	2	Nil	2*

*Principal & Librarian

2.2 No. of permanent faculty with Ph.D.

1

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	8	2*	Nil	Nil	Nil	Nil	Nil	2*	8

* Through CAS

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest : 25		Nil		Contractual : 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	3
Presented papers	0	3	1
Resource Persons	0	0	1

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

> 1. **Installation of loudspeakers in some large classrooms:** The classrooms where a large number of students are accommodated are provided with loudspeakers.
> 2. **Academic calendar (faculty-wise and discipline wise):** Academic Calendar is prepared and teaching plans are prepared based on those. Classes are conducted based on the Academic Calendar and Teaching Plan.
> 3. **Tutorial classes for the students:** Tutorial Classes are taken for the students outside of the regular classes.
> 4. **Departmental Orientation:** Departmental orientation of the students is conducted in the beginning of the session that ensures a better and effective teacher-student relationship.
> 5. **Observation of special days:** Special days like International Mother Language Day, Teachers day, etc are observed which paves the path to share the knowledge to different aspects to the students.
> 6. **Continuous guidance**: Teachers guide the students anytime, e.g. in an off period or within the study leave before the exams.

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

$\boxed{176}$

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

$\boxed{\text{N.A.}}$

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

BOS : 2	Nil	Nil

2.10 Average percentage of attendance of students

$\boxed{62\ \%}$

2.11 Course/Programme - wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division / Class				
		Distinction %	I %	II %	Pass Div. %	Pass %
B.A. (Honours)	248	Nil	9.27	84.28	N.A.	93.55
B.A. (General)	352	Nil	Nil	9.94	79.55	89.49
B.Com (Honours)	58	Nil	5.17	81.03	N.A.	86.21
B.Com (General)	18	Nil	Nil	Nil	66.67	72.22

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
      1. Regular guidelines about teaching and learning including practical classes.
      2. Guiding and observing the activities of the various departments including Seminars, Paper
      presentation, research etc.
      3. Regular meeting with different stakeholders.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	6	0	4
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages and promotes the teachers for registering for Ph.D courses. Special leaves are sanctioned for Course Work, Conferences and Seminars relating to research related activities.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	2	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

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

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No. | 0 | Chapters in Edited Books | 2 |

ii) Without ISBN No. | 0 |

3.8 No. of University Departments receiving funds from

UGC-SAP | N.A. | CAS | N.A | DST-FIST | N.A |

DPE | N.A | DBT Scheme/funds | N.A |

3.9 For colleges   Autonomy | Nil | CPE | Nil | DBT Star Scheme | Nil |

INSPIRE | Nil | CE | Nil | Any Other (specify) | Nil |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations   International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF | Nil | SRF | Nil | Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.25 No. of Extension activities organized

University forum   Nil   College forum   5

NCC   Nil   NSS   Nil   Any other   Nil

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

➢ Rally on protest of attack on Malala, rally in collaboration with the Ramkrishna Mission on the occasion of the 150th birth anniversary of Swami Vivekananda and rally in association with the District Consumer Protection Forum to create consumer awareness.

➢ A camp in collaboration with Subhendu Eye Foundation to create the consciousness about posthumous eye donation among the people.

➢ Blood donation camp was organised by the Students on 14.01.2013 , where 56 students of the college Donated blood including 18 girl students.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1 Acre	Nil	N.A.	1 Acre
Class rooms	15	3	Grant in aid	18
Laboratories	2	Nil	N.A.	2
Seminar Halls	2	Nil	N.A.	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.$_a$	16	Nil	N.A.	16
Value of the equipment purchased during the year (Rs. in Lakhs)	3.87147$_1$	1.40506$_2$	Grant in aid and own fund	5.27653$_3$
Others	Nil	Nil	Nil	Nil

Note:

a. Computers

1. Existing value of equipment is the WDV with respective rates.

2. Furniture, `17560; Water Hut* `50000, Generator `336500, CCTV `72,946

3. Total = WDV + Newly Created

*The water hut costs `1,00,000. The balance amount is contributed by Krishnagar Lions Club.

4.2 Computerization of administration and library

> Partly Computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (`)	No.	Value (`)	No.	Value (`)
Text Books	15,697	18,61,610	100	22,515	15,797	18,84,125
Reference Books	7,359	8,56,802	86	19,364	7,445	8,76,166
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	12	6,000	Nil	Nil	12	6,000
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	16	10	Nil	Nil	Nil	2	Nil	4
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	16	10	Nil	Nil	Nil	2	Nil	4

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

> Nil

4.6 Amount spent on maintenance in lakhs (`) :

i) ICT
> 0.0236

ii) Campus Infrastructure and facilities
> 5.45108

iii) Equipments
> 0.13801

iv) Others
> Nil

Total :
> 5.61269

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has taken some steps in enhancing awareness about Student Support Services:
>   1. Scholarship to SC, ST and minority students.
>   2. Tutorial classes for students.
>   3. Publication of College magazine containing writings of the students.
>   4. Annual athletic meet and indoor games.

5.2 Efforts made by the institution for tracking the progression

> Result evaluation of the students is done by institute on a regular basis and necessary measures are taken to improve the results of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2916	N.A.	N.A.	N.A.

(b) No. of students outside the state

> Nil

(c) No. of international students

> Nil

Men

No	%
1743	59.77

Women

No	%
1173	40.23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1708	733	26	237	26	2704	1836	793	28	259	22	2916

Demand ratio (No. of applications received / No. of students admitted) :- 6 : 1

Dropout % : 15-20 % (approx.) [#]

[#] A student gets 5 (five) chances to complete the undergraduate course . Calculation of the percentage of dropout requires data about the progress of each student , which is not available .

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

> The college offers free coaching for SC, ST and Minority Students for Competitive Examinations in association with WBMDFC.

No. of students beneficiaries | 15 |

5.5 No. of students qualified in these examinations

NET | Nil | SET/SLET | Nil | GATE | Nil | CAT | Nil |

IAS/IPS etc | Nil | State PSC | Nil | UPSC | Nil | Others | Nil |

5.6 Details of student counselling and career guidance

Counselling of the students is done at the entry point so that they can choose the course and subjects that suits him the best. The teachers also provide the necessary guidance to the students to about their career on a continuous basis.

No. of students benefitted | We don't have the adequate data about it. |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

| Nil |

5.9 Students Activities

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

State/ University level | 24* | National level | Nil | International level | Nil |

*8 students in Athletics and 16 students in Football.

No. of students participated in cultural events

State/ University level | 15 | National level | Nil | International level | Nil |

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

Sports : State/ University level | Nil | National level | Nil | International level | Nil |

| 1 | | Nil | | Nil |

Cultural: State/ University level   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount (`)
Financial support from institution [@]	443	2,43,595
Financial support from government [#]	341	16,79,750
Financial support from other sources [$]	1	3,000
Number of students who received International/ National recognitions	Nil	Nil

Note :
[@] Half- free studentship and Students' Aid Fund.
[#] Scholarships for Minority , West Bengal Govt. Merit cum Means Scholarship (excluding scholarships for SC/ST which are auto -generated directly to the Bank A/Cs of the recipients and for which no data is available).
[$] Scholarship from Sitaram Jindal Foundation .

5.11   Student organised / initiatives

Fairs   : State/ University level   1   National level   Nil   International level   Nil

Exhibition: State/ University level   Nil   National level   Nil   International level   Nil

5.12   No. of social initiatives undertaken by the students   1 [@]

[@] *Blood donation camp on 14.01.2013*

5.13 Major grievances of students (if any) redressed: Students wanted some new sports materials like some new carom board, new cricket kit, etc. the authority granted them two new carom boards and one new cricket kit.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Our Vision:**
> Providing quality education in the light of changing scenario in the area of higher education.
>
> **Our Mission:**
> - ❖ To maintain accessibility , equitability and quality in higher education .
> - ❖ To maintain suitable environment for promotion of quality and relevance in teaching - learning process in the institution .
> - ❖ To maintain sustainable development in higher education .
> - ❖ To encourage the students belonging to the backward and underprivileged communities to pursue higher studies .
> - ❖ To create linkages with various organisations for providing opportunities of employment for students.
> - ❖ To set higher benchmarks in consonance with the changes taking place in higher education .

6.2 Does the Institution has a management Information System

> No.

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

6.3.1 Curriculum Development

> 1. Subject allocation according to the specialization of teachers
> 2. Teaching plan and academic calendar

6.3.2 Teaching and Learning

> Tutorial Classes, Well stacked Library, Innovative practices in teaching.

6.3.3 Examination and Evaluation

> All teachers are engaged in evaluation of answer scripts of B.A. and B. Com examinations of the university. Conduct Practical exams both as internal and external examiners.

6.3.4 Research and Development

> 6 teachers are pursuing their Ph.D. research work. One teacher is awarded Ph.D degree.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> The college library is partly computerized.

6.3.6   Human Resource Management

> Various Leaves to teaching and non-teaching staff

6.3.7   Faculty and Staff recruitment

> Faculty are recruited as per recommendation of the West Bengal College Service
> Commission. Staffs are recruited through recommendation of selection committee
> constituted by the GB on the basis of the guidelines of department of higher education
> and University of Kalyani.

6.3.8   Industry Interaction / Collaboration

> 1. WEBEL; 2. District Employment Exchange; 3. AXIS bank; 4. Krishnanagar
> Municipality.

6.3.9   Admission of Students

> Admission is done as per the merit list prepared in accordance with the norms of
> the university.

6.4 Welfare schemes for

Teaching	Salary through BANK, PF Loan
Non teaching	Do
Students	Scholarship, Aid fund, Stipend, Students Health Home membership.

6.5 Total corpus fund generated   ` 89,69,212

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	N.A.	Yes	GB & HODs
Administrative	No	N.A.	Yes	GB

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Interaction with present students, sharing knowledge and experience, providing suggestions.

6.12 Activities and support from the Parent - Teacher Association

Parent-teacher meeting is held on a regular basis which leads to various improvements in teaching-learning.

6.13 Development programmes for support staff

NIL

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

Plantation within the campus is done.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> **1**. Construction of Dwijendra Mukta Mancha within the college campus.
>
> **2**. Computerization of the Office of the college.

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

> **1**. Formation of IQAC is done to facilitate a better coordination and control over the teaching-learning environment.
>
> **2**. The podium "Dwijendra Mukta Mancha" is constructed within the college campus to provide a stage to various events organized within the college.
>
> **3**. The computerization of the college office is done.

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

> **1**. Periodic Internal Assessment of the Students.
>
> **2**. Parent-teacher meeting.

Details provided in Annexure III

7.4 Contribution to environmental awareness / protection

> Plantation within the campus is done.

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

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

> **Our Strength**:
> 1. Good and healthy teacher-student relation.
> 2. Sound and strong admission.
> 3. Overall co-operation form the staff members despite of their heavy workload.
> 4. Well-stacked library.
> **Our weakness**:
> 1. The English and Sanskrit department does not have any permanent teacher yet.
> 2. Departments like Geography, History, and Political Science etc. are not having adequate number of full time teachers.
> 3. Lack of full-time staff in the office.
> 4. The Geography practical lab does not have any laboratory attendant.
> **Our opportunities**:
> 1. The location of the college is a district town.
> 2. The students of the college are well mannered and willing to study better.
> 3. The faculty members, the staff members and the librarian are always to help the students in all respects.
> 4. The college has a very experienced principle whose leadership is gradually advancing the college.
> **Our threats**:
> 1. The scope of expansion is almost saturated within the college campus.
> 2. The college lacks full time faculty members and staff members.
> 3. The socio-economic background of the majority of the students is a major challenge before the institution. Many of them are first generation learners.
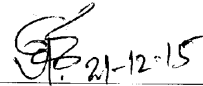
8. **Plans of institution for next year**

> To improve the environment of the classrooms, with a special emphasise on the old black boards.
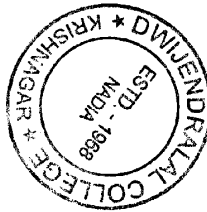
Name : **PRADIP KUMAR MUKHOPADHYAY**

Signature of the Coordinator, IQAC

Name : **SK. SAHAJAHAN ALI**

Signature of the Chairperson, IQAC
**Principal
Dwijendralal College
Krishnagar, Nadia.**

Annexure I

Abbreviations:

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

Annexure II

ACADEMIC CALENDER FOR THE SESSION 2012-13

Class	Part – I	Part – II	Part – III
Probable Date of Commencement of Classes	12th July, 2012	12th July, 2012	12th July, 2012
Holding of Classes & Tests for Honours/Major Subjects: 1st Phase To be completed for Puja Vacation of 2012	40 % of syllabus	40 % of syllabus	40 % of syllabus
2nd Phase To be completed during 2nd fortnight of December, 2012	25 % of syllabus	25 % of syllabus	25 % of syllabus
3rd Phase To be completed during 2nd fortnight of March, 2013	35 % of syllabus	35 % of syllabus	35 % of syllabus
Holding of Classes & Test Examinations for General Subjects	To be completed during 1st fortnight of April, 2013	To be completed during 1st fortnight of April, 2013	To be completed during 2nd fortnight of March, 2013

Calculation of Probable Net Teaching Days

Particulars	Days	Days
Gross Working Days [excluding Sundays (52 days) and other listed holidays* (42 days) but including summer recess (having 7 Sundays) : $365 – 52 – 42 + 7$]		278
Less : University examinations days (approx.)	65	
Less : College examination days	24	
Less : Other working days on which classes cannot be held [1 day each for Freshers' Welcome , Annual Social Function , Sports , Students' Union Election & 2 days for Seminars / Conferences]	6	95
Probable Net Teaching Days		183

* Excluding holidays falling on Sundays and 5 holidays on Principal's discretion reserved for local and other unlisted holidays .

Principal
Dwijendralal College
Krishnagar, Nadia

Revised Guidelines of IQAC and submission of AQAR

<u>Annexure III</u>

Best Practice No. 1

1. **Title of the Practice :** Periodic Internal Assessment of Students.

2. **Goal :** The objective of this practice is to :
   - ❖ Increase and regularise the level of attendance of students in classes .
   - ❖ Assess the progress of the students periodically and offer suggestions for improvement.
   - ❖ Decrease the burden of students for preparation of final university examination .

3. **The context :** The most common feature of higher education , today , is the gross absence of students from their class in colleges supplemented by their presence in the class of the coaching centres which according to them (and also their parents , to some extent) is the best bridge to cross the river of university examination. The affiliating University (University of Kalyani) has devised a mandatory system of periodic internal assessment of students of honours courses with a view to attract the students to the classes in colleges and also to evaluate their performances periodically. Our college has been following this practice diligently.

4. **The Practice :** A student admitted to a Honours Course has to appear for 3 internal assessment examinations of 25 marks each (1 hour duration) for each honours paper , over an academic period. The marks obtained in these examinations are taken into account for final university examination. University examinations are taken for 85 marks out of 100 marks on each theoretical honours paper. Internal assessment marks out of 15 marks (averaged from out of 75 marks in the 3 internal assessments) are sent by college to the University for making the final result of each honours paper. The system of internal assessments is maintained methodically by our college . The students are served notices for appearing in these assessments. The teachers carefully examine the answers scripts and provide valuable and critical suggestions to the students for enhancing their performance in the final examinations.

5. **Evidence of success :** This practice is attracting a major portion of the students to follow class - room teaching in the college . The preparations for the internal assessments throughout the year are helping in decreasing the burden of the students for preparation of final university examination. The regular monitoring of performances of the students are resulting in better performances as reflected in the results of the final university examinations.

6. **Problems encountered and Resources Required :** The major constraint is the shortage of full - time faculty . Some departments have no full-time teachers and in other departments also, there are some vacant posts. In spite of the difficulties faced by some departments in preparation of question paper, evaluation of answer scripts and recording of marks in the Register , our college is striving hard to fulfil the desired goal .

Best Practice No. 2

1. **Title of the Practice :** Parent - teacher Meeting

2. Goal : To promote awareness among the parents about the progress of their wards and to receive suggestions and feedback from them about various aspects of curricular and extra-curricular activities .

3. The context : The parents or guardians of a student have the right and duty to enquire about the progress of their wards admitted to an academic institution . It is also an obligation on the part of the college authorities and teachers to make the parents aware about the progress of their wards .The parent - teacher meeting is the right occasion where these two complementary sets of obligations can be effectively discharged through proper communication . The importance of this practice with respect to our college mainly lies in the unsatisfactory level of attendance of students in classes.

4. The Practice : Our college has been following this practice for quite a few years . The meetings are generally held during the 2nd week of December in a year and the 1st week of February in the following year . The parents or guardians are informed by the Principal , in advance , about the meeting through notice , mail or over phone . On the scheduled date , the meeting is held department - wise at the Seminar Hall of the college with the Principal in the chair . The departmental heads and teachers make the parents aware about their wards' percentage of attendance in class and their results in internal assessments. Suggestions and feedback from parents are heard patiently and noted .

5. Evidence of success : Improvement of attendance in classes in the short - run following the meeting and its manifestation in the better overall results in University examinations stand out as the positive impacts of this practice.

6. Problems encountered and Resources Required :
- ❖ Attendance of parents is unsatisfactory.
- ❖ Suggestions and feedback are obtained from very few parents .