

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

AQAR for the year (for example 2013-14)

2012-13

I. Details of the Institution

1.1 Name of the Institution

PANIHATI MAHAVIDYALAYA

1.2 Address Line 1

Sodepur, Barasat Road

Address Line 2

Kolkata – 700 110

City/Town

Kolkata

State

West Bengal

Pin Code

700 110

Institution e-mail address

panihatimahavidyalaya1976@gmail.com

Contact Nos.

(033) 2565-3778/2595-4038

Name of the Head of the Institution:

Dr. Mukti Ganguly

Tel. No. with STD Code:

033 2565-3778

Mobile:

+919830430336

Name of the IQAC Co-ordinator:

Dr. Anirban Ghosh

Mobile:

+919830547592

IQAC e-mail address:

pmviqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

06154

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/46/A&A/004 dated 16.09.2008

1.5 Website address:

www.pmv.ac.in

Web-link of the AQAR:

<http://www.pmv.ac.in/pdf/AQAR/2012-13.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.11	2008	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

27.07.2013

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

- i. AQAR_2011-12 submitted to NAAC on (14.07.2016)
- ii. AQAR_2012-13 submitted to NAAC on (14.07.2016)
- iii. AQAR_2013-14 submitted to NAAC on (14.07.2016)
- iv. AQAR_2014-15 submitted to NAAC on (14.07.2016)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UG 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 1

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

West Bengal State
University, Barasat

1.12 Special status conferred by Central/ State Government—

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities Academic Sub-committee was taken initiatives in place of IQAC.

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

i)	Forensic Accounting	Commerce
ii)	Development from the Past to the Future to Celebrate the 100 th year of receiving the Nobel Prize by Alfred Werner on 8 th May (State level, UGC)	Chemistry
iii)	Introductory Lesson of Differential Equation	Mathematics
iv)	Medieval History Source and Methodology	History
v)	Cross Border Terrorism	Political Science
vi)	Role of ICT in Education	Education
vii)	Medicinal plants and its uses	Botany
viii)	Reality behind reality shows	Journalism
ix)	Conservation Practice and Community	Zoology
x)	Artificial Intelligence and its Areas of Application	Comp. Sc.
xi)	Stereochemistry : Stereoisomerism	Chemistry
xii)	How to Predict the Geometry of Molecules Using Molecular orbital Theory	Physics

2.14 Significant Activities and contributions made by IQAC

- i) IQAC advises to organize programme for skill development to organize staff.
- ii) IQAC encourage teachers for research to enhance quality of teaching.
- iii) IQAC proposed for providing more ICT oriented infrastructure for teaching through power point presentation.
- iv) IQAC has taken initiative to develop academic calendar to systematize the whole year academic activity.
- iv) Active participation in admission process of UG courses.

- vi) Students were inspired to publish different departmental wall magazine.
- vii) Holding meeting with stakeholders for improvement of academic standard.
- viii) Research lab was provided for the department of Zoology.
- ix) IQAC scrutinize academic programme of all the departments and get suggestions for departments.
- x) IQAC encourages the alumni association to take part in the community out rich activity of the college.
- xi) As per UGC grants all lab departments were well-equipped and updated with instruments.
- xii) Study of local biodiversity of birds and butterfly around college and locality, study of their habit and habitat.
- xiii) IQAC and research committee of the institution encourage the faculty members to upgrade themselves. One of our teachers are conducting research by associating with funding agencies of Govt. Of India.
- xiv) IQAC inspires faculty members to publish articles in national and international journals.

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. Organization of regular seminars and counselling programmes with different companies and peer groups for successful placement of students.	Done.
2. Community benefit Programme.	Taken up
3. Skill development programme for office staff	Training programme conducted.
4. Arrangement of health camps.	Different programmes like eye & health check up, blood donation camps etc.
5. To provide online public access catalogue for library	Under process.

6. To submit proposal to WBCSC for fillings the vacant posts in different subjects.	Process started.
7. Upgradation of laboratory	Purchase of new instruments.
8. To give emphasis on research activity	Necessary steps taken.
9. College website update	Done.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR has been approved by the IQAC and recommended by the Governing Body for onward submission.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	18			
PG Diploma				
Advanced Diploma				
Diploma				

Certificate				
Others				
Total	18			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Yes 18

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	06	08	---	

2.2 No. of permanent faculty with Ph.D. 5

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
–	11	–	–	–	–	–	–	–	

2.4 No. of Guest and Visiting faculty and Temporary faculty Cont.-15 PTTS-10 Guest -21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	06	09
Presented papers		04	
Resource Persons			

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

- i) Purchase of required equipment to enrich the laboratories.
- ii) Opening of smart class room.
- iii) Publication of departmental wall magazine is our regular practice.
- iv) To do pedagogically analysis of syllabus and teaching module preparation are done in teaching-learning.
- v) Project works are done in educational excursion.
- vi) Total activities of the college are framed at the beginning of each session.
- vii) Teachers are encouraged to use ICT based teaching on priority basis.
- viii) Inviting eminent persons from different universities and other educational institution to deliver extension lecture for the benefits of teachers as well as students.
- ix) Departments are equipped with audio visual aid (LCD Projectors, Laptops, online UPS, etc.) to improve teaching learning process.
- x) Students are assessed through Question papers based on MCQ.

- xi) To diagnose the slow learner students by taking tutorial classes and remedial classes.
- xii) Parent-teacher meetings are arranged to analyse about the performance of the students.
- xiii) Students are motivated to release their Annual Magazine at the earliest.

2.7 Total No. of actual teaching days during this academic year 177

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

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

N	I	L
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2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % P. Div.	Pass %
B.A.	248			35.08	42.34	77.42
B.Sc.	66		–	62.12	30.30	92.42
B.Com.	45		–	17.5	38.06	55.56

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

- i) IQAC advises to the teachers to make aware the students about the syllabi in advance.
- ii) IQAC is motivated to deliver lectures through PPT method.
- iii) Preparation of academic calendar and review.
- iv) Purchase of various equipment for the enrichment of the laboratory as a part of teaching-learning process.

- v) IQAC motivates teachers to participate in references, orientation courses in summer school/winter school etc.
- vi) Departments are directed to display the attendance records in the college notice board and interact with the parents in case of poor attendance.
- vii) IQAC organizes educational tour & excursion every year.
- viii) IQAC functions as the bridge between the administration and different stakeholders to ensuring quality teaching-learning environment.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	–
HRD programmes	–
Orientation programmes	Nil
Faculty exchange programme	
Staff training conducted by the university	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	–
Others	–

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11+6=17	02	---	
Technical Staff	01 (Electrician cum Caretaker)			
Library Staff	01	01		02

Criterion – III

3. Research, Consultancy and Extension

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

- i) IQAC always motivates the teachers to write and publish academics papers and articles in the renounce national level journal.
- ii) IQAC gave advice regarding formation of a research monitoring committee to encourage the teachers to do project works and participate in different workshops, symposiums etc.
- iii) IQAC encourage the enthusiasm of the teachers to undertake the UGC funding MRP and advice the college authority to sanction leave for participating in different seminars and conference to present their papers.
- iv) IQAC inform the faculty about the various grants available and help to submit the project giving necessary information.
- v) A separate research project work underdone in the departments of Zoology under the supervision of IQAC.
- vi) Encourage to subscribe for more new journals including e-journal.
- vii) Individual teachers are doing research in contact with other institutes and universities as per requirement of their research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1*	2#	0
Outlay in Rs. Lakhs		23	15.6+~32.5	

* Dr. Anirban Ghosh, Dept. of Zoology, SERB-YS

Dr. Anirban Ghosh, Dept. of Zoology (CSIR & ICMR)

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			01*
Outlay in Rs. Lakhs				2.1

* Dr. Arindam Ghosh, Dept. of Commerce, UGC

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Mathematics – 1 Zoology – 1 Physics – 1 Computer Science - 3	Mathematics – 1	
Non-Peer Review Journals		Commerce – 2 Geography – 1	Bengali – 2 Geography - 1
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 yrs.	DST-SERB	23,00,000	16,50,000/- Received by Dr. Anirban Ghosh, Dept. of Zoology
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

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

ii) Without ISBN No. 8

3.8 No. of University Departments receiving funds from N.A

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

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

3.10 Revenue generated through consultancy NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			01		11
Sponsoring agencies			UGC		11

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year 2*

- 1) Dr. Anirban Ghosh, Dept. of Zoology with Dept. Biochemistry, Calcutta University.
- 2) Dr. Anirban Ghosh, Dept. of Zoology with Dept. Biochemistry, KPC Medical College & Hospital, Kolkata.

3.15 Total budget for research for current year in lakhs :

College has no budget for research.

From Funding agency 21,50,000/-* From Management of University/College

Total 21,50,000/-

*From ICMR recommended to Dr. Anirban Ghosh, Dept. of Zoology as Major Research Project Grant for 3 years (formalities and implementation awaited)

3.16 No. of patents received this year

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

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

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

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

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

JRF SRF Project Fellows * Any other

* Project Asst. in DST-SERB-YS project under Dr. Anirban Ghosh, Dept. of Zoology.

3.21 No. of students Participated in NSS events: Nil

University level State level
National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
National level International level

3.23 No. of Awards won in NSS: Nil

University level State level
National level International level

3.24 No. of Awards won in NCC: Nil

University level State level
National level International level

3.25 No. of Extension activities organized Nil

University forum College forum
NCC NSS Any other

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

Major Activities :

- i) Blood Donation Camp organised by college Students' Union.
- ii) Health Camp organised by the college by taking its own initiative.
- iii) Kanyasree Prakalpa of girls students.
- iv) Celebration of Bhasa Divas.
- v) Celebration of Netaji Birthday, Republic Day and Independence Day.
- vi) Organisation of Annual Sports by the College Students' Union.
- vii) Celebration of College Foundation Day.
- viii) Celebration of University Foundation Day (WBSU).
- ix) Freshers' and Welcome Programme organised by the College Students' Union.
- x) Annual Social Function organised by the College Students' Union.
- xi) Celebration of Saraswati Puja & Viswakarma Puja by the college.
- xii) Celebration of Vivekananda's Birthday and Gandhi's Birthday.
- xiii) Pollution awareness programme organised by the college.
- xiv) Plantation of Medicinal Plants.

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	3044 sq. mt.			
Class rooms	21			21
Laboratories	14			14
Seminar Halls	01	01		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

<p>i) Office has been fully computerised.</p> <p>ii) Library is partially computerised.</p> <p>iii) Accounts session has been adequately computerised.</p> <p>iv) Finance and accounts activities are fully computerised and digitally maintained.</p> <p>v) Cash Section has been fully computerised.</p> <p>vi) Different ICT equipments with computer like scanner, printer, photocopiers etc. are used in office.</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	13,132	–	–	–	13,132	–
e-Books						
Journals	565		34		599	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Comp. Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	11				5	16	7
Added	2						2	
Total	42	11				5	18	7

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

- i) All Science departments are equipped with computer facilities.
- ii) As per curriculum students are provided with computer facilities.
- iii) Most of the teachers are computer literate.
- iv) Some of the teachers started to use ICT and smart class room facilities.
- v) Computerised accounting system.
- vi) Technical hands are engaged to update the technology and install new software.
- vii) Resource centre provides free internet access to students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	64,681
ii) Campus Infrastructure and facilities	1,92,167
iii) Equipments	2,09,700
iv) Others	67,342
Total :	5,33,890

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i) The Grievance Redressal Cell of our college put emphasis on the grievance raised by the students and initiatives are taken to redress it.
- ii) Complain boxes are installed on each floor in the college campus where the students can drop their complaint letters anonymously.
- iii) The career counselling and gender sensitization cell provides day to day student support services information.
- iv) Students are issued prospectus at the time of admission in 1st year classes where the details of students support services are clearly mentioned.
- v) The students' welfare committee provided students' freship and other financial assistance from the students' aid funds of the college. The college display the notice on the notice board of the college and also uploaded in the college website for this purpose.
- vi) At the beginning of each session a welcome programme is organised for the new comers where the principal and few senior teachers of the college convey about the details of student support services available in the college for them.
- vii) Academic calendar is issued to each student in the beginning of each session.
- viii) Employment news are provides by the librarian to keep the students abreast by latest development.

5.2 Efforts made by the institution for tracking the progression

- i) Continuous evaluation of students is done through class test, mid-term test and test exam.
- ii) Continuous assessments are made for the laboratory based subjects.
- iii) Parent-teacher meetings are regularly held by each department to inform about the progress and attendance of their words.
- iv) Departments are try to keep track of the students progress through personal contract.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2138			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1089	50.94		1049	49.06

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1686	169	14	21	–	1890	1881	202	18	37		2138

Demand ratio : 1.66 : 1

Dropout % : 18%

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

- i) Job oriented training programmes are organised by the college for the students through entry in services programme funded by UGC.
- ii) Career counselling programme organised by the college with the fund allotted by the UGC.
- iii) Assistance provided through library.
- iv) Journals for access to such examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- i) A career counselling cell and career guidance cell is effectively functioning.
- ii) Entry-in-services and career counselling programmes are in force as usual.
- iii) Programme for remedial coaching are in force for the student of minority category like SC, ST etc.
- iv) A career orientation programme has organised by the IQAC with the collaboration of UGC.
- v) Classroom Counselling : Academic counselling are always done by the teachers in their respective department by way of individualistic attention

- xi) Outside classroom counselling : Teachers always gladly provide personal counselling to the students when they meet them with personal problems.
- xii) Entry-in-services : Students are benefited by attending the career counselling classes conducted by the cell.

No. of students benefitted 303

5.7 Details of campus placement

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

Being an undergraduate and non-professional college, scope of campus placement is limited in spite of reasonable initiative has taken from placement cell.

Regarding off campus placement we have not much scope for collection of information because the outgoing students are not intimated us properly.

5.8 Details of gender sensitization programmes

- i) The college has a well constitute Grievance Redressal Cell and Women Empowerment Cell.
- ii) Conducting General Audit.
- iii) The cell has conducted regular awareness programme through postering in various important places of the college campus i.e. canteen, library and corridor.
- iv) A detail discussion has undertook on the questionnaire on gender sensitization issues sent by UGC.
- v) Nearly 41% of our students are girl.
- vi) A one day seminar on Gender Sensitization and Gender Equality was organised by the cell during the year 2012-13.
- vii) There is a Sexual Harassment and Grievance Redressal Cell within the campus. A special resolution box has been hanged outside the Principal's room so that any gender related issue may be reported at the earliest.
- viii) During the welcome function of the 1st year students, the convenor of the cell for gender sensitization and prevention of sexual harassment in college campus, gave a speech on "Gender Sensitization".

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Beneficiaries get direct financial assistance from Govt. and record not maintained in the college.	
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives Nil

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- i) Blood donation camp held on 1st May, 2012 with seventy five (75) donors.
- ii) Bhasa Divas was celebrated on 21st February, 2013 (International Mother Language Day)
- iii) Saving of power and drinking water awareness programme was organised on 4th August, 2012.
- iv) Tree Plantation inside campus on 14th November, 2012.

5.13 Major grievances of students (if any) redressed:

- i) Grievance against improper functioning of cheap stores has been redressed by the college authority by making it more functional.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :

- To opening P.G. Session and motivate teachers to work more on project and research work.

Mission :

- To develop the students by offering good sound and conducive environment in which they can develop discipline, ethical values, apart from participating in co-curricular activities by nurturing by their talents abilities.

6.2 Does the Institution has a management Information System

- a) Accounting system is running through software.
- b) Financial information is kept in computer data base.
- c) College website contains necessary information and notifications.
- d) Cash collection is through software.
- e) Office maintains computerised data management system.

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

6.3.1 Curriculum Development

UG departments do not have many scopes for developing curriculum, but members of several departments are in the BOS of university and participate in curriculum development.

6.3.2 Teaching and Learning

Device	Methods/ Strategies	Evaluation Tool/Techniques	Spl. Attention	Faculty Enrichment Prog.	Extension Lecture
Introduction of smart class room with audio-visual aids. History & Geography departments use maps for class room teaching.	Question/answer method, discussion with interaction, PPT method, Discovery method, Project method, Induction method, Analytic-synthetic method.	Class test, Mid-term examination, test examination, project report assessment	Remedial teaching for minority students & spl. Classes for backward students	Orientation/ Refresher/ Summer/ Winter School, Workshop, Faculty exchange programme. Teachers are inspired providing on duty leave to participate	Extension lectures, special talk, popular lecture are organized by the departments
Resource materials from internets specimens, samples & models are used for lab departments.					
Overhead projectors are used in Geo & Zoology Depts.					
Computer with internet facility in some lab. Departments.					
Computer Lab equipped with C+, C++, SQL, VB and various other software.					
GPS-etrex VIST, Rolta Geometica etc. & other devices are used by the Geography Dept.					
Dept. of Zoology & Botany has museum with different specimens from different taxa Department					

<p>also uses different microscopes, colorimetric and other tools for practical teaching.</p> <p>Zoology has GPS, Range finder, Camera & other for field practicals.</p> <p>Introduction of Smart class room with audio-visual aids.</p>					
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6.3.3 Examination and Evaluation

- i) For summative evaluation, examinations are conducted by WBSU following University norms.
- ii) For internal evaluation, mid-term evaluation is conducted by the college.
- iii) Test examination conducted by college.

6.3.4 Research and Development

- i) Nine teachers with Ph.D.
- ii) Two teachers pursuing Ph.D.
- iii) One teacher applying for two major projects.
- iv) One teacher with one major project under DST (SERB)
- v) One teacher completed minor project under UGC.
- vi) Faculty members are actively participating in National and International seminar/conference/workshop.
- vii) Books and papers are published by reputed publishers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i) Accounts, office and Principal's room are connected with LAN.
- ii) Different ICT tools like photocopier, scanner, printer, digital duplicator etc. are in regular used by office and accounts.
- iii) Smart classroom system with audio-visual aids has developed.
- iv) Laboratory instruments are upgraded continually.

6.3.6 Human Resource Management

- i) For upgrading human resources, college develops different committees such as Students' Welfare Committee, Fact finding Committee, Grievance Cells etc. with other committees as mentioned earlier.
- ii) Students' Union developed different committees such as Cultural Committee, Games & Sports, Magazine etc.
- iii) Teaching staff are considered for their leaves and other facilities for developing their skills and for higher studies.
- iv) As full time staff recruitment is governed by State Govt. rules but college recruit staff for temporary basis to meet the requirement of the institution.
- v) The staff are facilitated with different training and upgradation programme to enhance their capability to serve the college.

6.3.7 Faculty and Staff recruitment

- i) Requisition for the recruitment of non-teaching staff has been submitted to higher education department of state.
- ii) To create teaching posts application are submitted to Higher Education Department.
- iii) One teacher has been recruited in substantive post the College Service Commission this year.
- iv) The faculty and supportive staff in the college are insufficient.
- v) College directly appoints faculty members on temporary basis as per guide line of Higher Education Dept., Govt. of West Bengal.

6.3.8 Industry Interaction / Collaboration

At present, we have no such collaboration. But our students visit in the industry as per the need of their project work.

6.3.9 Admission of Students

- i) Admission procedure is fully computerised.
- ii) Offline admission strictly on merit basis following Govt. Rules.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil

Students	Students aid fund to provide student concession to the economically backward students. Membership at Students' Health Home.
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative	Yes	DPI	Yes	Bursar

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

- | |
|--|
| <ul style="list-style-type: none"> i) Alumni meetings are held in the college premises from time to time. ii) The suggestion of the alumni are attempted to be incorporated for the overall development of the college. iii) The alumni talks with the authority on different aspects for quality enhancement of the college like academic, sports & games, social welfare, extension activities etc. |
|--|

6.12 Activities and support from the Parent – Teacher Association

- i) Parent-teacher meetings are held from time to time where they are intimated about the performance, attendance and conduct of the students in the class room.
- ii) The interaction of parent-teacher meetings are duly recorded and all constructive suggestions are try to implement at the earliest, which in turn benefit the development of teaching-learning process.
- iii) The college meets the parents as and when required.

6.13 Development programmes for support staff

- i) The college has arranged workshop training programme in collaboration with our software system developer to sensitize our office staff with the operation of software operating system.
- ii) The supporting staff are motivated to develop their skill effectively by use of internet facility.

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

- i) The campus is declared as noise free and plastic free zone.
- ii) Cleaning activities are done by the college Students' Union during the monsoon season.
- iii) Initiatives are taken to make the campus eco-friendly.
- iv) Tobacco is strictly prohibited in the college campus.
- v) Smoking is strictly prohibited in college campus as before.
- vi) Energy conservation measures have been adopted.

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.

- i) Performance of non-teaching staff are appreciated with due honour. Students can lodge their complain freely in the complain box.
- ii) Students are provided prospectus every year given information on college activities and campus facilities.
- iii) Remedial classes are offered to the under privilege classes like SC, ST etc.
- iv) Lecture on popular aspect delivered by resource person have created interest among the students.
- v) Computerised accounting system.
- vi) Smart class room has been set up and auditorium has renovated.
- vii) Departmental seminar organised.
- viii) Teaching-aid software in Geography.
- ix) Financial Management software is available.
- x) Blood Donation Camp, Health Camp are organised.
- xi) TC aided donation to poor students at the time of admission and form fill up.
- xii) Physical trainer trained students of our students in Gym with proper instrument.
- xiii) To explore career opportunities entry job services classes are arranged with UGC fund.
- xiv) Students are motivated to take part in internal and external sports and games.
- xv) Students' Union is encouraged to celebrate different festivals, annual sports, Basanta Utsav etc.
- xvi) The faculty arranged guardian meeting for interaction about students academic and non-academic activities.
- xvii) Celebration of birthday of visionaries.

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

- i) Organisation of seminars, counselling programmes with different companies and peer group for successful placement of students.

- ii) To make the teacher aware of using ICT facilities in teaching-learning process and different equipments regarding educational technology has been purchased.
- iii) During this year the college has put more emphasis to set up a lift in the science building.

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

- i) Basic training provided regarding skill development programme of job seekers.
- ii) Providing infrastructure and other facilities to carry out research work for outside scholars in the institution.

7.4 Contribution to environmental awareness / protection

- i) Students are encouraged not throw garbage in the college campus.
- ii) Students are aware about the misuse of water and electricity and its impact of an environment.

7.5 Whether environmental audit was conducted? Yes No

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

- Strength :**
- i. A group of highly qualified and dedicated teachers.
 - ii. A clean and noise free campus.
 - iii. Co-ordinal relationship between teachers and students.
 - iv. A team of enthusiastic and energetic group of non-teaching staff.
 - v. Favourable location of the college.
 - vi. Subsidised canteen and cheap stores facilities are there in the college campus.
 - vii. The college takes special initiatives towards providing assistance to the economically challenged section of the society by providing of fees concession and various kinds of scholarship.

Weakness :

- i. Lack of sufficient number of full time teacher against substantive post.
- ii. Lack of sufficient number of non-teaching staff.
- iii. College has financial constraints to recruit enough staff to meet its need.
- iv. Space constraint.
- v. Inadequate infrastructure for research work in most of the laboratory based department.
- vi. Students politics hampered the teaching-learning environment.

Opportunity :


- i. To open PG Courses in few subjects.
- ii. To introduce courses for preparation for Competitive Examination.
- iii. The college has to installed LIBSYS in the College Central Library.
- iv. Academic performance of the students has to be improved.
- v. To introduce INFLIBNET in the library..

Threat :

- i. Insufficient time spent by the students in college central library during the college hour.
- ii. Limited resources and facilities available to the teacher for promotion of research work.
- iii. Scope for employment generation and institution – industry interaction as specially for these who are coming from the family of last generation learners.
- iv. Poor socio-economic condition of most of the students.

8. Plans of institution for next year


- Students are supplied question booklet at free of cost department wise.
- To upgrade and expand the departmental infrastructures and facilities for enhancing the quality of teaching-learning.
- Development of ICT facilities.
- Development of software based administrative system.


14/7/16

(Dr. Anirban Ghosh)

**Coordinator
IQAC
Panihati Mahavidyalaya
Sodepur, Kol-110**

Signature of the Coordinator, IQAC


14.07.2016

(Dr. Mukti Ganguly)

**Principal
Panihati Mahavidyalaya
Sodepur, Kol-110**

Signature of the Chairperson, IQAC

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

College Academic Calendar 2012-2013

<u>SL.NO.</u>	<i>DATE</i>	<i>NAME OF DAYS</i>	<i>NAME OF HOLIDAYS</i>	<i>NUMBER OF DAYS</i>
01.	09.08.2012	THURSDAY	JANMASTTAMI	01
02.	15.08.2012	WEDNESDAY	INDEPENDENCE DAY	01
03	20.08.2012	MONDAY	ID-UL-FITER	01
04..	15.10.2012	MONDAY	MAHALAYA	01.
05.	02.10.2012	TUESDAY	MAHATM,A GANDHI'S BIRTHDAY	01
06.	20.10.2012 TO 17.11.2012		PUJA VACATION	29
07.	22.11.2012	THURSDAY	JAGADHATRI PUJA	01
08.	25.11.2012	SUNDAY	MUHARAM	01
09.	28.11.2012	WEDNESDAY	GURU NANAK 'S BIRTHDAY	01
10.	25.12.2012 TO 01.01.2013		WINTER RECESS	08
11.	12.01.2013	SATURDAY	SWAMI VIVEKANANDA'S BIRTHDAY	01
12.	23.01.2013	WEDNESDAY	NETAJI 'S BIRTHDAY	01
13.	25.01.2013	FRIDAY	FATHEHA-D-DAHAM	01
14.	26.01.2013	SATURDAY	REPUBLIC DAY	01
15.	03.02.2013	SUNDAY	COLLEGE FOUNDATION DAY	01
16.	15.02.2013 TO 16.02.2013	FRIDAY TO SATURDAY	SARASWATI PUJA	02.
17.	25.02.2012	MONDAY	UNIVERSITY FOUNDATION DAY	01
18.	27.03.2013	WEDNESDAY	DOL JATRA	01
19.	28.03.2013	THURSDAY	HOLI	01
20.	29.03.2013	FRIDAY	GOOD FRIDAY	01
21.	30.03.2013	SATURDAY	EASTER SATURDAY	01

22.	14.04.2013	SUNDAY	DR. AMBEDKAR'S BIRTHDAY	01
23.	15.04.2013	MONDAY	BENGALI NEW YEAR DAY	01
24.	01.05.2013	WEDNESDAY	MAY DAY	01
25.	16.05.2013 TO 30.06.2013		SUMMER RECESS	45

Tentative Dates for Internal Examination

<i>SL. NO.</i>	<i>EXAMINATION</i>	<i>MID TERM</i>	<i>TEST</i>
01.	B.A/ B.SC/B.COM PART I (HONOURS & GENERAL)	3 RD WEEK OF DECEMBER	3 RD WEEK OF MARCH
02.	B.A/ B.SC/B.COM PART II (HONOURS & GENERAL)	3 RD WEEK OF DECEMBER	3 RD WEEK OF FEBRUARY
03.	B.A/ B.SC/B.COM PART III(HONOURS & GENERAL)	3 RD WEEK OF DECEMBER	3 RD WEEK OF JANUARY

Tentative Dates for University Examination

<i>SL. NO.</i>	<i>EXAMINATION</i>	<i>DATE</i>
01.	B.A/ B.SC/B.COM PART I (HONOURS & GENERAL)	JULY - AUGUST
02.	B.A/ B.SC/B.COM PART II (HONOURS & GENERAL)	JUNE - JULY
03.	B.A/ B.SC/B.COM PART III(HONOURS & GENERAL)	APRIL- MAY