

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

2015-16

I. Details of the Institution

1.1 Name of the Institution

PANIHATI MAHAVIDYALAYA

1.2 Address Line 1

Barasat Road

Address Line 2

Sodepur

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/ (033) 2595-4038

Mobile:

7890010504 / +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:

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/2015-16.pdf>

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)
- v. AQAR_2015-16 submitted to NAAC on (11.07.2017)

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University

West Bengal State University,
Berunapukuria, Malikapur,
Barasat, 24 Pgs.(N), Pin - 700126

1.12 Special status conferred by Central/ State Government—

UGC/CSIR/DST/DBT/ICMR etc	<input type="text" value="NA"/>		
Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NA"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="07"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="03"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

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

RabindraNatyaCharchaSampratikAvimukh	Bangla
Impact of New Industrial Policy on Indian Economy	Economics
Educational Administration Management and Supervision	Education
Nature vs. Nurture – The Augustans and Romantics	Education
Evidence of Climate Change from Geological Record in the Ganga Delta Plain	Geography
Tropical Cyclone Vulnerability and Adoption Strategies	Geography
Ancient Indian Historiography	History
Narcoticated Television Serial	Journalism and Mass Communication
Role of Women in Indian Politics	Political Science
Bio-fuel Resources Uses and Utility	Botany
How to Predict the Geometry of Molecules Using Molecular Orbital Theory	Mathematics
Introduction to 5 th Generation Computer	Computer Science
Mathematical Analysis and its Application	Mathematics
Reaction diffusion	Chemistry
Annelid Taxonomy with special reference to earthworm	Zoology
Impact of New Companies Act-2013 on the Indian Economy	Commerce

2.14 Significant Activities and contributions made by IQAC

- i) IQAC encourages students for participating project works and field works as applicable to the subjects, within or beyond curriculum.
- ii) Some members of IQAC are now completely involved in preparing reports and documents anticipating NAAC visit to the institution shortly.
- iii) IQAC members are involved in projecting college activities and in the admission process.

- iv) Some IQAC members are involved in student feedback process through software purchased by the college, along with feedback of other stakeholders and students profile mapping has also been done partially.
- v) Introduction of INFLIBNET online library software, library digitalization etc. has been done with active IQAC participation.

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 continue the compulsory computer education for all students.	Partially established but requiring more initiatives to fulfill the object.
2. Post digitalization modification of library and skill development of library staff.	Efforts initiated and continued.
3. Pending AQAR and SSR upload and LOI submission.	Almost done and LOI is going to be submitted.
4. Proposal for students' block with the financial support from UGC.	Waiting for approval and support. Achieved.
5. Processing CAS promotion of teachers.	Promotion process of two teachers are nearly completed and initiation of the process of another 3 teachers.
6. Installation of solar panel for saving electricity.	Initiative has taken.

* 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

GB approved AQAR for submission to NAAC and requested Principal to send LOI.

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	3

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.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	07	4+1 (Principal)	---	

2.2 No. of permanent faculty with Ph.D. 8

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 CWTTS.-14 PTTS-09 Guest - 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	28	
Presented papers		21	
Resource Persons			

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

- i) Students are encouraged to present several topics on and related with their syllabus through seminars in the departments.
- ii) Teachers are motivated to use ICT methods in the classroom teaching.
- iii) Teachers and students are motivated to take part in different inhouse projects related to curriculum on with other significance.
- iv) Students are rated as per their performances in different inhouse tests and treated accordingly to enhance their results.
- v) Arrangement of extension lectures by external resource persons from Universities/Institutes for enhancing the knowledge.
- vi) Students are encouraged to express their opinion and requirements through feedback and other ways to enhance teaching quality and environment.

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

178

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

NA

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

76%

2.11 Course/Programmewise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	278	-	0.72%	54.28%	-	55%
B.Sc.	90	-	3.34%	80.06%	-	83.4%
B.Com.	38	-	-	55.3%	-	55.3%

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

- | |
|---|
| <ul style="list-style-type: none">i) IQAC with academic committee monitor the results of students in internal & University examination and tries to identify the shortfalls and suggest for its rectification.ii) IQAC also suggests for faculty development programme, to update the teaching learning process.iii) IQAC collects and analyze feedback responses of students and stakeholders, analyze and find out the relevant points to enhance teachers & student performances.iv) IQAC suggests for different teaching aids and equipments which help in enhancing results/performances. |
|---|

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	16
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	Library Staff
Administrative Staff	15	03	-		01
Technical Staff	01 (Part-time Sweeper)				

Criterion – III

3. Research, Consultancy and Extension

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

- i) IQAC has a separate subcommittee to develop faculty skills and encourage them submit projects to different funding agencies.
- ii) IQAC also promotes staff to participate and present their work in different seminars and conferences.
- iii) IQAC also help teachers to sanction their leaves and relaxation of classes as per norms for the requirements of their researching by balancing the class load.
- iv) IQAC is planning for publishing Research Journal with ISSN No.
- v) With the proposal of IQAC college has established some wifi zone.
- vi) IQAC helps the Principal Investigators to conduct research with autonomy as per college norms.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3*		
Outlay in Rs. Lakhs		#		

*Dr. Anirban Ghosh, (PI), Dept. of Zoology [Funding : SERB, CSIR, ICMR]

SERB – Rs. 23,00,000/- [For Sept. 12 – Sept., 15]

CSIR – Rs. 15,00,000/- [For March, 13 – March, 16]

ICMR – Rs. 30,00,000/- [For Feb., 2015 – Feb., 2018]

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		*2,10,000/-	2,10,000/-	

* Dr. Arindam Ghosh, Dept. of Commerce, [2014-16]

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Education – 1 Computer Sc. – 2 Physics – 2 Zoology – 4	Education – 2	
Non-Peer Review Journals	Commerce - 2		Bengali – 1

			English – 2 Pol. Sc. – 1 Chemistry – 1 Zoology – 2 Commerce - 1
e-Journals			
Conference proceedings			Pol. Sc. – 1 Geography – 1

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 – As mentioned in 3.3 and 3.4

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
*Major projects	12-15	SERB	23,00,000	As released
	13-16	CSIR	15,00,000	
	15-18	ICMR	~30,00,000	
#Minor Projects	14-16	UGC	2,10,000	As released
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				

* Dr. Anirban Ghosh, Dept. of Zoology

Dr. Arindam Ghosh, Dept. of Commerce

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from 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					
Sponsoring agencies					

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

**Sraddha Nag, Dept. of English*

3.13 No. of collaborations International National Any other

**Dr. Anirban Ghosh, Dept. of Zoology.*

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :NA

From Funding agency From Management of University/College

Total

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 *Dr. Anirban Ghosh, Assistant Professor of Zoology

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 DST-SERB Any other

* One UGC-NET-JRF and two projects fellows for SERB and ICMR projects are under Dr. Anirban Ghosh, Dept. of Zoology.

3.21 No. of students Participated in NSS events: NA

University level State level
National level International level

3.22 No. of students participated in NCC events: NA

University level State level
National level International level

3.23 No. of Awards won in NSS: NA

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized NA

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.

- i) Annual sports has been organised by the college in association with Students' Union.
- ii) Blood donation camps have been organised with an NGO Anubhuti and by Students' Union.
- iii) Celebration of college and university foundation day, central and departmental Freshers' Welcome Programme has been conducted by the Students' Union.
- iv) Annual social programme, Swaraswati Puja, Biswakarma Puja etc. are organised in the college.
- v) Independence Day, Republic Day, Gandhiji's B'day, Netaji's B'day, Vivekananda's B'day, Tagore's B'day etc. have been celebrated.
- vi) Local community survey for the socio-economic status, ecological local biodiversity has been arranged by departments in support with the college.
- vii) Health awareness programme, plantation of medicinal plants etc. have been conducted.
- viii) College NSS Unit from its initiation started to conduct several programmes with their own initiatives and/or co-partnership with other bodies of the college. They organised 'Swachha Bharat' programme, Blood donation camp visit to orphanage, old age home with some supportive measures, plantation program around the college etc.
- ix) College conducts primary and secondary level TET.
- x) College also conducts several skill development programmes particularly for students by different agencies.

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
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)			College and UGC Fund	3,90,556/-
			*Project fund ICMR	~10,50,000/-
Others				

* Dr. Anirban Ghosh, Dept. of Zoology.

4.2 Computerization of administration and library

- | |
|---|
| <ul style="list-style-type: none"> i) Accounts, Principal's Room, Library and Resource Room are wifi enabled. ii) Different ICT facilities are available in the office to support the daily activities. iii) With online admission process the related data has been stored digitally in the office. iv) With OPAC system digitalization of the library information has been done with computerized cataloguing system. v) Accounts are equipped with COSA software. vi) INFLIBNET is introduced in the library. vii) College started to use public address system for college administrative & other purpose. |
|---|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15,349		123		15,472	
Reference Books						
e-Books						
Journals	655		54		709	
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	50	11	2			8	18	13
Added			10					
Total	50	11	30			8	18	13

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

Computer, Internet access, training to teachers and students etc. –

- i) Wifi enabled Principal's Room, Accounts, Resource Room.
- ii) Some non-lab and all lab departments are computer equipped.
- iii) Faculties are trained for different software usages for their upgradation.
- iv) Some zones of college campus has been upgraded to wifi zone.
- v) Central ICT facilities with partially smart classroom system have been developed.
- vi) Office and accounts staff are also trained and upgraded for different software like COSA etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT	
	34,052
ii) Campus Infrastructure and facilities	
	1,92,837
iii) Equipments	
	50,990
iv) Others (Electrical)	
	2,46,161
Total :	5,24,040

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i) IQAC monitors overall facilities of the college like internet, availabilities in library, e-resources, journals etc. for students and provide suggestions regarding the shortfalls for any such matters.
- ii) IQAC supervises the coaching in entry-in-service programme funded by UGC.
- iii) IQAC encourages departments and their students to participate different departmental field works, educational excursions, internal projects and seminars, so that students can extend their knowledge and participatory performances.
- iv) IQAC always supervises and negotiates for college routine and academic calendar to maximise the utilization of teaching days and hours.
- v) IQAC upgrades college website and information regarding student support and facilities.
- vi) IQAC initiates the feedback systems for students and students profiling to identify the lacunae and shortfalls for the students and suggest measures to the college for overall academic betterment.

5.2 Efforts made by the institution for tracking the progression

- i) Continuous evaluation process through class tests, mid-term and test exams are done in departmental and institutional level to monitor the progress of the students.
- ii) Departmental and Institutional parents & teachers meeting are held to enhance quality of learning.
- iii) IQAC and college authority monitors the classes and students attendance occasionally.
- iv) College organises quizzes, seminars, group discussion etc. within the campus.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1814	-	-	-

(b) No. of students outside the state

NIL

NIL

(c) No. of international students

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged Others	Total
1584	177	21	46		1828	1474	230	24	65	–	1793

Demand ratio : 1.25: 1 Dropout % : 20%

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

- i) Different organizations are invited to deliver lectures or classes to enrich students for entry into the services programme.
- ii) Various career counselling courses are organised by the college which are funded by UGC.
- iii) An online platform of training of students for competitive examinations is under consideration.

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) Career counselling and entry-in-service classes or seminars are regularly held for different services eg. WBSS, PSC, WBSC etc.
- ii) Different inhouse and external members are taken care of different counselling programmes.
- iii) Student guidance and monitoring of the following aspects are considered important –

- a) Job market, b) Entrepreneurship, c) Scope of higher education, d) Value based education, e) Personal & socio-economic problems.
- iv) Different organization like RICEetc. visited the campus for career counselling and motivating students and job orientation.
- v) Personality and communication skill development programmes are also taken for students.

No. of students benefitted

5.7 Details of campus placement

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

As an undergraduate and non-professional college, scope of campus placement is limited in spite of sufficient efforts have taken from the placement cell.

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

Nearly, 30% of Honours Graduate students are pursued Post Graduate Course.

5.8 Details of gender sensitization programmes

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	85	24,350/-
Financial support from government	38	9,09,600/-
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, 2016 with fifty two (52) donors.
- ii) Bhasa Divas was celebrated on 21st February 2015 (International Mother Language Day)
- iii) Frank Ross and PanihatiMahavidyalaya Free Health Check up Camp.
- iv) RICE Talent Search Examination successful candidate.
- v) Teachers' Day celebration on 5th September.
- vi) 'GODHULI' Senior Citizen Home visit on 28th December, 2015.
- vii) GOBINDA HOME visit on 28th December, 2015.
- viii) Gender Sensitization workshop with Family Welfare Society on 17th March, 2016.
- ix) Cleaning Programme Saccha Bharat Abhijan on 16th October, 2015.
- x) Annual cultural function organised by Students' Union.
- xi) Welcome function for the fresher's organized by the Students' Union.

5.13 Major grievances of students (if any) redressed: No major grievances have been reported

Few out of order ceiling fans in the college main building were repaired by the college authority on the basis of grievance raised by the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission :

- Consolidating activities through centralized administration for controlled development and to open P.G. divisions.

Vision :

- Centralized administrative monitoring and execution of activities.
- Restriction in departmental and common demands, supplemented with channelized development for meeting the centrally chosen needs.
- Maintenance of good relation in between authority and Students' Union, negotiating their demands etc. to retain healthy and progressive atmosphere in college.

6.2 Does the Institution has a management Information System

- i) Now online admission system is practiced.
- ii) Accounts and finance of the institution is computerized and maintained with appropriate software.
- iii) Cash collection and other financial processes are maintained with software.
- iv) College website is upgraded time to time with necessary information including tender notification etc.
- v) Digitalized prospectus with all necessary information is available in the website.
- vi) Financial communications with Govt. and other stakeholders are through e-communication system.

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

6.3.1 Curriculum Development

Teachers of UG college do not have ample scope for developing curriculum. However, the members of several departments are in the BOS of university who are actively participate and contribute to the curriculum developments.

6.3.2 Teaching and Learning

Device	Methods/ Strategies	Evaluation Tool/Techniques	Spl. Attention	Faculty Enrichment Prog.	Extension Lecture
Usual class room teaching aid viz. blackboard, white board, chalk, Marker pens, Dusters History and 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 lecture, special talk, popular lectures 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, RoltaGeometrica etc. & other devices are used by the Geography Dept.					
Dept. of Zoology & Botany has museum with different specimens from different taxa Department also uses different microscopes, colorimetric and other tools for practical teaching. Zoology has GPS, Range finder, Camera & other for field practicals.					

6.3.3 Examination and Evaluation

As per standardized procedure fixed the meetings in Academic sub-committee and as per instruction of University, the procedures of examination are maintained.

6.3.4 Research and Development

- i) Faculty members are actively participating in National and International seminar/conference/workshop.
- ii) Project and research details are already mentioned in Criteria III.
- iii) Research development committee formed and equipments purchased for enhancement of scope of research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i) Library is computerized and equipped with KOHA software, internet facilities are available, books are searched through OPAC. Library space has been extended.
- ii) Availability of e-journal and e-books through INFLIBNET was under process.
- iii) Partially wi-fi zone facilities in the institution.
- iv) Generally, ICT facilities and different departments with ICT aids are upgraded.

6.3.6 Human Resource Management

- i) For uplifting the quality of work different committees has been formed as mentioned in previous AQAR who are monitoring the academic and social culture of the campus.
- ii) Different committees of student union like cultural committee, games & sports committee, magazine committee take part with teachers to make the efforts of different programmes, sports, magazine etc. into a success.
- iii) Institution promotes various workshops, seminars etc for both teaching & non-teaching staff to enhance their skill and motivation.
- iv) College recruit part time & temporary staff to continue necessary teaching and office work where govt. posts are still vacant.
- v) Teaching staff are encouraged for higher studies & research providing leave and other facilities.

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) The member of faculty and staff in the college are insufficient.
- iv) 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) Online admission strictly on the basis of merit following Govt. Rule.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	
Students	

6.5 Total corpus fund generated

Nil

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				
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?

NA

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

NA

6.11 Activities and support from the Alumni Association

- i) The alumni meet from time to time in the college premises.
- ii) They provide suggestion for the quality enhancement and overall development of the college.
- iii) The alumni provide financial assistance to the needy and economically challenged students at the time of their admission in the 1st year classes.

6.12 Activities and support from the Parent – Teacher Association

- i) Each department arranges parent-teacher meeting from time to time as and when required to discuss about academic performance and other student related issue.
- ii) Many of students are 1st generation learners. So, the teachers have to give a lot of efforts to aware the parents of the new comers on the academic performance as well as the career of their wards.
- iii) At the parent-teacher meeting, the parents share their views and suggestions that are taken serious cognizance for the development of the institution.
- iv) Though the IQAC feels the need to form parent-teacher association but the response from the parents is limited and they are very keen in the matters related to academic issue mainly.

6.13 Development programmes for support staff

- i) College arranges the training and workshop for the teaching and non-teaching staff as per the requirement.
- ii) The upgradation of infrastructure for staff is taken into account. This year a guard room has been built for staff.
- iii) Upgradation of instruments and software etc. is taken care of as per need.

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

- i) Initiatives are taken to make the campus smoke free, tobacco free and plastic free.
- ii) Students and teachers participate periodic cleaning drive of the college campus as per the motto of 'Sachha Bharat Avijan'.
- iii) Energy and water conservation measures has been taken by preventing the wastage of energy and water and increasing the awareness among students regarding it.
- iv) The initiative has started to install solar panel to generate solar electricity for negotiating with various electricity demands in the college.
- v) Plantation has done in and around campus including some medicinal plants.

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) Online feedback system has been installed for students' feedback etc.
- ii) Seminars by external resource persons are organised.
- iii) Digitalized library for users to ensure the status and availability of books.
- iv) Online suggestions and grievances option is made available to the students so that they can share their views with college.
- v) College arranges departmental seminars for students and best speakers are given awards.

- vi) Different social activities, blood donation camps etc. are organised by the students through their union.
- vii) Multi facility gym with physical trainers and indoor sports facilities are available for students physical activities and recreations.
- viii) Field work, educational excursions and departmental internal project works are encouraged.
- ix) Different extension activities library drive, support to orphan homes etc. are practiced.

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

- i) Library fully digitalized with COHA software.
- ii) Several wifizone including library has been established.
- iii) Biometric machine for attendance has been introduced.
- iv) Different ICT facilities are introduced and enhanced. Teachers are motivated to use them in the teaching and learning processes.
- v) Solar panels are approved to be installed.

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

- i) Arranging faculty exchange programme, departmental seminars to facilitate the exchange of knowledge and views.
- ii) Parent-teacher discussion after each publication of results for performance development of students.

7.4 Contribution to environmental awareness / protection

More use of CFL light to save electricity. Students are asked to avoid use of plastic bag within the college campus.

7.5 Whether environmental audit was conducted? Yes No

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

Strength :

- i) Teaching-learning environment is conducive.
- ii) A team of enthusiastic and energetic group of teaching and non-teaching staff.
- iii) A sincere and disciplined group of students.
- iv) Well equipped laboratory set up.
- v) Catering to the need of economically challenged section of the society.
- vi) Visionary leadership of the Governing Body.
- vii) Eco-friendly relationship in college campus.
- viii) Favourable location of the college.
- ix) A clean and noise free campus.

Weakness :

- i) Absence of Guardian Forum.
- ii) Vacant substantive post.
- iii) Space constraint.
- iv) Lack of sufficient number of ICT based class room.
- v) Students' politics hampered the teaching-learning environment.
- vi) Absence of placement cell.
- vii) Compelled to reduce the cut-off marks for admission of students because the meritorious students are reluctant to take admission under this universities.
- viii) Poor linkage with the industry.

Opportunity :

- i) To open PG courses in few subjects.
- ii) To introduce courses for preparation for competitive examination.
- iii) Arrangement for extra classes in the slack session.
- iv) Career development & placement cell have to take further steps for on campus placement.

Threat :

- i. Standard of students is very poor because they are coming from need based family. Even more, few of them are also belong to the family of 1st generation learners.
- ii. Migration of good number of students to university of Calcutta and other Universities is a great threat for us.
- iii. Limited resources and opportunities available to the faculties for promotion of research work.
- iv. To make teaching-learning process more interactive.
- v. Insufficient time spent by the students in the college central library during the college hour.
- vi. Financial constraints for purchase teaching aids.

8.Plans of institution for next year

Construction of students Block, enrichment of laboratory and library.


8/7/17

(Dr. Anirban Ghosh)

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


8.7.17

(Dr. Mukti Ganguly)

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

Signature of the Coordinator, IQAC

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 2015-2016

<u>SL.NO.</u>	<i>FRIDAY</i>	<i>NAME OF DAYS</i>	<i>NAME OF HOLIDAYS</i>	<i>NUMBER OF DAYS</i>
01.	18.07.2015	SATURDAY	RATHJATRA AND ID-UL-FITER	01
02.	15.08.2015	SATURDAY	INDEPENDENCE DAY	01
03.	05.09.2015	SATURDAY	JANMASTTAMI	01
04	25.09.2015	FRIDAY	ID-UZ-ZUHA	01
05.	02.10.2015	FRIDAY	GANDHIJI'S BIRTHDAY	
06.	12.10.2015	MONDAY	MAHALAYA	01
07.	19.10.2015 TO 14.11.2015	MONDAY TO SATURDAY	PUJA VACATION	25
08.	20.11.2015	FRIDAY	JAGADHATRI PUJA	01
09.	24.11.2015	SATURDAY	MUHARAM	01
10.	24.12.2015	THURSDAY	FATHEHA-D-DAHAM	01
11.	25.12.2015 TO 01.01.2016	FRIDAY TO FRIDAY	GURU NANAK 'S BIRTHDAY AND WINTER RECESS	08
12.	12.01.02016	TUESDAY	SWAMI VIVEKANANDA'S BIRTHDAY	01 01
13.	23.01.2016	SATURDAY	NETAJI 'S BIRTHDAY	01
14.	26.01.2016	MONDAY	REPUBLIC DAY	01
15.	03.02.2016	WEDNESDAY	COLLEGE FOUNDATION DAY	01
16.	13.02.2016 TO 14.02.2016	SATURDAY	SARASWATI PUJA	01
17.	25.02.2016	THURSDAY	UNIVERSITY FOUNDATION DAY	01
18.	23.03.2016	WEDNESDAY	DOL JATRA	01
19.	24.03.2016	THURSDAY	HOLI	01
20.	25.03.2016	FRIDAY	GOOD FRIDAY	01

21.	26.03.2016	SATURDAY	EASTER SATURDAY	01
22.	14.04.2016	THURSDAY	DR. AMBEDKAR'S BIRTHDAY & CHAITRA SANKRANTI	01
23.	15.04.2016	FRIDAY	BENGALI NEW YEAR DAY	01
24.	01.05.2016	SUNDAY	MAY DAY	01
25.	09.05.2016	MONDAY	GURU RABINDRANATH TAGORE'S BIRTHDAY	01
26.	16.05.2016 TO 30.06.2016	MONDAY TO THURSDAY	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, 2015	3 RD WEEK OF MARCH, 2016
02.	B.A/ B.SC/B.COM PART II (HONOURS & GENERAL)	3 RD WEEK OF DECEMBER, 2015	3 RD WEEK OF FEBRUARY, 2016
03.	B.A/ B.SC/B.COM PART III (HONOURS & GENERAL)	3 RD WEEK OF DECEMBER, 2015	3 RD WEEK OF JANUARY, 2016

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, 2016
02.	B.A/ B.SC/B.COM PART II (HONOURS & GENERAL)	JUNE – JULY, 2016
03.	B.A/ B.SC/B.COM PART III (HONOURS & GENERAL)	APRIL- MAY, 2016