

## 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)

2013-14

#### 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 2565-3778/2495-4038

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. MHCogn 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/2013-14.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 <sup>st</sup> Cycle	B	2.11	2008	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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

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  
Berunapukuria, Malikapur, Barasat,  
24 Pgs.(N), Kolkata - 700126

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**

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.	Globalisation of Commerce & Entrepreneurship Development	Commerce
	ii.	Role of Privatization on Indian Economy	Economics
	iii.	Concept on Linear Geometry	Mathematics
	iv.	Plate Tectonics : Mechanism and Impact	Geography
	v.	Modern Indian History	History
	vi.	Nonlinear Dynamics	Physics
	vii.	Role of Religion in Politics	Political Sc.
	viii.	Perspective of Pedagogy in Education	Education
	ix.	Social Media and Inter-personal Relationship	Journalism
	x.	Social behaviour of honey bee	Zoology
	xi.	Optimization Using Soft Computing Techniques	Comp. Sc.
	xii.	Thermodynamics of Chemical Equilibrium	Chemistry
	xiii.	Application of Some First Row Transition Metal - Schiff base Complexes	Physics
	xiv.	Madhyajuger Bangla Sahitye Manab Jiban O Samaj	Bengali

### 2.14 Significant Activities and contributions made by IQAC

- i) To start the preparation for 2<sup>nd</sup> cycle of NAAC.
- ii) Initiation of feedback mechanisms from stakeholders through questionnaire.
- iii) Initiative for UGC sponsored seminar arrangement.
- iv) Initiative taken by IQAC to organise seminar in different faculties in the institution.
- v) Organisation of invited lectures by different departments.
- vi) Encouraging faculty members to undertake UGC sponsored MRP.
- vii) Suggesting Academic Subcommittee to prepare modular distribution of syllabus.
- viii) IQAC advices to organise programmes for skill development of non-teaching staff.

- ix) IQAC also assists academic subcommittee /routine subcommittee to maintain proper distribution of time schedule.
- x) IQAC encourages teachers for research to enhance quality of teaching.
- xi) IQAC has taken initiative to develop academic calendar to systematise the whole year academic activity.
- xii) IQAC has inspired the students to be conversant in computer knowledge by arranging computer education.
- xiii) IQAC organises different seminars, workshop to groom and to join different companies by different organisations and also different remedial teaching classes.
- xiv) Taking initiative to keep records of students' attendance holding of classes analysis of students performances after declaration of results etc.
- xv) Active participation in admission process of UG courses.

### 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. Preprstion for 2 <sup>nd</sup> cycle of NAAC	Initiative of preparation through departmental meeting with IQAC.
2. Increasing ICT dependent classroom with sound system.	Introduction of more ICT dependent classroom with acquastic system in mainbuilding for taking classes in front of large student gathering.
3. Teaching staff are requested to submit information of their self appraisal format provided by UGC.	Under process.
4. Upgradation of library.	Under proposal.
5. Implementation of teaching in practical field, different field and project works are recommended to different departments.	Different departments proceed accordingly.
6. Assisting Teachers' Council in Academic activities, viz. formation of routine, academic calendar etc.	All departments made departmental teaching module keeping parity with mother routine. Ratio of classes for full time, part time and guest teachers are maintained properly.

7. Student evaluation strategy.	After analyzing the result of mid-term test proper step to be taken for helping the backward students by remedial teaching.
8. Interdisciplinary programme.	Classes are arranged for correlation of the different subjects like education, mathematics, commerce and economics. Field trip in local natural/semi-natural habitats to document local flora and fauna by the departments of Botany and Zoology.
9. Monitoring of evaluation system and its outcome by IQAC.	Students performance are evaluated by class tests, mid-term and annual tests and weaknesses are diagnosed to improve the performances.
10. Upgradation of IT infrastructure through implementation of internet facilities.	Partially achieved, under process.
11. Online admission system.	Under process.
12. To make the lift ready to use.	Under process.

\* *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	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>18</b>			

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.

Revision of Commerce curriculum by WBSU during 2013-14 was partly done where our teachers participated.

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

No

## 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	05	20	03
Presented papers		05	01
Resource Persons			01

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

- i) Teachers' encouragement to teach through ppt in ICT platform.
- ii) Filed work to assess the socio-economic cultural profile of selected population and assessment of biodiversity/ecology in different selected ecosystems (local and distant).

- iii) Networking of computers.
- iv) Students are guided to prepare wall magazine.
- v) At the starting of the session syllabus is analysed pedagogically and steps are taken to make lesson plan for effective teaching and learning.
- vi) The total activities of the college are planned and chalked out at the beginning of the session.
- vii) Invitation of eminent persons from Universities and Institutions for getting valuable information for teachers and students.
- viii) Use of audio-visual aids (LCD projector, Laptop, chart etc.) for improvement of teaching learning process.
- ix) Teachers are taking initiative to telecast movies pertaining to the syllabi for better understanding of text and to give clear conception among students.
- x) To find out the cause of backwardness of students special classes are taken and different resource materials are supplied.
- xi) To convey the strength and weakness of students in class and to know their activities outside classroom, the parent-teacher meetings are arranged which plays important positive role to uplift the students' performances.
- xii) Students are encouraged to publish magazine through their union to express and uphold their literary quality.
- xiii) Academic groups are formed by teachers and lectures are delivered by different teachers on various popular contemporary topics as an in house activity.

2.7 Total No. of actual teaching days during this academic year 184

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

Under University examination system.  
 Midterm examination.  
 Formative evaluation method.  
 Surprise evaluation.

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

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 %	Pass %
B.A.	440		0.9	25	34.45	60.36
B.Sc.	105		2.86	46.67	25.70	75.23
B.Com.	65			14.75	13.11	27.86

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

- i. IQAC motivated the teachers to adopt PPT method as a teaching-learning process.
- ii. IQAC will take the responsibility to help the teachers to use innovative teaching-learning method.
- iii. Introduction of ICT facilities like internet collection, LCD projector, Smart Class Room.
- iv. Critical analysis of both the internal and external results is remedial actions are taken against the loophole.
- v. IQAC encourages teachers to participate seminars, workshops, conferences etc.
- vi. Faculty extends programmes are organised by IQAC.
- vii. IQAC initiates in the department to organise seminar and special lectures.
- viii. IQAC inspires for publication of departmental wall magazine and best magazine award is given.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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	09+06=15	02+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. Initiatives of the IQAC in Promoting Research.
- ii. IQAC encourages teachers to involve in research work by giving moral support and providing information regarding research.
- iii. IQAC suggests the college authority to sanction necessary leaves for attaining and presenting their work of the teachers.
- iv. IQAC takes initiative to purchase more equipment in the laboratory to give facility of doing research.
- v. IQAC organises seminars where different resource persons are invited to deliver lectures for exchange of knowledge departmentwise.
- vi. IQAC has started initiative to publish a multi-disciplinary journal.
- vii. IQAC proposed to create committee for scrutinizing the submission of research project and status of research.
- viii. One faculty member in the Department of Zoology has been selected as Guide for supervision of Ph.D.
- ix. The class loads of the teachers undertaking research and course work are adjusted as applicable.
- x. College authority and IQAC provide positive support to release fund immediately to the researchers.
- xi. Autonomy has been given to Principal Investigator to conduct his research.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	02*	01**	0
Outlay in Rs. Lakhs	0	23+15.6=38.6	~ 32.5	0

\*Dr. Anirban Ghosh, Dept. of Zoology : i) SERB-YS (DST), ii) CSIR.

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

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01*	01*	0
Outlay in Rs. Lakhs	0	2.1	1.45	0

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

### 3.4 Details on research publications

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-15 2013-16	DST-SERB* CSIR	23,00,000+ 15,60,000	2,00,000/-
Minor Projects	2014-16	UGC#	2,10,000/-	1,45,000/-

Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects (other than compulsory by the University)	—	—	—	—
Any other(Specify)	—	—	—	—
Total	—	—	40,70,000	3,45,000

\*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

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number			01		13
	Sponsoring agencies					

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

\* Dr. Anirban Ghosh – i) Chairperson, Vivekananda Centenary College, Rahara; ii) Resource Person, STM, Kolkata

3.13 No. of collaborations International  National  Any other

\* Dr. Anirban Ghosh (Research)

3.14 No. of linkages created during this year

\* Dr. Anirban Ghosh – i) International – 4; ii) National - 7

3.15 Total budget for research for current year in lakhs :

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 who are Ph. D. Guides   
  
and students registered under them

\* Dr. Anirban Ghosh for CU & WBSU.  
[Joint / Associate Ph.D. Supervisor]

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

DST-SERB (As in 2014-15)

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

- i. Blood Donation Camp organised by College Students' Union.
- ii. Another Blood Donation Camp is organised with an NGO namd 'Anubhuti'.
- iii. A physical Health Check-up Camp is organised with Emami Frank Ross.
- iv. Annual Sports is organised by college with Students' Union.
- v. Celebration of College and University foundation day.
- vi. Celebration of different pujas like Swaraswati Puja, Biswakarma Puja etc. has been organised by students, teachers and non-teaching staff.
- vii. Students' Freshers' Welcome has been organised centrally and departmentally.
- viii. Annual Social Programme of college has been organised.
- ix. Celebration of Independence Day, Republic Day, Netaji's Birthday, Vivekananda's Birthday, Tagores' Birthday etc. has been done with participation of teachers and students.
- x. Departments with the support of college organised different field trips and survey different aspects of flora, fauna, population, ecology etc.
- xi. Special programme on demonstration of physical fitness training with equipments for general health awareness.



- xii. Plantation programme has been taken to develop garden within the college campus and its maintenance.
- xiii. College staff visited Gobinda Home, a unit of orphan girls where college extends support for their requirements of study materials.
- xiv. Visit to Old Age Home, Godhuli, North 24 Pgs. And gift items were distributed to them by teaching & non-teaching members of the college.

## 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.	02		UGC	02
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

- i. Office has been computerised adequately with relevant software and possesses necessary numbers of computers.
- ii. Account section is computerised with LAN and internet facilities.
- iii. Principal's room is fully supported with ICT facilities with computers, printers, scanners, projectors etc. with LAN and internets.
- iv. Students data are maintained in office through computers.

- v. Office is also equipped with ICT tools other than computers like photocopies, scanners, printers, duplicators etc.
- vi. Installing of CCTV in library, office and important places.
- vii. Upgradation of college website.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	13,132	–	1,466	4,03,456	14,598	–
e-Books						
Journals	599		30		629	
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	42	11	02			05	18	07
Added	08							
Total	50	11	02			05	18	07

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

- i. LAN in administrative section in office and in some departments.
- ii. All lab and some non-lab departments are provided with computer facilities.
- iii. Office, accounts and Principal's room are equipped with computer facilities.
- iv. All faculties of lab departments and most of the faculties of non-lab departments are computer literate.
- v. Many faculties use ICT facilities for teaching.
- vi. Installation of COSA software and training of office staff are done.

4.6 Amount spent on maintenance in lakhs :

i) ICT	54,420
ii) Campus Infrastructure and facilities	2,76,565
iii) Equipments	29,790
iv) Others	60,366
<b>Total :</b>	<b>4,21,141</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. The Grievance Redressal Cell gives importance on the grievances raised by the students and immediate actions are taken to redress them. The grievance boxes are installed in each floor of the campus.
- ii. Students are issued prospectus at the time of admission in 1<sup>st</sup> year classes where the details of student services are clearly mentioned.
- iii. The Career Counselling and Gender Sensitization Cell provide day to day student support services information.
- iv. The Students' Welfare Committee provides student free ship and other financial aids from the students' aid fund of the college. The college displays the notice on the notice board of the college and also uploaded in the college website for this purpose.
- v. Coaching through Entry-in-service programme funded by UGC.
- vi. Provision for academic excursion by few departments.
- vii. Academic Calendar is issued to each student at the beginning of each session.
- viii. Circulating information through notice board and college website.
- ix. IQAC ensures that the students are provided with skill competencies needed for successful competition in the job market.

## 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 assessment is 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 wards.
- iv. Departments try to keep track of the students' progress through personal contract.
- v. The college has organised quiz, workshop, seminar, debate, group discussion & tutorial classes for the cultural and academic upgradation of the students.  
The IQAC maintain a co-ordial relationship with the alumni.
- vi. The IQAC has analysed the feedback collected from the students.
- vii. Remedial classes are arranged for the slow learners and economically weaker section of the students.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1972			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1008	51.12		964	48.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1881	202	18	39	37	2138	1712	206	15	39		1972

Demand ratio : 1.53 : 1

Dropout % : 21%

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

- i. IQAC has taken initiative to introduce few career oriented programmes to provide support to the students of non-creamy layers to built up their career.
- ii. Job oriented training programmes are organised by the college for the students through Entry-in-services programme funded by UGC.

- iii. Assistance provided through library by issuing different magazines, journals and news time.
- iv. Career Counselling programme organised by the college with the fund allotted by the UGC.

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. Students are provided guidance through counselling by teachers both outside and inside the classroom on different matters regarding academic, financial, career, personal, health etc.
- ii. Teachers try to adopt value based education and awareness programme on specific socio-economic issues whenever they feel it necessary.
- iii. Entry-in-service and career counselling programmes are in force as usual.
- iv. The library is well equipped with various journals, magazines, news letters on career guidance eg. Competition Success, Employment News, Yogna-Bengali, Karmakhetra etc.
- v. Remedial coaching is in vogue for the student of minority category like SC, ST etc.
- vi. Students are motivated to appear in different Competitive Examination. Outgoing students can also take part in this programme.
- vii. The Career Counselling and Guidance Cell has undertaken a programme on personality development and communication skill by competent resource persons are regularly organised for the outgoing 3<sup>rd</sup> year 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 inspite of sufficient efforts has been taken from the placement cell.

Regarding off campus placement also we 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 pursue Post Graduate Course.

### 5.8 Details of gender sensitization programmes

- i) The college has constituted a Sexual Harassment Cell which is entrusted to search the issues related with gender and regular motivation is done to sensitize the students and the employee.
- ii) Conducting General Audit.
- iii) The cell has conducted an awareness programme on “Illicit Trafficking of Women”.
- iv) The convenor of this cell has delivered a lecture “Gender Sensitization” in the college campus.
- v) The cell has conducted regular awareness programme through postering in various important places of the college campus i.e. canteen, library and corridor.
- vi) In an effort to create awareness among students and staff on gender sensitization an effort has been taken up by way of displaying posters or sign board in the canteen, library and other important places of the college campus.
- vii) Nearly 40% of our students are girl.
- viii) The cell as a separate initiative has organised few seminars and sensitization programmes.
- ix) A special resolution box has been provided so that any gender related issue may be reported and remedial action can be taken at the earliest.
- x) During the welcome function of the 1<sup>st</sup> year students, the convenor of the cell for gender sensitization and prevention of sexual harassment in college campus, delivered a lecture on “Gender Sensitization”.

### 5.9 Students Activities

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

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

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 1<sup>st</sup> May, 2013 & 13<sup>th</sup> December, 2013 with a total of one hundred (100) donors.
- ii. Bhasa Divas was celebrated on 21<sup>st</sup> February, 2014. (International Mother Language Day)
- iii. Dengue Awareness Programme was organised by the college Students' Union at two wards of Panihati Municipality on 3<sup>rd</sup> May, 2013.
- iv. Tree Plantation inside campus on 14<sup>th</sup> November, 2013.

5.13 Major grievances of students (if any) redressed:

- i) Grievance against poor quality of food items served in the college canteen was redressed by organizing a meeting between students' representative and the canteen committee.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision :**

- Consolidating activities through centralized administration for controlling development.

**Mission :**

- Administrative monitoring on general & academic activities and execution of proposals & demands after evaluation.
- To prevent excess drainage of resources maintenance and recurring expenses for general and departmental purposes are under thorough evaluation.
- Modernization of college website, office and accounts and surveillance through CCTV to maintain college integrity.
- Centralized use of UGC funds to enhance general and ICT support infrastructure.

#### 6.2 Does the Institution has a management Information System

- i) Cash division is managed through software.
- ii) Tally software is used for finance.
- iii) College website is for communicating information.
- iv) Office has student management software.
- v) Administrative information is communicated via mail as required.
- vi) Digitalization of college prospectus for information related to college and admission.
- vii) Financial communication with Govt. and other stakeholders are done through e-communications.

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

##### 6.3.1 Curriculum Development

UG departments have no such scope of curriculum development except some faculty members who are in BOS in the University.



### 6.3.2 Teaching and Learning

Device	Methods/ Strategies	Evaluation Tool/Techniques	Spl. Attention	Faculty Enrichment Prog.	Extension Lecture
Several departments viz. Geo., Chem., Phys., Zoo. Developed ICT based teaching aids with projector, laptop etc. History & Geography Departments use map 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, Rolta Geometica etc. & other devices are used by the Geography Dept.					
Dept. of Zoology & Botany has museum with different speciment 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.					
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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 one major projects. (Dr. Anirban Ghosh, Dept. of Zoology)
- iv) One teacher with two major project under DST (SERB), CSIR (Dr. Anirban Ghosh, Dept. of Zoology)
- v) One teacher completed minor project under UGC.
- vi) Faculty members are actively participating in National and International seminar/conference/workshop.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- i) Office and Accounts are fully computerized with LAN.
- ii) Different ICT tools are available to use by the office.
- iii) Different departments are using ICT aids for teaching and learning central smart class room.

### 6.3.6 Human Resource Management

- i) The college organised workshop training programme for the supporting staff to know the use of newly installed software by our software development company.
- ii) The teachers are motivated to do higher studies through various recognised educational institution by providing leave and other facilities.
- iii) Different seminars and workshops are arranged through entry into service programme to provide information regarding the scope of different Government and Non-government job.
- iv) Students' Union formed different committee, like Cultural Committee, Games & Sports Committee, Magazine Committee, Festival Committee etc. They actively participate in the human resource development programme under the guidance of college authority.
- v) To enrich the quality of the human resource, the college formed different committees like Grievance Redressal Cell, Gender Sensitization Cell, Fact Finding Committee, Sexual Harassment Cell etc. These will inturn maintain the healthy academic, cultural and social environment of the college campus.

### 6.3.7 Faculty and Staff recruitment

- i) Requisition for the recruitment of non-teaching staff has been submitted to higher education department of stale.
- ii) To create teaching posts application are submitted to Higher Education Department.
- iii) Number of faculty and supportive 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) 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

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

- i) The alumni meet on regular basis and give suggestions for the quality enhancement of the college.
- ii) The alumni provides assistance on different occasions.
- iii) At time of admission in the 1<sup>st</sup> year classes, the alumni provide financial assistance to the needy and economically challenged students to some extent.

#### 6.12 Activities and support from the Parent – Teacher Association

- i) Parent-teacher meetings are held from time to time as and when needed, where the college authority has got the opportunity to share its view with the parents and vice versa.
- ii) The IQAC feels the need to form a parent-teacher association which will work for the development of the college.
- iii) Parent-teacher meeting is a regular feature of the college.

#### 6.13 Development programmes for support staff

- i) The college has arranged workshop training programme to sensitize our administrative staff to equip with computer application in order to introduce COSA for the office administration.
- ii) The college regularly update its software as and when required. The supporting staff are motivated to develop their skill effectively and trained them with these software for the better human resource development.
- iii) Computer training is arranged for the non-teaching staff by the teachers of our computer science department.

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

- i) Green corner has been established.
- ii) The garden for medicinal plants has maintained.
- iii) Energy conservation aids have been adopted.
- iv) Initiatives are taken to keep the college campus clean forever.
- v) Students are motivated to plantation.
- vi) Tree plantation programme inside the college campus in the month of June, 2015 has been taken on the occasion of celebration of World Environment Day.
- vii) Smoking, Tobacco, Plastic product are strictly prohibited in the college campus as before.
- viii) IQAC has suggested segregated waste disposal with separate pit for bio degradable waste and cemented shallow for hazards waste

## 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) Based on the performance of non-teaching staff, honorary appreciation has been given.
- ii) Prospectus has been provided to students to inform about college and its activities etc.
- iii) Close-circuit camera has been installed at the important positions of the college.
- iv) Remedial classes for backward students have been taken to improve their performance.
- v) Departments organise seminars where students are the speakers and best student speakers are recognized.
- vi) Lecturers by external resource persons are organized to create more interest and knowledge on the area.
- vii) Best wall magazine displayed by students of different departments has been awarded.
- viii) Salary system has been computerized with COSA software.
- ix) Fully computerized Accounts Department with financial management software and other required software.
- x) Blood donation camp is organised as social initiative.
- xi) The facility of Gym for student with instruments and trainers is available.
- xii) Donation to poor students has been arranged for admission and form fill up by the Teachers' Council.
- xiii) To explore career opportunities the entry into service classes is arranged.
- xiv) Field studies are arranged in several departments.
- xv) College Guide several female students for "Kanyasree" prokalpas.
- xvi) Students Union are helped to organize several festivals, events, sports, cultural programmes etc. to encourage extracurricular talents.
- xvii) The faculty arranges guardian meeting to communicate the parents.
- xviii) Celebrating 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) Lift facility is ready to use in the Science Building.
- ii) Different seminars and career counselling programmes are undertaken to train and motivate the students.
- iii) Teachers and non-teaching staffs are provided with proper training for teaching-learning and office administration.
- iv) Different community benefit programmes are taken.
- v) College website has been developed and remodelled.

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

- i) Preference has been given to minority girls students during admission and for arranging their scholarship.
- ii) Students are encouraged to organize field work and to take responsibility for organizing different project work and group activities and several cultural activities in the institute which will enhance their organization capacity.

7.4 Contribution to environmental awareness / protection

Students are encouraged not to waste water and keep the floor clean.

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. A group of highly qualified and dedicated teachers who always extend their helping hands to the students and maintain high academic quality of life.
- ii. Eco-friendly college campus.
- iii. A new equipped laboratories with modern facilities.
- iv. A well disciplined group of students.
- v. The college takes special initiatives towards providing assistance to the economically backward section of the students through different measures like students concession, various scholarship like Kanyashree, SC, ST, Minority scholarship.
- vi. Co-ordial relationship between students and teachers.

**Weakness :**

- i. Vacant substantive post for long period of time.
- ii. Intake of poor quality of students.
- iii. Inadequate supporting staff in the laboratory.
- iv. Lack of active involvement of a large percentage of students.
- v. Lack of sufficient number of books and connection of INFLIBNET in library.
- vi. Lack of LIBSYS software in the library.

**Opportunity :**

- i. To open PG Courses in few subjects.
- ii. To introduce courses for preparation for Competitive Examination.
- iii. To introduce INFLIBNET in the library. This will in turn enable the teachers & the students to access the e-resources.
- iv. Arrangement for extra classes in the slack session.
- v. Career development & placement cell have to take further steps for on campus placement.


**Threat :**

- i. Standard of students is very poor because they belong to family of impoverished background.
- 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 teachers for promotion of research.
- iv. Insufficient time spent by the students in the college central library during the college hour
- v. To make teaching-learning process more interactive.



## 8. Plans of institution for next year


- 1) Conducting Mock Test before final examination for the upliftment of the students.
- 2) Consolidating activities through centralized administration for regulated development and progress.
- 3) Installation of CCTV in different important zones of the campus.
- 4) Updating the college website and administrative software.
- 5) Introduction of online admission.

  
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*

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**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

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**Annexure – II**

## College Academic Calendar 2013-2014

<u>SL.NO.</u>	<i>FRIDAY</i>	<i>NAME OF DAYS</i>	<i>NAME OF HOLIDAYS</i>	<i>NUMBER OF DAYS</i>
01.	09.08.2013	FRIDAY	ID-UL-FITER	01
02.	15.08.2013	THURSDAY	INDEPENDENCE DAY	01
03.	28.08.2013	WEDNESDAY	JANMASTTAMI	01
04.	02.10.2013	WEDNESDAY	MAHATM,A GANDHI'S BIRTHDAY	01
05.	04.10.2013	FRIDAY	MAHALAYA	01
06.	10.10.2013 TO 5.11.2013		PUJA VACATION	28
07.	11.11.2013	MONDAY	JAGADHATRI PUJA	01
08.	14.11.2013	THURSDAY	MUHARAM	01
09.	17.11.2013	SUNDAY	GURU NANAK 'S BIRTHDAY	01
10.	25.02.2013 TO 01.01.2014		WINTER RECESS	08
11.	12.01.2014	SUNDAY	SWAMI VIVEKANANDA'S BIRTHDAY	01
12.	14.01.2014	TUESDAY	FATHEHA-D-DAHAM	01
13.	23.01.2014	THURSDAY	NETAJI 'S BIRTHDAY	01
14.	26.01.2014	SUNDAY	REPUBLIC DAY	01
15.	03.02.2014	MONDAY	COLLEGE FOUNDATION DAY	01
16.	04.02.2014 TO 05.02.2014	TUESDAY & WEDNESDAY	SARASWATI PUJA	02
17.	25.02.2014	TUESDAY	UNIVERSITY FOUNDATION DAY	01
18.	16.03.2014	SUNDAY	DOL JATRA	01
19.	17.03.2014	MONDAY	HOLI	01
20.	14.04.2014	MONDAY	DR. AMBEDKAR'S BIRTHDAY	01

21.	15.04.2014	TUESDAY	BENGALI NEW YEAR DAY	01
22.	18.04.2014	FRIDAY	GOOD FRIDAY	01
23.	19.04.2014	SATURDAY	EASTER SATURDAY	01
24.	01.05.2014	THURSDAY	MAY DAY	01
25.	09.05.2014	FRIDAY	GURU RABINDRANATH TAGORE'S BIRTHDAY	01
26.	14.05.2014	WEDNESDAY	BUDDHA PURNIMA	01
27.	16.05.2014 TO 30.06.2014		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/ <a href="#">B.SC/B.COM</a> PART I (HONOURS & GENERAL)	3 <sup>RD</sup> WEEK OF DECEMBER	3 <sup>RD</sup> WEEK OF MARCH
02.	B.A/ <a href="#">B.SC/B.COM</a> PART II (HONOURS & GENERAL)	3 <sup>RD</sup> WEEK OF DECEMBER	3 <sup>RD</sup> WEEK OF FEBRUARY
03.	B.A/ <a href="#">B.SC/B.COM</a> PART III(HONOURS & GENERAL)	3 <sup>RD</sup> WEEK OF DECEMBER	3 <sup>RD</sup> WEEK OF JANUARY

### Tentative Dates for University Examination

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