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)*

2016-17

1. Details of the Institution

1.1 Name of the Institution

PANIHATI MAHAVIDYALAYA

1.2 Address Line 1

Barasat Road, P.O. Sodepur

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. MHCOGN 18879)*   06154

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.   EC/46/A&A/004 dated 16.09.2008
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.pmv.ac.in

Web-link of the AQAR: http://www.pmv.ac.in/new-web/pdf/AQAR/2016-17.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	1st Cycle	B	2.11	2008	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted 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 (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), Pin - 700126

1.12 Special status conferred by Central/ State Government—

UGC/CSIR/DST/DBT/ICMR etc   NA

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   NA

DST Star Scheme   NA   UGC-CE   NA

UGC-Special Assistance Programme   NA   DST-FIST   NA

UGC-Innovative PG Programmes   NA   Any other (*Specify*)   NA

UGC-COP Programmes   NA

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   2

2. 6 No. of any other stakeholder and

community representatives   2

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   -

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   7

2.11 No. of meetings with various stakeholders: No. $\boxed{7}$ Faculty $\boxed{5}$

Non-Teaching Staff/Students $\boxed{1}$ Alumni $\boxed{}$ Others $\boxed{1}$

2.12 Has IQAC received any funding from UGC during the year? Yes $\boxed{}$ No $\boxed{\checkmark}$

If yes, mention the amount $\boxed{}$

2.13 Seminars and Conferences (only quality related)

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

Total Nos. $\boxed{3}$ International $\boxed{}$ National $\boxed{1}$ State $\boxed{1}$ Institution Level $\boxed{1}$

(ii) Themes

1. State Level Seminar on "Post Globalization demands and challenges to higher education: Role of college administration" held on 31.03.2017.

2. Institution Level Seminar on NAAC held on 22.02.2017.

3. National Level Seminar on "Guidance and counselling for college students necessity and implementation" during 18.11.2016 – 19.11.2016.

2.14 Significant Activities and contributions made by IQAC

   i)   IQAC gave emphasis on project work together with class teaching such as study of natural habitat, animals and their behaviour in natural condition and assessment of their diversity in the sea-shore.

   ii)   IQAC has encouraged the departments to study of different localities for their geophysical, socio-economic parameters and related survey.

   iii)   IQAC has taken initiative for the preparation of 2nd cycle of NAAC evaluation.

   iv)   IQAC has suggested to introduce online student feedback mechanism.

   v)   To ensure perfect attendance of teaching and non-teaching staff, biometric tools have been installed as per the proposal of IQAC.

   vi)   IQAC has dedicated itself to improve the overall quality of the college and gave effort to engage stakeholders to get informal feedback regarding management.

   vii) As per IQAC suggestion, library digitalization process has been completed.

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 achieved but require more initiatives to fulfill the objective.
2. To completely digitize the student database and other official information.	Under process.
3. To enable access to the student and office data to IQAC.	Under discussion.
4. Increase of library area.	One room has been allocated (around 400 sq. ft.)
5. Assistance for promotion of teachers through CAS.	Achieved under routine procedure.
6. Introduction of student feedback mechanism system.	Software purchased. Yet to become functional.
7. Setting up of a well-equipped virtual classroom.	Achieved with funds allocated by WB Govt.

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.

As per their suggestion & consent we made some corrections and prepared the final version to upload.

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	NIL	NIL	NIL

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	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. NA

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
44*	14	5	-	1 (Lib.)

Including WB Govt. approved teachers

2.2 No. of permanent faculty with Ph.D.　 13

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
10	3	-	-	-	-	-	-	10	3

2.4 No. of Guest and Visiting faculty and Temporary faculty 　　　　　　　 Guest - 9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	10	1
Presented papers	1	7	1
Resource Persons	-	1	-

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

i) Students are encouraged to present seminars through ppt. and speakers are awarded.

ii) Students are motivated to put up their wall magazines in respective departments.

iii) Study tours are conducted by many departments to create a link between theory and practice.

iv) Teachers are trained to teach in the class using ICT devices.

v) Extension lectures by resource persons from Universities/Institutions are arranged for the benefit of teachers & students.

vi) Different departments are encouraged to use audio-visual aids like LCD projectors, laptops, models, specimens etc. for better conceptualization of the subject.

vii)   Student profile mapping and student feedback software are installed.

2.7   Total no. of actual teaching days during this academic year   180

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

Duplicating machine used for in-house printing of question papers and photocopy when need arise.

2.9   No. of faculty members involved in curriculum
      restructuring/ revision/ syllabus development

N	I	L

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   76%

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.	270	NIL	NIL	19.63	NA	45.56
B.Sc.	93	NIL	3.22	38.71	NA	41.94
B.Com.	18	NIL	5.56	16.67	NA	27.78

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

   i)   IQAC collects evaluated report of students from each department and conducts meeting with academic committee.

   ii)   IQAC, with the help of the Examination Committee, determines the mode of internal evaluation and examination schedule.

   iii) IQAC arranges system of online feedback from students regarding teaching-learning process and analyses them and take due measures.

   iv)   IQAC co-ordinates the function of different cells and committees.

   v)   IQAC monitors the organization of departmental students' seminar.

   vi)   IQAC collects and analyses the feedback responses from stakeholders and modification in teaching-learning process is done accordingly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	1
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	2
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	4	-	-
Technical Staff	1 (Electrician-cum-Caretaker)	-	-	-
Library Staff	1	-	1	2

Criterion – III

3. Research, Consultancy and Extension

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

i)   IQAC encourages teachers to attend and present papers in various conferences, seminars etc.

ii) IQAC encourages teachers to submit proposals for research projects to UGC and other funding agencies.

iii) IQAC has started initiative for publication of Research Journal with ISSN No.

iv) IQAC has taken active role in the up-gradation of library.

v) The department of Geography and Zoology has taken initiative to publish monographs containing the reports of their project/field work.

vi) IQAC assists the Principal Investigators to conduct his research with full autonomy so that he can pursue his project smoothly.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	-	-
Outlay in Rs. Lakhs	38	19.64	-	-

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	2.1	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	Education: 2, Zoology: 2 Mathematics: 1 Computer Sc.: 1	Economics: 1 Geography: 4 Journalism: 1	-
Non-Peer Review Journals	Education: 2	-	Zoology: 2
e-Journals	-	-	-
Conference proceedings	-	Geography: 2	-

3.5 Details on Impact factor of publications: NA

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. each	CSIR, ICMR	19,64,408/-	19,64,408/-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	19,64,408/-	19,64,408/-

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

ii) Without ISBN No. [4]

3.8 No. of University Departments receiving funds from   NA

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	-	1	1	-	1
Sponsoring agencies	-	UGC College	UGC (IQAC Fund)	-	College

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

3.13 No. of collaborations   International [ ]   National [2]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs

From Funding agency [19.64]   From Management of University/College [ ]

Total [19.64]

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	-	3	-	-	-	-

3.18 No. of faculty from the Institution   1

who are Ph. D. Guides
and students registered under them   2

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

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

JRF   SRF 1   Project Fellows 1   Any other

UGC-NET-SRF under Dr. Anirban Ghosh, Detp. of Zoology.
 # Project Fellow/Assistant under Dr. Anirban Ghosh, Dept. of Zoology in ICMR Project.

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 :

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 was organised by an NGO named Anubhuti on 07.05.2017.

ii)   Annual Sports was organized.

iii)   Bhasa Dibas celebration was organized on International Mother Language Day.

iv)   Freshers' Welcome Programme has been conducted with Students' Union.

v)   Annual Social Programme was organized with Students' Union.

vi)   Saraswati Puja and Viswakarma Puja was celebrated by the college.

vii)   Independence Day, Gandhi's Birthday, Republic Day, Netaji's Birthday, Vivekananda's Birthday, and Tagore's Birthday was celebrated by the college.

viii) Different departments have organized field study on different aspects on population, environment, ecology, flora & fauna locally or in different areas having philosophical, sociological, and psychological importance.

ix)   Thalassemia awareness and screening camp was organized by NSS Unit on 29.03.2017.

x)   Tree plantation programme was undertaken.

xi)   Several disease prevention and awareness programmes were organized.

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	-	-	3044

	sq. mts.			sq. mts.
Class rooms	21	-	-	21
Laboratories	14	-	-	14
Seminar Halls	1	1 (ICT)	WB Govt.	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	1 (ICT)	WB Govt.	4
Value of the equipment purchased during the year (Rs. in Lakhs)	8.30	3.00	UGC WB Govt.	11.30
Others	-	-	-	-

4.2 Computerization of administration and library

- i) Principal's room is equipped with computers, printers, projectors etc. with LAN and internet facilities.

- ii) Finance and accounts activities are fully computerized and digitally maintained.

- iii) OPAC system has been introduced in library and digitalization of library is under process.

- iv) Computerized catalogue are available in the library and students can search book through OPAC.

- v) Admission through online mode is fully operational.

- vi) Accounts Section is equipped with COSA (Computerization of Salary Accounting).

- vii) Office uses various ICT tools like scanner, printer, photocopier, duplicator etc.

- viii) Library is installed with INFLIBNET facility.

- ix) College has introduced public address system for use in college administrative work.

- x) Student management system software is available in Office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	15,474	-	551	2,18,645/-	16,025	-
e-Books	-	-	-	-	-	-
Journals	655#	8,620/-	11#	46,250/-	666#	54,870/-
e-Journals	*	5,725/-	-	-	-	5,725/-

Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

*Accessed through NLIST only.   #Journal Volumes have been counted separately.

4.4 Technology up-gradation (overall)

	Total Computers	Comp. Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	50	2	3	3	2	8	18	13
Added	7	-	4	4	-	-	7	-
Total	57	2	7	7	2	8	25	13

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

i)   All lab and some most non-lab departments are equipped with computer facilities.

ii) Wi-fi facilities are available in office, accounts section, and Principal's room.

iii) Software training was given to the teachers of Geography department related to GIS software.

iv) Limited ICT facilities and smart board are available.

v)   Proposal for offering a compulsory basic course to all students by NIELIT computer centre.

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.35

ii) Campus Infrastructure and facilities

1.37

iii) Equipments (Included in "Others")

-

iv) Others

2.75

Total :

4.47

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

    i)   The Anti-sexual Harassment Cell and Gender Sensitization Cell accept any written complaints on related issues. One box is installed outside the principal room.

    ii)   The IQAC regularly supervises student support services. It monitors the various facilities like internet, e-resources, newspapers, employment news and other academic services.

    iii)   Provision for academic excursion by few departments.

    iv)   Academic Calendar is issued to students at the beginning of each session.

    v)   Regular up-gradation of college website and information regarding student support service is displayed there.

    vi)   Slow learners and advanced students are suitably identified and initiatives are taken to cater to their various needs by arranging tutorial and remedial classes.

5.2 Efforts made by the institution for tracking the progression

    i)   Continuous evaluation of students is done through class tests, mid-term tests and test exam.

    ii)   Parent-teacher meetings are regularly held by each department to inform about the progress and attendance of their wards.

    iii)   The college organizes quizzes, workshops, seminars, debates, group discussions & tutorial classes for cultural and academic development of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1112*	-	-	-

Including Minority & Physically Diasbled Students.

(b) No. of students outside the state   NIL

(c) No. of international students   NIL

Men

No	%

Women

No	%

Last Year						This Year					
Gen.	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
1474	230	24	65	-	1793	829	164	15	56	-	1064

Demand ratio : 1.5 : 1   Dropout % : 20%

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

   No. of students beneficiaries

5.5 No. of students qualified in these examinations NO RECORDS AVAILABLE

NET ☐   SET/SLET ☐   GATE ☐   CAT ☐

IAS/IPS etc ☐   State PSC ☐   UPSC ☐   Others ☐

5.6 Details of student counseling and career guidance

   i)   A proposal for formation of a Placement Cell has been presented in the meeting of IQAC.
   ii)   Career counselling is undertaken to create awareness among students about various competitive examinations, e.g. WBSS, PSC, WBSC etc.
   iii)   Students are encouraged to appear in different competitive examinations.

   No. of students benefitted   NO RECORDS AVAILABLE

5.7 Details of campus placement   NIL

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

5.8 Details of gender sensitization programmes NIL

5.9 Students Activities

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

State/ University level | 3 | National level | 2 | International level | |

No. of students participated in cultural events NIL

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	55	16,420/-
Financial support from government	260	32,92,000/-
Financial support from other sources	-	-
Number of students who received National/International recognitions	NIL	-

5.11   Student organized / 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 | 7 |

    i)   Blood Donation Camp was held on 07.05.2017.
    ii)   Dengue awareness programme was organized by the Students' Union.
    iii) Tree Plantation programme was undertaken.
    iv)   Thalassemia awareness and screening camp was organized by NSS Unit on 29.03.2017.
    v)   Saraswati Puja was organized by the Students' Union.
    vi)   Teachers'Day, Freshers'welcome, and Annual social programme were organized.
    vii) Sports Tournament was organized on 24.04.2017.

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

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 relations between College Authorities and Students' Union to retain healthy and progressive atmosphere of the college.

6.2 Does the Institution has a management Information System

i)   All financial records are maintained through Tally software.

ii) Office is equipped with Students' Management Software.

iii) Cash collection and maintenance is through software.

iv) College website has been upgraded to communicate information more efficiently.

v)   Digitized prospectus with college information regarding admission, fee structures, staff details, facilities, curriculum etc.

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

6.3.1 Curriculum Development

Teachers of UG colleges do not have ample scope for developing curriculum. However, the members of several departments are the members of the BOS of Universities who 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
Conventional class room teaching aid	Question/answer method, discussion with	Class test, Mid-term exam, test exam, project	Remedial teaching for	Orientation/ Refresher/ Summer/	Extension lecture, special talk,

viz. blackboard, white board, chalk, marker pens, dusters History and Geography departments use maps for class room teaching.	interaction, PPT method, Discovery method, Project method, Induction method, Analytic-synthetic method.	report assessment	minority students & spl. Classes for backward students	Winter School, Workshop, Faculty exchange programme. Teachers are inspired providing on duty leave to participate	popular lectures are organized by the departments
Resource materials from internets specimens, samples & models are used by 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 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

i) Mid-term tests are conducted by the College to assess the progress of the students.

ii) Test examination is conducted by the College to prepare the students for the final examination conducted by the University.

6.3.4 Research and Development

i) Two teachers pursuing Ph.D.

ii) One teacher with three major projects under DST (SERB), CSIR, ICMR (Dr. Anirban Ghosh, Dept. of Zoology).

iii) One teacher completed a minor project under UGC (Dr. Arindam Ghosh, Dept. of Commerce).

iv) Faculty members actively participate in National and International seminars/conferences/workshops.

v) Publication of books and research articles by reputed publishers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

i) Library is computerized and equipped with KOHA software, internet facilities are available, book searching facilities available through OPAC.

ii) Availability of e-journals and e-books through INFLIBNET has been initiated.

iii) Partial wi-fi facility available inside College campus.

6.3.6 Human Resource Management

i) To uplift and properly manage the human resources, there are different committees to maintain the academic and social culture of the campus.

ii) Different training and workshop programmes are arranged for teaching as well as non-teaching staff.

iii) Faculty members are encouraged to pursue higher studies.

6.3.7 Faculty and Staff recruitment

i) Requisition for the recruitment of non-teaching staff is submitted to Higher Education Department of the State.

ii) Application has been submitted to Higher Education Department for creation of mew teaching posts.

iii) College directly appoints Guest Lecturers on temporary basis as per guidelines laid down by the Higher Education Dept., Govt. of West Bengal.

6.3.8 Industry Interaction / Collaboration

At present, we have no such collaborations. However, our students visit 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 is strictly on the basis of merit following Govt. rules.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
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				
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 association provides suggestions for the quality enhancement and overall development of the college.

    ii)   It also provides financial assistance to the needy and economically challenged students at the time of their admission in 1st year classes.

6.12 Activities and support from the Parent-Teacher Association

    i)   Each department arranges parent-teacher meetings as and when required in order to discuss about academic performance and other student related issues.

    ii)   Many students are 1st generation learners. So, the teachers have to give a lot of effort to create awareness among the parents of the newcomers on the academic performance as well as the career of their wards.

6.13 Development programmes for support staff

    i)   The College provides need based training to the supporting staff on the use of different softwares for effective functioning of the administration and library.

    ii)   As per IQAC proposal, guard room has been constructed.

    iii)   The supporting staff is encouraged to enrol themselves in different courses for higher studies.

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

i) Initiatives are taken to keep the campus smoking-free and plastic-free.

ii) Cleaning activities are undertaken by the Students' Union together with the teachers during the winter season termed as ''Swachha Avijan''.

iii) IQAC has proposed to extend the 'Solar Panel Photo-voltaic System' in top roof of the college for generation of electricity.

iv) IQAC has proposed to install a rain water harvesting system within the college campus in collaboration with Geography Department.

v) Plantation programme inside and outside the college campus has 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) Students have been encouraged to lodge their complaints in the complaint box.

ii) Public addressing system has been provided.

iii) Computerized library with installation of data entry software.

iv) Departmental seminars are given by students and best student speakers are awarded.

v) Orphan children are occasionally provided with educational help.

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

i) Extension of library space and digitization of library database.

ii) Preparation of online feedback system is under process.

iii) IQAC is coordinating with College authorities to enhance the ICT facilities and ICT-enabled classrooms in different departments.

iv) IQAC is coordinating with College authorities to extend the facilities related to solar panel.

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

i)   The College organizes parent-teacher meetings after the publication of results for performance enhancement of students.

ii) Solar panels have been installed to partially reduce the dependence on conventional electricity.

7.4 Contribution to environmental awareness / protection

i)   Measures have been taken to create awareness among students to conserve electricity and avoid the misuse of water resources in the College as well as outside.

ii) The College campus is a declared smoking-free and plastic-free zone.

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.   Conducive teaching-learning environment.
ii.   A team of enthusiastic and energetic group of teaching and non-teaching staff.
iii. A sincere and disciplined group of students.
iv.   Equipped laboratory set-up.
v.   Catering to the need of socio-economically backward section of the society.
vi.   Visionary leadership of the Governing Body.
vii. Favourable location of the college.

Weakness :
i.   Absence of Guardian's Forum.
ii.   Severe space constraint.
iii. Compelled to reduce the cut-off marks for admission of students because the meritorious students are reluctant to take admission under this University.
iv.   Lack of sufficient number of ICT based facilities.
v.   Absence of a Placement Cell.

Opportunity :
i.   To open PG Courses in few subjects.
ii.   To offer the research support to faculty members.
iii. To prepare the final year students for Competitive Examinations.

iv. To arrange for more remedial classes.

v. To create a Placement Cell.

Threat :

i. Standard of students is very poor because most of them come from need based family. A large percentage of them also belong to the family of 1st generation learners.

ii. Migration of a good number of students to colleges affiliated to University of Calcutta and other Universities is a great threat for us.

iii. Limited resources and opportunities available to the faculty members which hinders the promotion of research work.

iv. Insufficient time spent by the students in the college central library during the college hours.
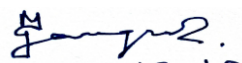
8. **Plans of institution for next year**

- Extension of building infrastructure in the college premises.
- Up-gradation of library infrastructure and procurement of new books and journals.
- Up-gradation of laboratory facilities for teaching as well as research.
- Introduction of a few PG Departments and development of related infrastructural facilities.

Dr. Anindita Basu (Chowdhury)   Dr. Mukti Ganguly

Coordinator
I Q A C
Panihati Mahavidyalaya
Sodepur, Kol-110

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 2016-2017

SL.NO.	DATE	NAME OF DAYS	NAME OF HOLIDAYS	NO. OF DAYS
01.	06.07.2016	WEDNESDAY	ID-UL-FITER & RATHJATRA	01
02.	15.08.2016	MONDAY	INDEPENDENCE DAY	01
03.	25.08.2016	THURSDAY	JANMASTTAMI	01
04.	12.09.2016	MONDAY	EID-UZ-ZUHA	01
05.	30.09.2016	FRIDAY	MAHALAYA	01
06.	02.10.2016	SUNDAY	GANDHI JAYANTI	01
07.	07.10.2016 to 01.11.2016		PUJA HOLIDAYS (Durga Puja to Bhatridwitiya)	24
08.	09.11.2016	WEDNESDAY	JAGADDHATRI PUJA	01
09.	14.11.2016	MONDAY	GURU NANAK JAYANTI	01
10.	13.12.2016	TUESDAY	FATHEHA-DUAZ-DOHAM	01
11.	25.12.2016 to 01.01.2017		WINTER RECESS	08
12.	19.01.2017	THURSDAY	SWAMI VIVEKANANDA'S BIRTHDAY	01
13.	23.01.2017	MONDAY	NETAJI'S BIRTHDAY	01
14.	26.01.2017	THURSDAY	REPUBLIC DAY	01
15.	01.02.2017	WEDNESDAY	SARASWATI PUJA	02
16.	03.02.2017	FRIDAY	COLLEGE FOUNDATION DAY	01
17.	25.02.2017	SATURDAY	UNIVERSITY FOUNDATION DAY	01
18.	13.03.2017	MONDAY	DOLJATRA	01
19.	14.03.2017	TUESDAY	HOLI	01
20.	14.04.2017	FRIDAY	NEW YEAR'S DAY (BENGALI) DR. AMBEDKAR'S BIRTHDAY GOOD FRIDAY	01

21.	15.04.2017	SATURDAY	EASTER SATURDAY	01
22.	01.05.2017	MONDAY	MAY DAY	01
23.	07.05.2017	SUNDAY	RABINDRA JAYANTI	00
24.	.05.2017	SATURDAY	BUDDHA PURNIMA	01
25.			CHAITRA SANKRANTI	01
26.	16.05.2017 to 30.06.2017		SUMMER RECESS	45

Tentative Dates for Internal Examination

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

Tentative Dates for University Examination

SL. NO.	EXAMINATION	DATE
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