Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives. =

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the

total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Siliguri B.Ed. College

1.2 Address Line 1

B.Ed. College Road

Address Line 2

P.O. Kadamtala, Dist. Darjeeling

City/Town

Siliguri

State

West Bengal

Pin Code

734011

Institution e-mail address

Slg_bedclg@yahoo.co.in

Contact Nos.

0353-2581566

Name of the Head of the Institution:

Dr. Pranab Krishna Chanda

Tel. No. with STD Code:

0353-2581566

Mobile:

09474384660

Name of the IQAC Co-ordinator:

Dr. Nityagopal Mondal

Mobile:

9475264322

IQAC e-mail address:

Siliguribedcollege.iqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOTE13297

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)

March31, 2007/224

1.5 Website address:

www.siliguribedcollege.com

Web-link of the AQAR:

www.siliguribedcollege.com

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+		2005	2009
2	2nd Cycle	NA	NA	NA	NA
3	3rd Cycle	NA	NA	NA	NA
4	4th Cycle	NA	NA	NA	NA

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

| 01.07.2011 |

1.8 AQAR for the year *(for example 2010-11)*

| 2011-12 |

1.9 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 _____2012-13   15-02-2016
  ii. AQAR_____2011-12   15-02-2016

1.10 Institutional Status

   University   State [ ] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [√]   No [ ]

   Constituent College   Yes [ ]   No [ ]

   Autonomous college of UGC   Yes [ ]   No [ ]

   Regulatory Agency approved Institution   Yes [NCTE]   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 [ ]

1.11 Type of Faculty/Programme

   Arts [ ]   Science [ ] Commerce [ ] Law [ ]   PEI (Phys Edu) [ ]

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

Others (Specify)   . B.Ed.

1.12 Name of the Affiliating University *(for the Colleges)*

North Bengal University

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and   00

community representatives

2.7 No. of Employers/ Industrialists | 00 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 15 |

2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty | 04 |

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 [3] Institution Level [2]

(ii) Themes
1. Environmental Education
2. B.Ed. through ODL mode

2.14 Significant Activities and contributions made by IQAC

1. Organising Mass sign Campaign Program to arouse social awareness regarding increasing violence against women after the DAMINI-NIRVAYA case.

2. Organising workshops to make B.Ed. through ODL mode (NSOU) more popular.

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 compile AQAR's for session2012-13.	1. i) All the financial information's gathered from the ledger book for the past five years. ii) All the major developmental works done in past five academic years, computer stocks procured in different departments for the past five years physically verified and noted. iii) Library books matched and report prepared. iv) All the major and minor projects completed/running are detailed and their progress considered. v) All the departmental feedbacks for the students analyzed for the whole college for the last five years. vi) All the seminars organized by the college and participated by the teaching staff are categorized.

* *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

AQAR for the year 2011-12 was placed before the Governing Body of the college for its perusal and approval was granted for uploading the report and submitting it to the NAAC.

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	01	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01			

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	01

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
Annexure2: feedback

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.

The college started providing study centre, faculty and other infrastructural resources to start B.Ed. through ODL mode under NSOU.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
05	03	01	01	

2.2 No. of permanent faculty with Ph.D.

05

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
	02								

2.4 No. of Guest and Visiting faculty and Temporary faculty   08   -   03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		08	08
Presented papers		08	08
Resource Persons			

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

1. Some departments arrange for Mock Parliament, Group Discussions, One-to-One Interaction & question-answer sessions among their students.

2. Field study, Project Based dissertation work is undertaken by Geography, and Bio-Science departments.

3. Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.

4. The institution frequently shows video documentary and films to their students and encourages them to participate in creating wall-magazine, freelancing, anchoring and also gives project work on current events.

5) To improve the Class Teaching method with Chalk and Board system, the Teachers' Council suggested improving the tools of teaching within the Class Room. The G.B. decided to refit Green Glass Board, White Glass Board and Cork Notice Board for the benefit of the Students and the process of learning by utilizing the Grant given by the UGC.

6) The Principal, pertaining to teaching quality encouraged the teacher for participating in refresher courses, seminar etc for improvement.

7) Regular educational tours are held.

8) The institution holds two exams. (Pre-test & Test), Result is published within 07 days. Class tests are arranged, the evaluated papers are shown to students as per demands, and the shortcomings of their answers scripts are discussed.

2.7 Total No. of actual teaching days

During this academic year   227

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

MCQs continued in the pre-test exam.

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

01		

2.10 Average percentage of attendance of students   95%

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.Ed.	98	NA	72	28		100

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

IQAC looks after the quality teacher and learning processes in collaboration with library committee, staff council and technical council. It prepares an academic calendar , analysis of students' feedback report ,tries to provide facilities needed to upgrade quality of teaching learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	8
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	0

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	01		02
Technical Staff				01

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC co operated three permanent faculties to complete M. Ed.

- Helped one full time contractual faculty to complete M.A (education.)

- Provided assistance to one faculty to work on ICSSR granted project.

- Assisted one faculty to attend the course work for Ph D.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			4,00,000	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		1,05,000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals		6	2
Non-Peer Review Journals		3	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-14	ICSSR	4,00,000	Yet to recieve
Minor Projects	2011-13	UGC	1,02,000	71,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   h Edited Books   -

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

UGC-SAP   NA   CAS   NA   DST-FIST   NA

DPE   NA   DBT Scheme/funds   NA

3.9 For colleges   Autonomy   NA   CPE   NA   DBT Star Scheme   NA

INSPIRE   NA   CE   NA   Any Other (specify)   NA

3.10 Revenue generated through consultancy   NA

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			3		
Sponsoring agencies			W.B Govt		

3.12 No. of faculty served as experts, chairpersons or resource persons   09

3.13 No. of collaborations   International   National   Any other   2

3.14 No. of linkages created during this year   1

3.15 Total budget for research for current year in lakhs :

From funding agency | Yes | From Management of University/College | |

Total | 1,02,000 |

3.16 No. of patents received this year

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

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
02						

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

| 01 |
| 01 |

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 | | Project Fellows | | Any other | 02 |

3.21 No. of students Participated in NSS events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | NA | State level | NA |

National level | NA | International level | NA |

3.23 No. of Awards won in NSS:

| University level | 0 | State level | 0 |
| National level | 0 | International level | 0 |

3.24 No. Of Awards won in NCC:

| University level | NA | State level | NA |
| National level | NA | International level | NA |

3.25 No. of Extension activities organized

| University forum | | College forum | 3 |
| NCC | | NSS | 1 | Any other | |

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

- Organised Mass sign campaign programme to arouse social awareness regarding increasing violence against women after DAMINI- NIRVAYA case

- Provided infrastructural resource for a drawing competition for local children.

- Sent students from Science and geography dept. to the science centre Matigara to learn how to make low cost teaching aids.

- Faculties were sent to nearby Rehabilitation centre for CWSN as resource Persons

- NSS activities are umdertaken.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.77	NA	NA	NA
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		5		5
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs:159239.00	UGC	Rs:159239.00
Others				

4.2 Computerization of administration and library

> 1. Continued subscription to INFLIBNET –NLIST
>
> 2. SOUL 2.0 Software has been purchased, installed and started.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value(in Rs)	No.	Value(in Rs)	No.	Value(in Rs)
Text Books	3579	NA	31	4,280	3610	NA
Reference Books	216	NA	3	1530	219	NA
e-Books	NLIST		NLIST	10000	NLIST	NA
Journals	876	NA	78	4,500	954	NA
e-Journals	NLIST				NLIST	NA
Digital Database						
CD & Video	67	13,313			67	13,313
Others (specify)						

As the college library is more than 25 years old, valuation of many old books is not possible. Many books donated by Aluminise and Publishers are also in the Library whose valuation cannot be done.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	20	10	10			5	11	1
Added	10	-	-					
Total	30	10	10			5	11	1

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

The college has provided computers and internet connections to the Principal, Office, and all Departments. Two internet connections are also assigned for the Library. The college has its own software for admission and maintenance of database. The college has its own website.

4.6 Amount spent on maintenance in lakhs :   to be checked

i) ICT

28700.00

ii) Campus Infrastructure and facilities

59,000.00

iii) Equipments

Grant-base

iv) Others

28,000

Total:

1157, 00.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Taking Periodical and class tests on regular basis.

2. Interacting with the head of the institutions and subject teachers   during internship period

3. One to one interaction with students who require attention.

4. The library was enriched with more new books and journals.

5. Started some projects for infrastructural growth.

5.2 Efforts made by the institution for tracking the progression

1. Faculty members of the departments take care of the student progression of the respective departments through class tests on regular basis, one-to-one interaction with students who need attention, interaction with parents and guardians and briefing them about the progress of their wards. Some departments also organize remedial classes for weaker students.

2. The institution conducts educational tours for the students according to the prescribed syllabus of the university. These programs improve the teacher-student relationship thereby enabling the faculty members to track the progression of the students.

3. Various subcommittees and Teachers' Council meet at regular intervals from where suggestions and proposals are given to the college management to track the progress of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100			

(b) No. of students outside the state

04

(c) No. of international students

0

Men

No	%
54	54

Women

No	%
46	46

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
69	22	6		3	100	69	22	6		3	100

Demand ratio   Dropout % 0

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

Organised Remedial coaching (under UGC scheme).

No. of students beneficiaries   40

5.5 No. of students qualified in these examinations

NET   6   SET/SLET   3   GATE   [ ]   CAT   [ ]

IAS/IPS etc   [ ]   State PSC   [ ]   UPSC   [ ]   Others   6

5.6 Details of student counselling and career guidance

> 1 Placement information and a Student guidance and Counseling Programme are organized by the Teachers Council to offer placement and counseling services to the students.
> 2. The college has good relation with neighboring and practice teaching schools that offer employment to our students.

No. of students benefitted   30

5.7 Details of campus placement

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

> During internship students come to know about temporary vacancies. As soon as the institution comes to know about any vacancy at school, trainees are intimated.

5.8 Details of gender sensitization programmes

> 1. Mass sign Campaign Program to arouse social awareness regarding increasing violence against women after the DAMINI-NIRVAYA case has been organised as a part of social awareness program and Sessional activity.
> 2. Faculties of various departments sensitize students about respect to opposite gender; avoid gender discrimination in class room environment and off class room environment.

5.9 Students Activities

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

State/ University level   03   National level   0   International level   0

No. of students participated in cultural events

State/ University level   6   National level   0   International level   0

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

Sports: State/ University level   00   National level   0   International level   0

Cultural: State/ University level   02   National level   0   International level   0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	SC. ST	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   0   National level   0   International level   0

Exhibition: State/ University level   1   National level   0   International level   0

5.12   No. of social initiatives undertaken by the students   5

5.13 Major grievances of students (if any) redressed: _____ No Major grievances were received from the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To meet our state growing need for efficient and committed learner centre, teacher , who make education accessible to all without consideration of cast , creed and colour

Mission:

To demonstrate: learning How to Learn.
To mould teachers who are knowledgeable and compassionate in their professional practice , creative and   reflective in designing and assessing classroom performance ,and who are guided by a sense of social and ethical responsibility to the students and wider society.
To enrich our classroom practices with the best of current research in teaching, learning and classroom planning.
To impart value – oriented education.

6.2 Does the Institution has a management Information System

We have a Student Management Software for admission and database management of students and an Accounting Package for management of accounts of the college

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

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of North Bengal University there is no scope of curriculum development. However the college has its own academic calendar to run and complete the syllabus.
However, teachers take part in meeting of the staff council, teacher council from time to time. Few faculty members also participate in University curriculum development as member of Board of Studies.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the affiliating university, each department adopts some innovative processes in teaching and learning.
1. For quality improvement in the teaching learning process we adopt the strategies of one to one contact session, interactive class, solving of previous years questions.

2. We ensure discipline in regular classes. The teachers are encouraged to participate in OC, RC, various staff training programme, workshop on discipline related areas.

3. Necessary and up to date teaching materials are provided for continuous improvement of teaching –

6.3.3 Examination and Evaluation

1. The college conducts Tutorial tests & class tests. The examined papers are shown to the students.

2 Pre-test and Test examinations are held for all the students. Results are published within the seven days.

3. Examination sub-committee conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guidelines. The college also arranges for other external exams.

4. MCQ type testing is organized for the Pre-test exams. etc.

6.3.4 Research and Development

1. The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.

2. Space and necessary infrastructural support is provided for research work.

3. College authority sanctions leave; adjusts classes with flexi-timing and exempts from some other co-curricular activities.

4. College authority also encourages attending National/International seminars/ Workshop/ Conference etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library has an Advisory Committee in the form of a library sub-committee which holds meeting at regular interval for supervising, advising, assessing needs and taking measures for overall development and smooth running of the library.

2. Books are catalogued. Teaching faculty and students can directly select books from the stack room and issue them. Moderate sitting arrangements are maintained in the library for reading purpose. Some departments maintain seminar library for providing additional books to their students.

3. Stock verification is done regularly. Pest Control measures are undertaken. Fire extinguishers are also kept in the library as a part of safety measures.

4. Computers are installed in the library for cataloguing system and also to facilitate the activities in the library. Internet facility is also provided in the library.

5. Data entry using SOUL 2.0 software has been started.

6. Library has the subscription to UGC N-LIST(INFLIBNET)

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner.
1. For the management of the students' affair, the college has a students' union whose elections are held annually as per university statutes.

2. The teachers' council and staff council look after the affairs of the teaching and non-teaching staff jointly.

3. Above all, there is a Governing Body that manages and develops the total human resource of the college. The Principal keeps close contact with departments, office & library and assesses the man power. If any shortage found, then the Governing Body is informed and

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.
The College Service Commission sends recommendations for faculty members and the College Governing Body appoint after satisfactory verification.
The vacant sanctioned faculty posts are informed to the CSC from time to time following the 100 point roster. CSC sends its recommended candidates from the list of selected candidates prepared by them to the college. The college recruits the recommended candidates and arranges for approval of their posts from the government.
Regarding staff recruitment, the college publishes the vacancy of staff posts sanctioned by the West Bengal Government through News Papers/ Web-site and screens by a committee constituted as per the Government Rules. Roster system is strictly followed. The recruitment process is a lengthy procedure. After selection, approval of the appointment is taken from the Govt. of West Bengal again.

6.3.8 Industry Interaction / Collaboration

There is no such collaboration with industry. However several schools and other organizations show interest in recruiting and training students of the college. These programmes ultimately benefit the students of the college.

6.3.9   Admission of Students

1. Admission is done on Purely Merit basis by centralized B.Ed. cell OF NBU. The faculty and staff are provided on requirement basis.

2. The reservation norms as laid by Govt. are followed   strictly.

3. Pre Admission counseling of students are done to identify their area of interest and to guide them to choose their subject.

6.4 Welfare schemes for

Teaching	Provident Fund, Festival advance , Loan facilities,
Non teaching	Provident Fund, Festival advance , Loan facilities,
Students	Government Scholarships, Award, Prize

6.5 Total corpus fund generated

NA

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	No	N0	N0

Administrative	yes	Baig & Mallik co.	N0	N0

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

For UG Programmes   Yes [ ]   No [√]

North Bengal University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The departments of the college take care to publish results of internal exams held by the college.

For PG Programmes   Yes [NA]   No [NA]

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

No such effort is made by the affiliating University. However, various departments of the college conducts Departmental class tests/Periodical tests regularly.

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

- The college picnic is organized where ex-students participate and interact with present students.
- Frequent interaction with ex-faculty members including alumni are undertaken in an informal manner for improvement of the basic teaching-learning process as also for other related matter.

6.12 Activities and support from the Parent – Teacher Association

The College does not have any Parent –Teacher Association. However Parents are intimated sometimes if the situation demands, in case of malpractice etc.

6.13 Development programmes for support staff

The Computer Science Department and the ICT club of the College organize informally Computer Awareness and Computer Literacy Programme for staff if required.

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

The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.
Potted plants are placed in the open space to make the campus eco-friendly. Every year a tree plantation program is organized. "No   Plastic Zone" and "No Smoking Zone" have been created .

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.

- The teaching practice programmes during   internship are observed and supervised not only manually, but video-recording is also done. These are shown to trainee-teachers for self and peer assessment. There is a practice of holding an exhibition at the end of session in which trainees prepare models for demonstration, local school children are invited, the performance of trainees are evaluated as a part of "Sessional Activities." The practice has been proved to be highly successful and helpful to

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

Action Planned	Action taken
To start audio-video recording of teaching practice	Done
Library services to be improved	Has been improved
To organise Govt sponsored two days workshop	Organised (20.01.2012-21.01.2012)
To do audio and video recording of class lectures for physically challenged trainees	Done
To provide sound physical development and to promote the health awareness among trainees and staff	Gym established

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

> i)   Audio and Video recording of class lectures for physically challenged trainees
>
> ii) Establishment of gymnasium.

Details included in annexure (i)

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> 1. To generate environmental awareness among the students, the affiliating university has introduced a 100 marks paper on environmental education in each undergraduate stream in line with the UGC recommendation.
>
> 2. A Govt sponsored two days workshop has been organised on 20.01.2012-21.01.2012
>
> (PREVENTION AND CURE OF HEALTH HAZARDS CAUSED BY ENVIRONMENT POLLUTION)
>
> 3. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes.
>
> 4. New samplings have been planted.

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

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

> **S**: Sincerity of existing faculties; Positive   and cooperative attitude among the staff; Healthy inter- relation with students; Individual care for backward learner; inclusive classroom; studies centre ODL (IGNOU)
> **W**: Shortage of teachers; Financial problem; Space problem; Weak socio-economic background of the students; shortage of technical assistants; computer terminal and technical ; need of a boundary wall .
> **O**: To   enhance computer skill among staff and trainees.
> **T:** To overcome the technophobia; to enable the learners to become quality teachers.

8. **Plans of institution for next year**

> 1. To construct boundary wall of the college.
> 2. To increase the no. of internet terminals.
> 3. To establish ICT club.
> 4. To overcome space constraint.
> 5. To appoint sufficient teaching staff.
> 6. To purchase recently published books for all departments.
> 7. To provide computers to those departments not having one.
> 8. Re-orientation of Laboratories.
> 9. Arrangement of LCD projectors for effective teaching.
> 10. To Provide e-resources to students
> 11. To encourage teachers to take innovative project works.

Name _Dr Nityagopal Mondal   *Name _Dr Pranab Krishna Chanda_*

  Assistant Professor in Chemistry   *Principal*

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 (i)

2011-12

Best Practice-1

Title: Audio and Video recording of class lectures for physically challenged trainees

Goal: To achieve the concept of inclusive classroom for physically challenged trainees to provide a better learning environment.

Practice: Being a training college, the institution knows very well the difference between curriculum and syllabus. So, to implement and complete the syllabus successfully, the institution has to look after the learners having physical challenges carefully. In order to create the inclusive classroom, the college has started doing Audio and Video recording of class lectures for physically challenged trainees. These recordings are kept in the library as E-resources. Learners having physical challenges can access these resources as and when required. The faculty also takes care of such students.

Result: This practice has helped the institution immensely to cater to varied learning needs including physically challenged learners.

Problem faced: The main problem was to select the mode of getting feedback. Sometimes, inadequate staff strength also made it difficult to monitor and operate the whole practice.

Best Practice-2

Title: Establishment of gymnasium

Goal: The aim of this practice is to provide the appropriate resources to students and faculty   for sound physical development.

T o promote the health awareness among trainees and staff.

To support the achievement of all round development.

Practice:

To achieve the afore-stated aim the college has purchased   a number of gym equipments. A separate room has been allotted for this purpose. A teacher   has been made the in-charge of this room. Both faculty and trainees are utilising these equipments regularly.

Result: The practice has been successful in   providing a healthy atmosphere for sound physical and all round development.

Problem: There is no post for physical instructor or Physical Education teacher at the college. Sometimes time allotment for male and female users becomes difficult.

Annexure-(ii)

Diagram- (i)

A= Very Good, B= Good, C= Satisfactory, D= Unsatisfactory

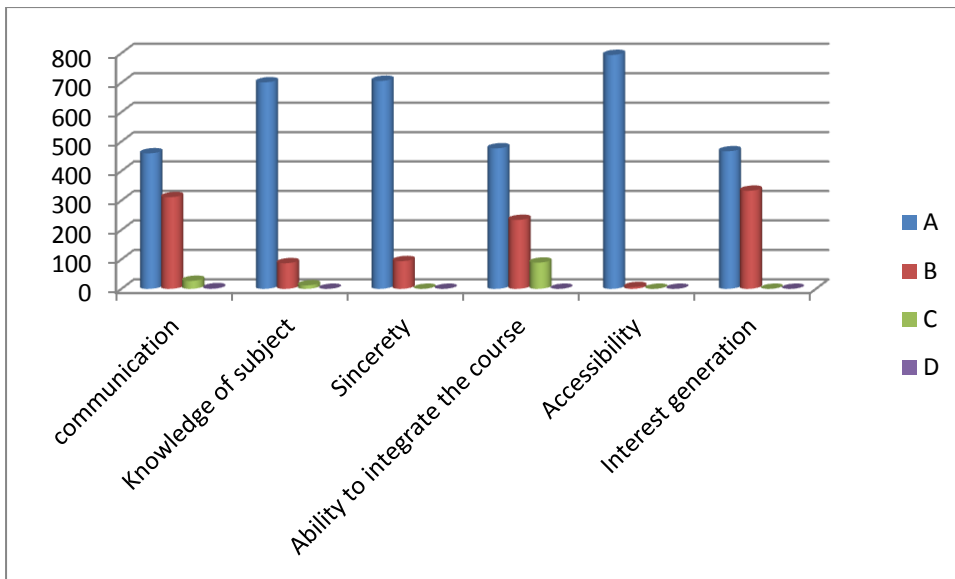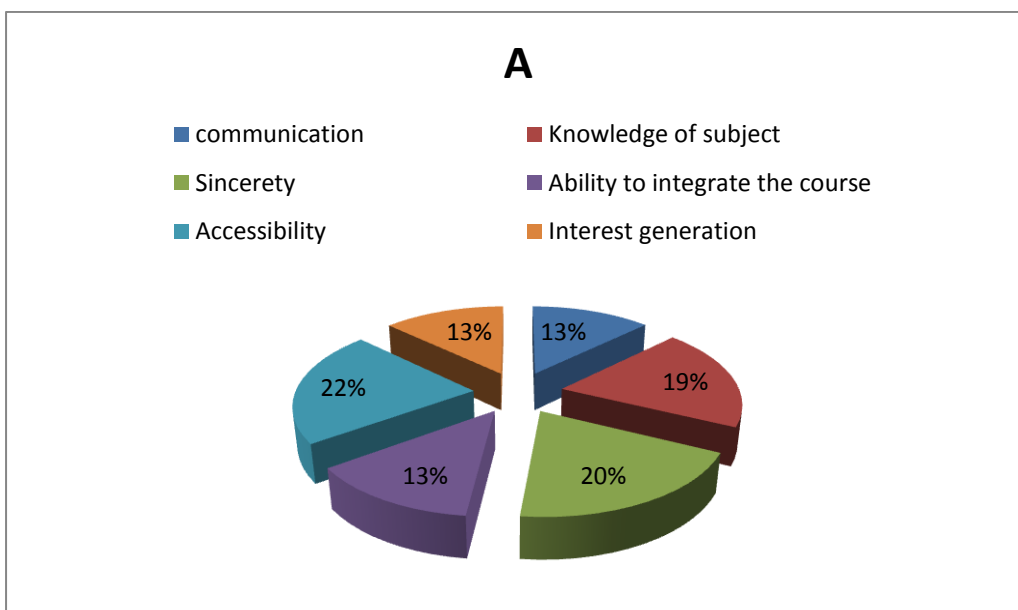Total no of teachers= 8   Total no of students=95

Diagram- (ii)

2011 - 12

ACADEMIC CALENDAR

1. **From 1 July (before puja vacation) :-**
   Theoretical Class, Practical Class (Lab based), Assignments (Non-lab based) Simulated Teaching Practice, Institution Based Activities, Community Based Activities, Class Test Examination, Pre-test Examination, Tutorial Classes.

2. **After puja vacation (upto 31st October) :-**
   Theoretical Class, Practical Class (Lab based), Assignment (Non - lab based) Simulated Teaching Practice, Construction of Achievement Tests, Institution Based Activities, Community Based Activities.

3. **From 1 November to 31 December :-**
   Construction of Achievement Tests, Supervision of Teaching Practice, Institution Based Activities, Community Based Activities.

4. **From 1 January to 28 February :-**
   Teaching practice and Final teaching examination, Test Examination, Institution Based Activities, Community Based Activities, Result of the Test Examination, Filling up of forms for appearing at the B. Ed. Examination.

5. **From 1 March to 30 April :-**
   Tutorial Classes, Practical Examinations and Individual Guidance.

6. **From 2 May to 31 May :-**
   B. Ed. Final Examination.

The provisional calendar may be changed depending on the circumstances so as to maintain minimum 200 working days exclusive of period of examination and admission etc. and inclusive at least 40 practice teaching days. Trainees are instructed to go through the notice board carefully and regularly.

ATTENDANCE

Sincerity is the key word for attendance in this college. Except Saturday the class usually starts from 11 a. m. and continues upto 5 p. m. on all working days. On Saturday the class usually starts from 11 a.m. and continues upto 2 p. m. It is always advised not to take leave during the course. In unavoidable situations prior permission for absence is solicited. Grant of leave is guided by the orders of competent authorities.

75% attendance is compulsory for being eligible for filling up the form for B. Ed. Final Examination.

- 3 -