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*

Contents

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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. Arun Kumar Barai

Mobile:

9614689985

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:

http://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)*

2014-15

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 ___2014-15_____ _____ (15/02/2016)
    ii.   AQAR_____2013-14_____ _____ (15/02/2016)
    iii.   AQAR_____2012-13_____ _____ (15/02/2016)
    iv.   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 ☐

(e.g. 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   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
      community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   02

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　01　Others　☐

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

　　If yes, mention the amount　　Rs: 3, 00,000.00

2.13 Seminars and Conferences (only quality related)

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

Total nos.　☐　International　☐　National　2　State　☐　Institution Level　☐

(ii) Themes

> 1. Teacher Education
>
> 2. Silver jubilee- post lunch lectures by Prof. S. Patra and
>
> Dr Sujit Pal, DDPI, WB .

2.14 Significant Activities and contributions made by IQAC

> 1. Overall quality development of the institution. 2. CAS evaluation and processing. 3. Receiving student's ~~feedbacks.~~

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 5 consecutive academic years's starting from 2010-11.	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 participation by the

	teaching staff 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 2014-15 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
Annexure (ii): feedback

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

New syllabus introduced. Annexure- syllabus (2014-15)

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

NA

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			02

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

1. The college arranges for Mock Parliament, Group Discussions, One-to-One Interaction & question-answer sessions among their students.

2. Field study is undertaken by Geography, and Bio-Science departments and project based assignments are given to non-lab based methods

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

4. The college 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. PPT presentations are made compulsory for trainees.

6. Video recordings of practice teachings are shown to trainees and peer feedback is asked.

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

     200

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

     1. Photocopy, 2.
        MCQ in the

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

     02

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.	94	NA	95	5		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, teachers and staff council. It prepares a academic calendar, analysis 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	01
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	5
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
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	15	01	0	02
Technical Staff	0	0	0	01

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC helped one faculty member to continue and complete major and minor research projects
- promoted and assisted two faculty members to continue research in education (University of Kalyani) to complete course work ,cooperated the librarian to submit the thesis (Ph.D.)
- Encourages two faculty to get admission in M.A.(education) under NSOU
- Promoted one full time contractual teacher to complete M.Ed. and one full time contractual teacher to complete M.A.(Education)

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				
Outlay in Rs. Lakhs	1,00,000			

3.4   Details on research publications

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-14	ICSSR	4,00,000	3,40,000
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				

3.7 No. of books published   i) With ISBN No.   978-81-908751-1-0   dited Books   -

ii) Without ISBN No.   -

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		2	1		
Sponsoring agencies		UGC,NGO	W.B Govt		

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

3.13 No. of collaborations   International   National   1   Any other   1

3.14 No. of linkages created during this year ☐

3.15 Total budget for research for current year in lakhs:

From funding agency | Yes | From Management of University/College | 0 |

Total | 1,60,000 |

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	01		01			

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 01 |
    and students registered under them | 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 [2]

NCC [ ] NSS [2] Any other [ ]

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

- Celebrated Silver Jubilee year followed by colourful, cultural (folk) programmes, seminar , rally, social awareness programmes ,Souvenir publication,

- Cleaning the college surrounding as a part of Swachh Bharat Abhiyan

- Construction of boundary wall.

- Building renovation

- Organisation of Children Science Congress

- NSS activities under taken.

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	1.77acre	NA	NA	NA
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		17		17
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs:580960	Rs:555700 from UGC Rs:25260	

			from College fund	
Others	Construction of boundary wall	yes	North Bengal Development Department	

4.2 Computerization of administration and library

> 1. College Website was developed.
>
> 2. Preparation for online admission for the next session has been initiated.
>
> 3. Continued subscription to INFLIBNET –NLIST
>
> 4. Computerised list of book are available(using the software soul 2.0)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(in Rs)	No.	Value(in Rs)	No.	Value(in Rs)
Text Books	4104	NA	380	1,05,105	4484	NA
Reference Books	260	NA	0	0	260	NA
e-Books	NLIST		NLIST	5000	NLIST	NA
Journals	1102	NA	83	14,350	1185	NA
e-Journals	NLIST		NLIST	5000	NLIST	NA
Digital Database						
CD & Video	79	13,313			79	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 Alumnus 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	30	10	10			5	11	1
Added	00	-	-					
Total	30	10	10			5	11	1

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (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:

  i) ICT   `47,000.00`

  ii) Campus Infrastructure and facilities   `300,000.00`

  iii) Equipments   `Grant-base`

  iv) Others   `95,000.00`

Total : `442000.00`

Criterion – V

5. Student Support and Progression

5

1. Taking Periodical and class tests on regular basis.
2. Interacting with students to monitor the progress of students.
3. One to one interaction with students who require attention.
4. The library was enriched with more new books, journals and E-resources.
5. The salaries of the employees serving in non sanctioned posts were enhanced from its development fund.
6. 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. The college also organizes remedial classes for weaker students.

2. The college conducts education and local 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. Academic Committee and Teachers Council meet at regular intervals from where suggestions and proposals are given to the college management to track the progression 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	%	Women	No	%

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout % NIL

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

Organised Remedial coaching (under UGC scheme)

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET | 5 | SET/SLET | 2 | GATE | | CAT |

IAS/IPS etc | | State PSC | | UPSC | | Others | 5

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

Faculties sensitize students how to respect opposite gender; avoid gender discrimination in 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 | 00 | 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 | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | 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

Presently we do not have MIS. 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 – learning activities. Free internet access is provided to teachers. Computer Lab and ICT club contribute a lot.

4. Multiple choice questions are set in the pre-test exams to encourage the students to read the text books thoroughly.

5. Technology enabled Teaching Learning process is practiced in college. Computers, multimedia, LCD Projectors and OHP are used by faculties.

6. The college also organizes excursions, field studies, project work and dissertation work for the students.

7. Efforts are made to cover as much of the prescribed syllabus as possible and to ensure sufficient time for completion of experimental work

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.

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 also encourages attending National/International seminars/ Workshop/ Conference etc.

4. The college has assisted in every possible way to promote research work in education to Permanent faculties.

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.

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. The library has software for low vision students.
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 necessary steps are taken for early recruitment. Sometimes it takes time to fill up the permanent posts owing to official formalities and Government policies. During this period the posts are generally filled up on ad – hoc basis so that the system is not disrupted. The college's aim is to make optimum use of the available human resource.

4. All pass-out students are enlisted in alumni association and convey their future studies & placements.

5. For quality improvement of the teachers, the teachers are assessed by the students regularly through Student Feedback. Teachers are also encouraged to carry out research works, upgrade and update knowledge by attending refresher course, orientation course, short term course etc. The teachers are also facilitated for their CAS.
6. Students' feedback is taken to minimize short comings, if any.

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 counselling 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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	No	Yes	
Administrative	Yes	Vasu Mallik&co.	N0	N0

6.8 Does the University/ Autonomous College declare 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 within   seven days.

For PG Programmes   Yes NA   No NA

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

From this session the syllabus has been changed. More marks have been allotted to practicum.

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.

- During the silver jubilee year celebration the alumni extended whole hearted help, cooperation and activity in every possible ways. They took part in academic, cultural and sports programmes.

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.

- Though the college has established IQAC in 2011, it received UGC fund in 2014. In order to make the functioning of IQAC in a more systematic, dynamic and enthusiastic way, it has included two external members from the affiliating university.

- The Language Lab has been inaugurated on the College Foundation Day i.e. 28.08.2014.

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 promote research work	Research work has been promoted
Old black & white boards to be replaced	Green boards were arranged
Staff training to be promoted	Staff training was encouraged
To celebrate Silver Jubilee Year	Celebrated with much vigour and zeal

To start the work for the college boundary wall construction	Started
To renovate the college building	Done

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

> 1. Extension Activities
> 2. Enrichment of Teaching –Learning- Evaluation

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   environmental education in related study matter in the syllabus.
>
> 2. The Campus is kept clean of natural wastes, e-wastes and plastics through regular sweeping, wiping and clearing of such wastes. As a part of "Swatch Bharat Aviyan", cleaning programme has been organized.
>
> 3. Potted plants are placed in the open space. Some new saplings are 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; studies centre (ODL); library with sound resource support and e-resources.
> **W**: Financial problem, Shortage of teachers; Weak socio-economic background of the students; shortage of technical assistants, computer technical; lack of   adequate infrastructure to start additional course.
> **O**: To introduce M.Ed. course.
> **T:** To develop the ability of each student to pursue higher studies, to build up strong moral character, and to promote quality learning to become quality teachers.

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

1. To overcome financial and   space constraint.
2. To install CCTV.
3. To extend the building
4. To provide more computers.
5. To introduce Wi-Fi facilities.
6. To use more LCD projectors for effective teaching.
7. Add more facilities in the laboratories.
8. Organize seminars, debates and panel discussions
9. Provide more e-books to students
10. To encourage teachers to take innovative project works.
11. To purchase recently published books for all departments.

Name ____Dr. Arun Kumar Barai_____   *Name ____Dr Pranab Krishna Chanda___*

_____*Asst Professor in Bengali*____   _____*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

****

2014-15

Best Practice-I

Title: Extension Activities

Goal: The aim of this practice is to promote extension service to the local community and neighbouring area. As the Institution is located in a rural area (Under the Gram Panchayat), one of the major objectives has always been to promote a better living in the surrounding community.

Practice: Some of such activities taken are -

- Social awareness rally.
- Literacy Drive
- Organization of a programmed named "**Vivek Rath**" procession in collaboration with Ramkrishna mission, Siliguri. A book exhibition was arranged, a short film was shown, and a programme on the importance of yoga was organized.
- Cleaning of the college surrounding as a part of "Swachh Bharat Aviyan".

Problem: Sometimes it becomes difficult to convince the local people regarding the utility of such activities.

Result: Created a lot of enthusiasm and vigour among the trainees to motivate the local people.

2014-15

Best Practice-II

Title: Enrichment of Teaching –Learning- Evaluation.

Goal: The aim of this practice is to cater to diverse need of learners which have emerged in recent time .Teaching –Learning- Evaluation has been under going through rapid change in recent years. The Institution develops its resource and energy to cope up with the current changes to make the trainees more able, competent and dynamic learners.

Practice:

- To achieve the afore-stated aim, the Institution has started to make PPT compulsory for trainees .Teachers are also encourage to deliver PPT based lecture.
- The teaching practice programmes during internship is observed and supervised not only manually, but video-recording is also done. This is shown to trainee-teachers for self and peer assessment. There is a practice of holiday 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."
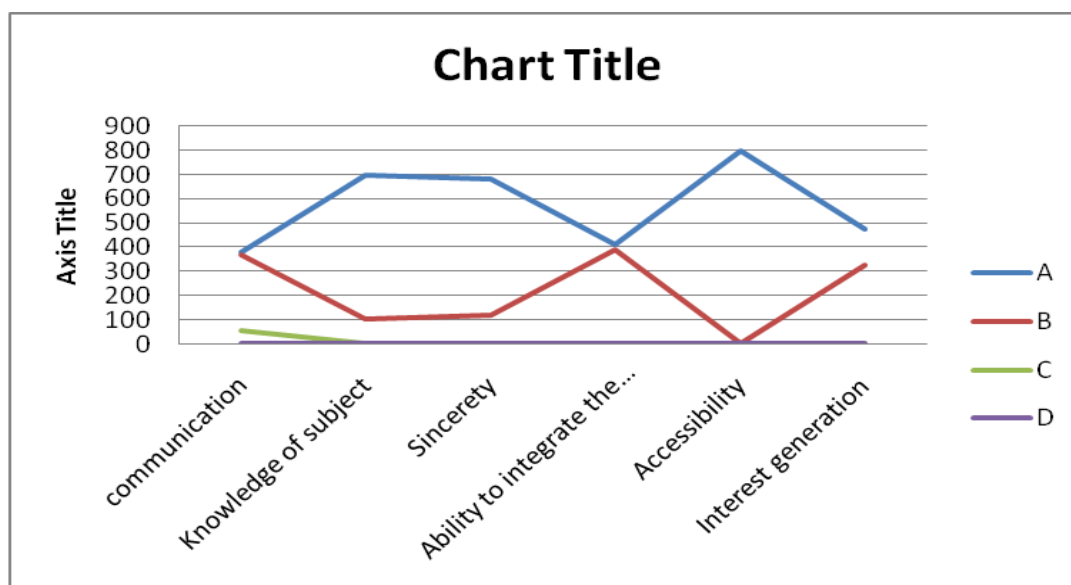- Result" The practice has been proved to be highly successful and helpful to improve the teaching of trainees.

Problem: Some of the trainees do not feel convenient in technology-based teaching-learning. Regular monitoring work also becomes difficult sometimes**.**

Annexure (ii)
Feedback Analysis   No 1
Total no of teachers= 8   Total no of students=100
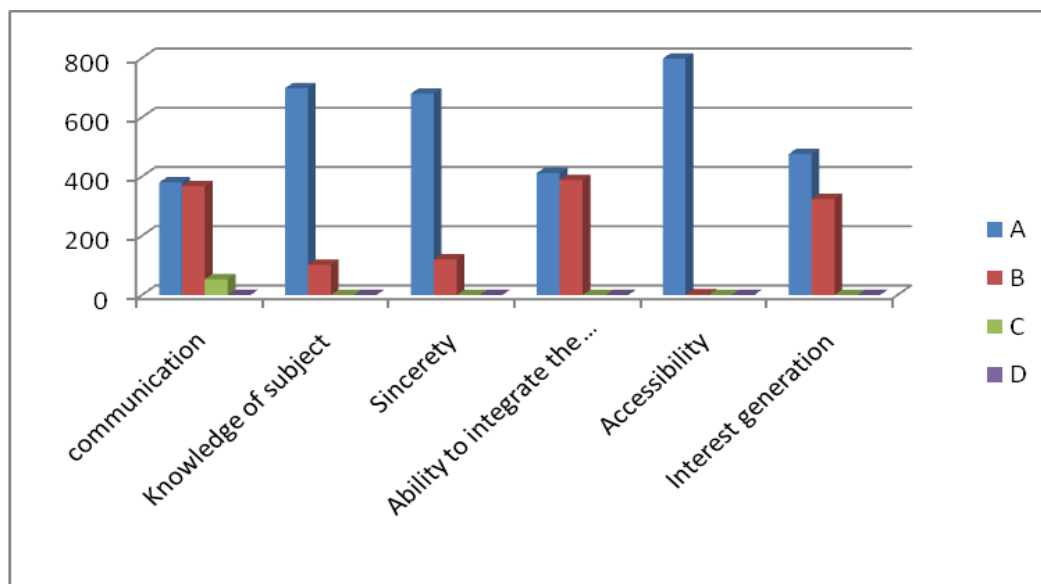
A= Very Good, B= Good, C= Satisfactory, D= Unsatisfactory

Feedback Analysis   No 2
Total no of teachers= 8   Total no of students=100

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

2014 - 15

ACADEMIC CALENDAR
(For the Session 2014-15)

1. **Before 31st December 2014 :-**
   Indoor Games, Simulated teaching, General Idea about the Curriculum.
2. **From January 2015 to Feb 2015 :-**
   Teaching Practice & Final Teaching, Institutional Activities.
3. **From Feb 2015 to April 2015 :-**
   Theory Classes, Practical Classes (Lab based), Assignments (Non-lab based), Institutional activities, Pre-test Examination, Test Examination.
4. **From April 2015 to June 2015 :-**
   Tutorial Classes, Practical Examinations (Lab and Non-lab) and Individual Guidance.
5. **B. Ed. Final Examination :-**
   July 2015

The provisional calendar may be changed depending on the circumstances so as to maintainm inimum 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 4-30 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.

Revised Gu