



ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2014-15



GARHBETA COLLEGE

GARHBETA, PASCHIM MEDINIPUR -721127

WEST BENGAL





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PART-A



1. Details of the Institution

1.1 Name of the Institution

GARHBETA COLLEGE

1.2 Address Line1

GARHBETA

Address Line2

PASCHIM MEDINIPUR

City/town

GARHBETA

State

WESTBENGAL

Pin code

721127

Institution e-mail address

garhbetacollege48@gmail.com

Contact Nos.

03227265143

Name of Head of the Institution:

Dr.Hariprasad Sarkar

Tel.No.with STD.

03227267154

Mobile No

09434509500



Name of IQAC Coordinator

Mr. Alarif Mollah

Mobile No.

09434128478

IQAC e-mail address

alarifmollah@gmail.com

1.3. NAAC Trac. ID-

WBCOGN16176

1.4. NAAC Executive number and date

EC(SC)/01/A&A/069-5th
MAY2014

1.5 website address

www.garhbetacollege.in

Web-link of the AQAR:

http://www.garhbetacollege.in/AQAR14-15.pdf

1.6. Accreditation details:

Sl.No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.31	2014	2014-19
2					
3					
4					

1.7. Date of formation of IQAC

06.01.2012

1.8. AQAR for the year

2014-15



1.8 .Details of the previous year's AQAR submitted to NAAC after the latest assessment and Accreditation by NAAC

AQAR	Submitted on
2014-15	24.12.2015

1.9 Institutional Status

University NA State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency Approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in aid - UGC2f - UGC12B-

Grant-in-aid Self Financing Totally self financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI Engineering Health Science Management

Other Specify



1.11 Name of the Affiliating University(for college)

VIDYASAGAR UNIVERSITY

1.12 Special status conferred by central/state Government-
UGC/CSIR/DST/DBT/ICMR etc

Autonomy by state/Central Govt./University

NO

University with Potential of Excellence

NO

UGC-CPE

NO

DST-State Scheme

NO

UGC-CE

NO

UGC Special Assistance Programme

YES

DST-FIST

NO

UGC Innovative PG Programme

NO

Any other (Specify)

NO

UGC-COP Programme

NO



2. IQAC Composition Activities

2.1 No. of teachers	8
2.2 No. of administrative/technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	2
2.5 No. of Alumni	2
2.6 No. of other stakeholder and community representatives	2
2.7 No of employers/Industrialist	X
2.8 No. of other external experts	X
2.9 Total No. of members	18
2.10 No. of IQAC meeting held	5

2.11 No. of meeting various stake holders: No.

4

Faculty

2

Non-Teaching staff and students

1

Alumni

1

Others

00



2.12 Has IQAC received any funding 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/Workshop/Symposia organized by IQAC-NIL

Total No	00	International	00	National	00	State	0	Institutional level	00
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(ii) Themes

NA

2.14 Significant Activities and Contribution made by IQAC

1. IQAC formed on 6.1.2012 and made all preparation for Accreditation.
2. Enhancement of number of ICT enabled class room and upgradation of those.
3. Introduction of ICT classes
4. Online admission procedure was initiated and implemented
5. Analysis of feedback received from students and guardians properly.
6. Development of Ladies Lavatories in the campus.
7. Concrete Connecting Roads in the Campus
8. Lady attendant at Ladies Hostel and Guest teachers are recruited to full fill the need.
9. IQAC regularly reviewed the performance of the students.
10. RUSA grant received by the Institute.



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*

*Attach the Academic Calendar of the year

Plan of Action	Achievements
Development of Ladies Lavatory	New Ladies Lavatory is fully constructed
Enhance the no. of ICT oriented teachers and class rooms	All faculties are oriented and we increase four class room for ICT class.
As per proposal of IQAC connecting roads to be concreted.	All connecting roads are concreted
As per IQAC proposed to recruit guest teachers as per need	22 guest teachers are recruited
IQAC suggest to recruit contractual librarian	College recruited and take the in initiative to fully computerized the library
To organize departmental seminar by the students to orient them to the global demand	All the departments organized it with a competitive mind
As per recommendation of NAAC Peer team IQAC suggest to introduce PG course in Physics, Chemistry, Bengali and Mathematics.	College has already processed it.

2.15 Whether AQAR was placed in statutory body: Yes





No

Management	√	Syndicate		Any other body	
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Provide details of the action taken

The Governing Body of the college in its Resolution vide Item No- 1 & dated 22-12-2015 approved the AQAR2014-15 and recommended the same for sending to the NAAC office. The GB further approved the Statement made by IQAC regarding the activities done during the period 2014-15 as stated in the report.



Part-B

Criterion-I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programmes	Number of existing Programmes	Number of Programmes added during the year	Number of self financing Programmes	Number of value added/career Oriented programmes
Ph.D	0	0	0	0
PG	0	0	0	0
UG	6	0	0	0
PG Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	2(B.P.ED & O.M.SV)	0	0	0
Total	08	0	0	0
Interdisciplinary	Interdisciplinary courses like ENVIS, BNGM, ENGC, and COMMERCE. Involve faculty members from different departments of the college.			
Innovative	Skill development Programmes through NSS, NCC, Project Work etc.			

1.2(i) Flexibility of the curriculum CBCS/Core/Elective Option/Open Option

CBCS-Our Affiliating does not allow CBCS

The college has core option at UG level in English, Bengali and Environmental Studies.



Elective Option- Students choose their elective subjects as per university norm which is given below

Honours Course (Arts)	Elective Subject	Honours Course (Science)	Elective Subject
History	GR-A Bengali	Physics	Gr-A- Physics/Economics
Philosophy	Gr-B History/Economics	Chemistry	Gr-B-Chemistry
English	Gr-C Political Science	Mathematics	Gr-C- Mathematics/English
Bengali	GR-D Sanskrit/Physical Education/ Mathematics	Zoology	Gr-Botany
Geography	Gr-E-Philosophy	Botany	Gr-E-Zoology
Sanskrit	GR-F-English/Geography	Geography	Gr-F- Physiology/Chemistry /Geography

For honours students of arts and science two elective subjects(excluding the subject in which honours is taken) to be taken one any two of the above groups.

B.A (General): three elective subjects ,taking one from any three from the mentioned groups.

B.Sc (General): three elective subjects, taking one from any three from the mentioned groups.

A candidate for any degree course (B.A/B.Sc/B.Com) with major subject (OMSV) will have to take two other subjects for Arts/Science.

Our B.P.Ed course has introduced semester system and in all the honours paper there are two class test of 10 marks and for the all general papers there are one class test of 10 marks out of which 10% is added to the University result.



(ii) Pattern of Programmes :

Pattern	No. of Programmes
Semester	01
Trimester	00
Annual	07

1.3 Feedback from Stakeholders*

(On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback:	Online		Manual		Co-operating schools(PEI)		

**Please provide an analysis of the feedback in the annexure*

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

NO. The syllabus is prepared and revised by our affiliating University from time to time. It was revised recently 2014-15. All most all the teachers participated in the workshop to suggest and update it up to the mark of global need of their respective subject.

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

NO



Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.Professor	Associate Professor	Professor	GLI	PTT	GT	CWT	Coach
89	14	10	00	3	33	22	05	02

2.2 No. of permanent faculty with Ph.D

09

2.3 No of faculty position Recruited(R) and Vacant (V) during the year

Asst.Prof.		Associate Prof.		Prof.		GLI		CWT		GT	
R	V	R	V	R	V	R	V	R	V	R	V
04	18	00	02	00	00	00	00	01	00	22	00

2.4 No of Guest and visiting and temporary faculty

27	00	00
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2.5 Faculty participation in conferences and symposia:

No. of faculty	International level	National Level	State Level
Attended	03	06	05
Presented	03	08	04
Resource Person	00	00	00



2.6 Innovative Processes adopted by the Institution in Teaching and Learning

- 1) Admission is online and strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website, and in the notice board of the college.
- 2) Prospectus of the college is distributed among the students at the time of admission to the students from which they knew the information about fees structure, student support, etc.
- 3) College introduces modern teaching aids to strengthen the teaching and learning process.
- 4) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room. Certain departments are using different academic software's for advanced learning of their students.
- 5) The Principal, encouraged the teacher to participate in Refresher Courses, seminar etc for faculty improvement.
- 6) Regular educational excursions in Botany, Zoology, Geography and Economics Departments are held.
- 7) All department hold class test as per University norm, the Evaluative papers are shown to students as per demands, and discuss the shortcoming of their answers scripts.
- 8) Departmental seminar are hold by the students and awarded to the best performer to grow competitive mind.



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

225

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

NIL

College generally maintains the traditional Examination System, mainly because, for any radical reformation in Examination System College is required to take prior permission from the University. The College is an affiliated College, and cannot enjoy any decisional autonomy in any academic reforms.

2.9 Number of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/ Faculty/Curriculum Development Workshop.

Two faculty of each departmental are usually participating in curriculum development workshops. This session one teacher of Commerce Dept. and one teacher Physics department is the member of BOS of affiliating University. Principal of the also a member of BOS in PG course in one autonomous college.

2.10 Average percentage of attendance of students

75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on producing sufficient and satisfactory reasons for their absence.



2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total Students Appeared	CLASS/DIVISION				
		Distinction%	I%	II%	III%	Pass%
Zoology	31	22	00	22	06	28
Mathematics	32	26	02	24	02	26
Botany	05	05	00	05		05
English	59	51	1	50	7	58
Pol.Sc	12	12	00	12		12
Geography	46	44	00	44		44
Philosophy	23	23	5	18		23
History	45	45	40	05		45
Physical Ed.	94	92	80	12		92
Chemistry	28	24	5	19		24
Sanskrit	49	45	04	41		45
Bengali	89	83	03	80	4	87
OMSV	07	07	07			07
Physics	26	18	7	11		18
B.P.ED.	65	64	63	01		64
Economics	00		00	00	00	00
Commerce	00		00	00	00	00

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

The IQAC suggested that the Principal/TIC and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes student feedback from outgoing students and gives a report to the Principal/TIC.



2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programme	No. of faculty benefitted
Refresher course	05
UGC-Faculty Improvement Programme	
Orientation Programme	03
Faculty exchange Programme	
Staff Training Conducted By the University	02
Summer/Winter schools, Workshop	04
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Position	Number of Permanent filled during the year	Number of Position filled temporarily during the year
Administrative Staff	11	13	00	09
Technical Staff	07	05	00	11



Criterion-III

Research, Consultancy and Extension

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

1. IQAC regularly encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc.
2. The college authorities provide all necessary infrastructural and some logistic support to faculty members to carry out extensive research work.
3. The students at their final year of graduation are required to submit a project paper on various subjects for the partial fulfillment of their degree. Teachers used to supervise for their works and bloom the research activity among the students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanction	Submitted
Number				
Outlay in Rs.Lakh	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanction	Submitted
Number	11	04	00	05
Outlay in Rs. Lakh	16.82	11.6		



3.4 Details on research publications

	International	National	Others
Peer Review Journal	12	10	04
Non Peer Review Journal	00	00	00
e-Journals	00	00	00
Conference Proceedings	00	06	00

3.5 Details on impact factor for publication

Range	Average	√	h-index	Nos.in SCOPUS

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

Nature of project	Duration year	Name of the funding agency	Total grant sanction	Received
Major Project	Nil	NA	NA	NA
Minor Project	2 Years	UGC	11.6	7.7
Interdisciplinary Project	Nil	NA	NA	NA
Industry Sponsored	Nil	NA	NA	NA
Project Sponsored by the University/College	Nil	NA	NA	NA
Students research Project(<i>other than compulsory by the University</i>)	Nil	NA	NA	NA



OTHERS				
Total				

3.7 No. of books published

i) With ISBN	05	ii) Without ISBN	0	iii) Chapters in the book	11
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3.8 No. of University Departments receiving funds from

UGC-SAP	NA	CAS	NA	DIST-FIST	NA	DPE	NA	DBT scheme/fund	NA
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3.9 For colleges

Autonomy	NO	CPE	NO	DBT star scheme	NO	INSPIRE	NO	CE	NO
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3.10 Revenue generated through consultancy

NA

3.11 No. of conferences organized by the Institution. NIL

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

NA

3.13 No. of collaborations: NIL



International		National		Any other	
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3.14 No. of linkages created during this year

NA

3.15 Total budget for research for current year in lakhs:

From Funding agency	Nil
From Management of University/College	Nil
Total	

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialized	Applied	None
	Granted	None

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

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

NA

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

00



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

JRF	Nil	SRF	Nil	Project Fellow	Nil	Any other	Nil
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3.21 No. of students Participated in NSS events:

University	04	State Level	03	National Level	00	International level	00
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3.22 No. of students participated in NCC events: College has no NCC unit.

University	NA	State Level	NA	National Level	26	International level	00
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3.23 No. of Awards won in NSS:

University	00	State Level	00	National Level	00	International level	00
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3.24 No. of Awards won in NCC:

University	X	State Level	X	National Level	04	International level	X
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3.25 No. of Extension activities organized

University Forum		College Forum	NSS	10	NCC	05	Any other	04
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3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

In spite the Principal's post remaining vacant for a more than one year the existing teachers and the TIC is ever watchful on the progress of NSS and NCC. The plantation programme holds on regular basis. The special camp at four adopted villages was hold. With other programmes a survey on Economic condition of local people has been done. The birth anniversary of R.N .Tagore, Vidyasagar and Swamiji used to celebrate with grandeur. Women cell of our college named by SAHELI regularly organized legal awareness programmes and health consciousness programmes in surrounding villages with handful gather of village women. Four NSS Unit and Two Battalion of NCC hold AIDS Awareness Rally, Save girl child rally and cleaning programmes in Garhbeta Rural Hospital, Station, and Bus Stand etc in a successful manner.



CRITERION-IV

3. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	22Acres	NIL		22Acres
Class rooms	36	NIL		36
Laboratories	09	03	College Fund	12
Audio Visual room	05	01		06
No. of important equipments Purchased(≥ 10 lakh)during the current year				
Value of important equipments Purchased during the current year(in Rs. Lakh)	NA	Rs.4,06,485	UGC & College Fund	
Others[Online, UPS, Photo copier, Projectors]	NA	Rs.5,87,790	UGC, State Govt. College Fund	

4.2 Computerization of administration and library

The College office is computerized with advancement made by incorporating Student Management & Accounting package System. To control and maintain the Official work and correspondence, the College has already installed necessary number of printers, scanners, UPS, one Server, with two advance photo copier machines already in the Office. Even the Admission process has also been computerized through “On-Line” system.

At the library in addition to the existing facilities SOUL-2.0 software is introduced for library automation and house-keeping. The decision has been taken to put emphasis on “Cataloguing”, Issue of Books and Returns of Books for the students and teachers. Gradually we have planned to install “e-library” and partial automation of Library for the benefit of our Students. The initiation of work has already been made.



4.3 Library services: **

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30190	25,62,720(Approx)	700	2,00986	30890	27,63,706
Reference Books	4003	5,33,000(Approx)	185	24,000	4188	5,37,188
e-Books						
Journal	10	5000	12	6000	22	11000
e-Journal	College is a subscriber of INFLIBNET					
Digital Database						
CD & Video	25	15,000	10	5,000	35	20,000
Others(specify)						

4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing centre	Computer centre	Office	Dept.	Library	Others
Existing	64	10	Broadband connection	4		10	35	2	3
Added	15	3		2		3	7		
Total	78	13		6		13	42	2	3

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

No such training programmes were undertaken by the College, but the college has provided internet facility to all Departments, Computer Lab. and a network resource centre funded by UGC. Teachers and a portion of students have benefitted by that. 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	5.88
(ii) Campus infrastructures and facility	60.1
(iii) Equipments	4.1
(iv) Others	1.7
Total	71.78



Criterion-V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the suggestion of the IQAC the college has developed the lavatories in the campus. Also connecting mud roads in the campus are concretized. Anti-Ragging Committee and a Committee against Sexual harassment of Women headed by one Teacher of the College work impartially with strict vigil. The IQAC has also suggested that different committees should interact with students to inform them about facilities available in the college.

5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
3451	NA	NA	90

(b) No. of students outside the state NIL

(c) No. of International Students NIL

Men	2113	60%	Women	1338	40%
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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2719	461	206	65	01	3452	2808	629	236	59	01	3833

Demand Ratio: 1:5

Dropout%: 5%



5.4 Details of students support mechanism for coaching for competitive examination (if any)

The college has a UGC approved “Coaching Classes for Entry in Service” Unit. This unit trained students for Bank, SSC, PSC, RAIL, and Other competitive Exam. Etc.

No. of students beneficiaries

290

5.5 No. of students qualified in this examination: No Record Available

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counseling and career guidance

The college has one unit of “Career Counseling Cell” the grant of which has been provided by the UGC during its XI Plan Period (Merged scheme). One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities.

No. of students benefitted

100

5.7 Details of campus placement NIL

On campus			Off campus
No. of Organization Visited	Number of students Participated	Number of students Placed	Number of students placed



5.8 Details of gender sensitization programmes

International Women Day was celebrated

5.9 Students Activities

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

State/University level	19	National level	01	International level	00
No. of students participated in cultural events					
State/University level	28	National level	00	International level	00

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

Spotsrs	State/University level	09	National level	01	International level	00
Cultural	State/University level	08	National level	00	International level	00

5.10 Scholarship and financial support

	Number of students	Amount
Financial support from Institution	600	Rs.2,00,000.00
Financial support from government	792 (SC/ST/Min./MCM)	Rs.38,23,665.00
Financial support from other sources	5	Rs.60,000.00
Number of students who received International/National recognition		



5.11 Student organized/initiatives

Fairs	State/University level		National level		International level	
Exhibition	State/University level		National level		International level	

5.12 No. of social initiatives undertaken by the student

01(Blood Donation Camp)

5.13 Major grievance of student (if any) redressed_____.

Grievance received from the ladies hostel regarding attendant and it was solved by GB by recruiting on Lady Attendant on contractual basis.



Criterion-VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision: To create a class of intellectually, morally and spiritually and committed citizen who will become a human resource of high caliber, to cater the needs of the society and the country as a whole.

Mission: · To provide qualitative education to the students coming from the poor, backward community of Bananchal based remote area of the district Paschim Midnapore, Bankura, Purulia and Hooghly of West Bengal.

- To inculcate discipline among the students in terms of sincerity, regularity, punctuality, humanity and inspire them to develop them into socially responsible citizen of India by organizing NSS and NCC programmes.
- To orient the students by providing them opportunities to face challenges of the competitive world with utmost utilization of their potential in academic event, cultural event and sports.
- To inculcate values like self-respect, social equality, secularism, brotherhood and national integration by organizing various activities in the college.
- To promote awareness on ecological and environmental issues. By means of campaigning of Eco-club to grow awareness about Environment and using the nature as remedy we campaign by our medicinal garden and encourage the farmer to produce organic fertilizer. We also have a project of rain water preservation and harvesting.
- To develop skilled personnel through vocational and entrepreneurial courses through our Office management & secretarial practice degree course and Food Processing certificate course.



To usher the students as well as the teachers into innovative research by organizing seminar lecture and workshop by eminent persons of different fields.

To provide well equipped laboratories, five ICT oriented class room, friendly and green environment to flourish the potential of the students in all axes like science, arts, commerce, and sports and cultural.

To provide higher education to those aged people who have failed to acquire it in time due to some social and financial obstacle through Netaji Subhas Open University study centre.

6.2 Does the Institution has management Information System

NO

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 of Vidyasagar University there is little scope of internal curricular designing. However every department has its own academic calendar/module to run and complete the syllabus.

6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar/ teaching module of that session.
2. All the departments organize student's seminars, quiz contests, workshops.
3. Field study, Symposium, Project work and dissertation work carried out by most departments of the College.



4. Diversity of Learners in respect of their background, ability and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The basic hinterland of this College is mainly consisted with “First-Learner Group” families. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.

6.3.3 Examination and Evaluation

1. Regular class tests for some departments.
2. Mid Term Test and Selection Test held, students need to qualify to appear in University exams.
3. The answer scripts of such tests are shown to the students and within one month results are declared. If reports are not satisfactory the college calls their guardians and discusses their shortcomings.

6.3.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and Physical infrastructure/instrumentation

To develop and update facilities in the library, ICT and infrastructure the College has adopted the following strategies:

- i) The physical infrastructure has been remarkably improved/ developed. At present the college is about to start the construction of a Building.
- ii) College introduce ICT, for which college utilized Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.
- iii) Latest books and journals are purchased and subscribed in every year.
- iv) Total automation of the library service has been initiated.
- v) Internet service has been made available to the library users.
- vi) Each Honours department maintains and runs a library of its own.



vii) Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.

6.3.6 Human Resource Management

The human resource of the college is managed in a democratic manner. For the management of the students' affair, the college has a Student's Union whose elections are held annually as per University Statutes. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room or in the Teacher's Computer Room for the Student counseling. Above all, there is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the College Service Commission, West Bengal. Any contractual teacher is recruited by an expert committee which includes a University expert. Non-teaching staff are recruited by formation of selection committee.

6.3.8 Industry Interaction/Collaboration

NO

6.3.9 Admission of students

1) Admission is strictly on the basis of merit. College follows rules & regulation, seat reservation policy etc. as per affiliated University and government instruction. All information is properly communicated to stake holder in college website, notice board in the college. The admission procedure has been planned to be totally on-line next year, for which necessary steps are initiated.

2) The College gives prospectus at the time of admission to students from where students could know the information about fees structure, student support, etc.



6.4 Welfare Schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance.
Students	Students' Health Home, Accidental Benefit Schemes, Free Studentship, Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

NONE

6.6 Whether the Annual Financial has been done **YES**

6.7 Whether Academic and Administrative Audit (AAA) have been done? **YES**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	V.U	Yes	G.B & Academic Subcommittee
Administrative	Yes	State Govt.	Yes	G.B

6.8 Does the University/Autonomous College declares result within 30 days NA

For UG Programmes	YES		NO	√
For PG Programmes	YES		NO	

Vidyasagar University holds and declares results of Under Graduate courses; hence the college has no control over the date of publication of results. The college takes care to publish results of college examinations.



6.9 What efforts are made by the University/Autonomous College for examination reforms?

“Supplementary Examination” has also been introduced along with the policy of “no detention” in Examination.

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

NO such initiative.

6.11 Activities and support from the Alumni Association

During peer team visit of NAAC the Alumni Association of the college took momentum and was very much active. One Alumni of the Department of Chemistry has donated a separate book rack in the Departmental Library. Alumni Association in regular contact with the college. Steps are initiated to make them fully functional.

6.12 Activities and support from the Parent-Teacher Association

Every department holds regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development Programme for support staff

The Bursar of the College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees.



6.14 Initiative taken by the Institution to make the campus eco-friendly

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Regular testing of drinking water and quality of canteen food by the College Authority.
4. College Authority recruited a Gardener to maintain the greenery of the campus

Criterion-VII

7. Innovation and Best Practices

7.1 Innovation introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

1. Website upgraded and e-tendering for transparency
2. Online admission
3. COSA implementation initiated for computerization of salary and State Govt. Grants.

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

1. Proposal for renovation of Rooms with sufficient light and fans along with furniture (i.e chair and table). Proposal accepted by G.B and the Principal placed it before the Finance Subcommittee. The necessary fund allocated by the FSC for execution of the work and it is on the way of execution.
2. Proposal for a new boys hostel and new building for introducing PG in some subject as per NAAC recommendation has been submitted.



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

1. Four contractual Staff for B.P.Ed course , a Lady attendant and a Librarian are recruited on contractual basis to easy functioning the college
2. Four full time teachers are appointed by WBCSC.
3. A large number of Guest Lecturers recruited to provide proper academic atmosphere to the students.

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute has introduced a course on environmental science.
2. It also enlists the support and co-operation of its NSS/NCC Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
3. The NSS/NCC volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
4. The college conducted National Environmental Awareness Campaign in collaboration with Forest Department.

7.5 Whether environmental audit was conducted? **NO**

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

NA



8. Plans of institution for next year

1. To advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.
2. To introduce PG Course in Mathematics, Physics, Chemistry and Bengali
3. To introduce UG Course in Nutrition and Santali , BCA, Economics and Computer Science.
4. To renovate the existing office space for better management of office-related works.
5. To increase number of well furnishing class rooms.
6. To plan for second phase of work on construction of new annex Building.
7. To renovate rooms for ICT enabled accordingly.
8. To Wi-Fi the campus

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Alarif Mollah

Signature of the Coordinator, IQAC

Name: Dr. Hariprasad Sarkar


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Signature of the Chairperson, IQAC



ANNEXURE I: ACADEMIC CALENDER

Month	Events
July(2104)	Admission and commencement of classes
August	Admission Process completed and Departmental teachers meeting hold to finalize the routine and distribution of syllabus
September	University registration along with continuation of classes.
October	Vacation(PUJA), Excursion and NSS/NCC camp
November	Classes continued along with class test
December	Classes continued along with guardians meeting. Departmental seminar by the students. Cultural competition
January(2015)	Part –III test, S.U-Election Sports competition(Indoor and Outdoor)
February	Part-II test, Part-III Form fillup
March	Part-I test Part-II Form fillup
April	Part-I form filluP Part-III University Examination
May	Part-II University Examination
June	Part-I University Examination(Summer Recess)



Annexure II

Best Practices: **Practice #1 Title – *To overcome Administrative work load and smooth functioning of the college***

Objective – The College recruited one lady attendant in ladies hostel and one librarian in library on contractual basis for smooth and secured service to the students. It also recruited four attendants in our ongoing B.P.Ed course to provide better service to the students.

Context – The number of students in the college as increased over time but the number of administrative staff decreased.

Practice – More girls are admitted in ladies hostel and initiatives are taken to fully computerized the library

Evidence of Success – Today, with limited permanent staff we are able to serve the students better.

Resources Required –Resources required continuing the effort.

Problems encountered – None.

Practice #2 Titles – *Guest Lecturers Employed* Objective – Provide adequate teaching to students to cope with the syllabus.

Context – The retirement of teachers and post of permanent teacher remain vacant long time therefore necessitated the recruitment of teachers to provide quality education to students. To fulfill the requirement of NCTE for continuing B.P.Ed course.

Practice – The College recruited a large number of Guest Lecturers in each subject as per requirement fixed by the Governing Body to meet the academic requirement of the students.

Evidence of Success –

1) The quality of education has gone up with the introduction of a large number of teachers.

Resources Required –

1) Financial resources required.

Problems encountered: Resource is a major concern as the entire expenditure is done from the College Fund.

