

MALDA COLLEGE, MALDA, WESTBENGAL
The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year: 2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution

Malda College

1.2 Address Line 1

Rabindra Avenue

Address Line 2

Malda

City/Town

Malda

State

West Bengal

Pin Code

732101

Institution e-mail address

principalmc1944@gmail.com
maldacollege@yahoo.co.in

Contact Nos.

03512-220807

Name of the Head of the Institution:

Dr Uttam Kumar Sarkar

Tel. No. with STD Code:

03512-220807, 03512-220516

Mobile:

9734931801

Name of the IQAC Co-ordinator:

Dr. Manas Kumar Baidya

Mobile:

9434180696

IQAC e-mail address:

maldacollege1944@gmail.com

1.3 NAAC Track ID

WBCOGN18342

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner-

Bottom of your institution's Accreditation Certificate)

EC(SC)/05/A&A/054 dated 3-3-2015

1.5 Website address:

www.maldacollege.ac.in

Web-link of the AQAR:

http://maldacollege.ac.in/aqar-maldacollege.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.26	2015	Five years from 03/03/2015 to 02/03/2020
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

22/04/2013

1.8 AQAR for the year

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2014 - 15 (22/12/2015)
- ii. AQAR NA (DD/MM/YYYY)
- iii. AQAR NA (DD/MM/YYYY)
- iv. AQAR NA (DD/MM/YYYY)

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 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)

BCA

1.12 Name of the Affiliating University (for the Colleges)

University of Gour Banga

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Intimation of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders are done by the following processes:

- Ensuring and arranging ICT enabled teaching for every department by providing atleast one projector to them along with other aids.
- Organising seminars and workshops on contemporary issues in continuous basis.
- Implementing Know Your Student (KYS) – a proforma for documenting information regarding student progression. Another two form viz., Know Your Performance (KYP) and Know Your Faculty (KYF) are also under consideration.

The institute publishes magazines, prospectus annually. These are circulated to the students and well-wishers. These publications provide the latest updates on the happenings of the institute. Moreover, the happenings related to academic matters are placed in the institute’s website www.maldacollege.ac.in

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
<ol style="list-style-type: none">1. System of collecting and preserving data regarding students.2. Online 360 Degree Feedback3. Workshop on quality enhancement in teaching and learning	<ol style="list-style-type: none">1. Know Your Students(KYS) has been introduced.2. Feedback system has been introduced.3. Some programmes successfully organized.

See Annexure-III

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 passed by GB President/Administrator.

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	03			
UG	16	2		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01			
Total				
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	18

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

See Annexure III

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

Syllabi are designed by the University in which college faculty take part.
Syllabus has been revised in some departments during 2016.

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

Two departments: Sociology and Education.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	63	19	19		25

2.2 No. of permanent faculty with Ph.D. 20

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
	04	18						02	04	20

2.4 No. of Guest Faculty, Contractual faculty full time and Contractual Faculty Part Time 47 12 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	21	7
Presented papers	11	30	3
Resource Persons	1	3	0

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

- Encouraging students for using books available in NLIST
- Inter-disciplinary & special classes by the teacher of other Departments and Alumni.
- Class Room Seminar and group discussion by the students
- Encouraging students in app based learning as a supplement to the lecture based teaching learning process.

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

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Introduction of MCQ in University Final Exam

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

07		
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2.10 Average percentage of attendance of students

68%

2.11 Course/Programme wise distribution of pass percentage (Final Year) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % or QG%	Pass %
Bengali	87	-	2.30	87.36	-	-
Arabic	18	-	44.44	55.56	-	-
Sanskrit	83	-	9.64	73.49	-	-
English	65	-		93.85	-	-
History	63	-	11.11	80.95	-	-
Political Sc.	46	-		89.13	-	-
Philosophy	48	-	4.17	83.33	-	-
Geography	17	-	58.82	41.18	-	-
Economics	-	-	-	-	-	-
B.A. General	902	-	-	3.33	49.89	-
Mathematics	71	-	45.07	43.66	1.41	-
Physics	16	-	37.50	43.75	-	-
Chemistry	20	-	25.00	70.00	-	-
Computer Sc.	10	-	80.00	20.00	-	-
Zoology	13	-	38.46	46.15	-	-
Botany	13	-	38.46	30.77	-	-
Accounting	13	-	23.08	76.92	-	-
B.Com. General	4	-	-	-	25.00	-
B.Sc. Pure General	8	-	12.50	87.50	-	-
B.Sc. Bio General	7	-	28.57	57.14	-	-
BCA	32	-	3.13	84.38	-	-

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

The IQAC functions as an overall advisory body operating constantly for the betterment of the teaching and learning process. The IQAC meetings often result in the emergence of new ideas which help invigorate teaching methods. IQAC serves notices regarding effective teaching plans, modules maintained by the department and regular departmental meetings to be held for a holistic improvement of the academic environment. Not only this, feedbacks from students are obtained from time to time to ensure the best quality of teaching. In fact the IQAC acts as a guide and moral boost to all the new ventures that the faculty members conceptualize for their students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	45	21		23
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The internet facility is always available so that the faculty can access information. The INFLIBNET facilities are availed by both teaching staff and students. The Institution encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops related to research methodology.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04		
Outlay in Rs. Lakhs		11.65		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		04		
Outlay in Rs.		8,08,600	74,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	4	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1	19	

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	3	UGC	1165800	-
Minor Projects	2	UGC	374000	304000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (Moulana Azad
 National Fellowship, UGC)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	1	1	-		9
Sponsoring agencies	UGB	UGC	-		College

Organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
				1		

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

2

4

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

Nil

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Environmental Awareness Camp with special emphasis of water preservation
- Health Check-up Camp
- Programmes under Swacha Bharat Abhijan organized by College NCC Unit every Saturday
- Literacy Camp by College NSS Unit
- Prime Minister Janadhan Yojana (PMJY) awareness Camp
- Rastriya Swastha Bima Yojna Awareness Camp
- Bank Account Opening Camp

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 (Sq meter)	42400 (17 acres)			42400
Class rooms (No.)	31	1		32
Laboratories (No.)	20			20
Seminar Halls (No.)	3			3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Office ,canteen etc) (No.)	32			32

4.2 Computerization of administration and library

- On-line admission gives the College a bigger opportunity to serve a bigger hinterland and achieving transparency & efficiency.
- Annual maintenance and upgradation of around 50 computers
- Library committee has arranged for access to e-journals & books through INFLIBNET.
- Administrative activities using software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34172	8033658	6023	1432844	40195	9466502
Reference Books	800	400000	0	0	800	400000
e-Books (NLIST)	3000001	7500	0	0	300001	7500
Journals and Magazines	34	118307	34	31548	68	149855
e-Journals	6017	49380	10	26483	6027	75863
Digital Database	0	0	0	0	0	0
CD & Video	53	19725	0	0	53	19725
Others (specify) Newspaper & career Guidance etc	25	33400	0	13563	25	46963

4.4 Technology up gradation (overall)

	Total Computers	No of Computers in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	177	68	-	49	-	15	20	25
Added	64			16		1	3	44
Total	241	68		65		16	23	69

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

The College provides internet facilities to all the Departments and thereby the scope to access international journals and books through N-LIST, INFLIBNET etc. provided by the UGC. The students are given open access facility in the central library and in the respective department's seminar library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 5,45,752
ii) Campus Infrastructure and facilities	Rs. 10,82,461
iii) Equipment	Rs. 6,50,505
iv) Others	Rs. 9,00,863
Total :	Rs. 31, 79,581

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college

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

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

Dissemination of information on the various quality parameters of higher education;

Documentation of the various programmes/activities of the college, leading to quality improvement;

Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;

5.2 Efforts made by the institution for tracking the progression

The college has a formally stated quality policy inferring to its progression. The policies are discussed and reviewed in the management meetings and also with the Staff Council as and when required. Implementation of the plans depends upon various factors such as the financial position, state laws, University statutes, etc.

Policies are executed by the Teacher-in-Charge with the help of office, staff council and students' Union. Also the IQAC monitors the proper functioning and maintains quality assurance of the Institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6623	397	0	87

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men		Women	
No.	%	No.	%
4045	56	3062	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4393	1488	100	782	4	6767	4268	1555	114	1170	0	7107

Demand ratio: 14:1 Dropout %: 27.5

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

- Teachers arrange for preparatory classes for Examination of School Service Commission in different subjects for students belonging to SC/ST/OBC/Minority non-creamy layers by the UGC sponsorship under the head of 'Entry in Service'.
- Basic Computer Handling classes are arranged for students belonging to SC/ST/OBC/Minority non-creamy layers by the UGC sponsorship under the head of 'Entry in Service'.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

We actively organise various career counselling sessions by professional bodies/ Institutes for the benefit of these students. The students are made aware of such counselling programmes through notices. A good response from the students has been observed. The college actually provides a platform for student awareness for various programmes or courses.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

The college has a Women's cell, Gender Harassment Cell which act together to resolve issues (if any) pertaining to sexual harassment.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	301	1,51,000
Financial support from government	1402	NA
Financial support from other sources	21	NA
Number of students who received International/ National recognitions		

5.11 Student organised / 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 students

5.13 Major grievances of students (if any) redressed -

- Pure Drinking Water provided to the students
- Availability of library books increased
- Wi-Fi facility Zone set up for the students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of Malda College is a happy society that gleans the benefits of advanced knowledge and education, but relies on the traditional human values and spiritual ideals of Indian civilization.

6.2 Does the Institution has a management Information System

- The Principal/TIC, the Secretary of the Governing Body, shares the raised issues in the meetings of the Governing Body with the members therein and thereby conveys the information of the top management.
- Further, the discussion and resolution made in the meetings of Teachers' Council, Non-teaching Association and in the joint meetings of teachers and non-teaching staff are represented by the four teacher representatives and two non-teaching representative in the Governing Body.
- Teaching learning matters are mainly decided at Academic Council and Teachers' Council.

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

6.3.1 Curriculum Development

Some teachers of the college are members of the Board of Studies formed by the University.

6.3.2 Teaching and Learning

- In addition to conventional talk and chalk-board method, ICT has been introduced to some extent.
- Basic Computer handling Training are arranged at intervals.
- Classroom sessions are interactive in nature.
- Internet facility has been made available to all the faculty and students at Library.
- Remedial classes are arranged by the faculty for the students as per necessity.

6.3.3 Examination and Evaluation

- Class Tests are arranged at regular interval.
- Online MCQ Test are held

6.3.4 Research and Development

1. Staff members are motivated to take up UGC Research Projects (Major and Minor) and publish research articles by the Research Consultancy Cell.
2. Most of the departments have been equipped with computer and internet facility.
3. Faculty members are encouraged and facilitated to attend international/national conferences/symposia/seminars.
4. Major Research Project is going on with linkage with other Universities.

6.3.5 Library, ICT and Physical infrastructure / instrumentation

- All faculty members have been provided with unique user id and password of INFLIBNET.
- Research journals are kept in the library.
- The library is also well equipped with required titles and several volumes of text books, e-journals, computer hardware and software for conducive learning environment.

6.3.6 Human Resource Management

- The institute takes care of its human resources. Employees are given utmost importance and their needs are recognized well. The service rules are made transparent and they are benefited with PF, Gratuity, GSLI etc.
- The faculty and staff are entitled with other benefits like Casual Leave, Earned Leave, Medical Leave, Study Leave etc. Pay slips are given to the staff every month and the salary is credited to the salary account of the employees on the last working day of every month.

6.3.7 Faculty and Staff recruitment

Recruitment through College service commission, W.B.

Guest Faculties are recruited through proper advertisement and selection process.

6.3.8 Industry Interaction / Collaboration

There is no such scope for direct Industrial interaction. However, the students of Commerce Department on account of project work in their curriculum are exposed to some amount of Industrial Interaction.

6.3.9 Admission of Students

The primary innovation introduced during the last year was the introduction of the on-line admission process by the authority. This not only helped the students but also avoided unnecessary feuds which often took place when admission forms were issued from the college campus itself. This also helped in maintaining transparency during the admission process.

6.4 Welfare schemes

Teaching	Malda College Employees set up a Credit Cooperative Society To provide need based loan.
Non teaching	Do
Students	Half and Full free studentship in Tuition fees are provided to economically backward students at the discretion of the college

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

N.A

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meetings are held as and when necessary

6.13 Development programmes for support staff

Computer literacy Programme

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

✓ **AC waste water reuse**

In order to address the scarcity of water in summer, the waste water from AC machines is collected and reused in the laboratory as distilled water.

✓ **Save paper save trees**

The IQAC has started a campaign on “Save Paper, Save Trees.” Under this campaign, IQAC has campaigned to all the departments to encourage them use of electronic documents as much as possible and avoid printing, and if printing is absolutely necessary, take a double side printing. As a result of the campaign, paper usage has been reduced in the college campus.

✓ **Save energy**

Centralized power switches are installed at every classroom. When the classroom is not in use, the switches are off with a single go.

✓ **Water Recharging**

Total amount of the rain water collected in college campus is collected in a large pond which is maintained regularly and thereby helping recharge of ground water.

✓ **Plantation**

Planting trees and beautification is a regular feature in our NSS/NCC program schedule

✓ **Waste management**

Wastes are stored in suitable containers till proper disposal.

✓ **e-waste management**

The e-waste generated is stored in the campus and disposed as scrap.

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.

A proforma for documenting information regarding student progression, Know Your Student (KYS) and Know Your Performance (KYP) are filled in by the students and teachers.

Another Form, Know Your Faculty (KYF), is filled in by the faculties to record the performance of the teachers in teaching learning and faculty development

Last Feedback is taken from the outgoing students at the time of receiving Certificate so that they can express their final impression of the college freely.

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

- Computer with internet facilities was planned for all departments and most departments were provided with such facility.
- Most of the Departments were provided with LCD projectors as an aid ICT based teaching learning process.
- Implementing Know Your Student (KYS) online form– a proforma for documenting information regarding student progression.
- N-LIST facility provided for all staffs as well as for all students of the college.
- Contemporary and relevant seminars have been organised by the IQAC as well as by the Departments.
- Teachers' Common Room, Office are Wi-Fi enabled and a Wi-Fi zone for students.
- Online Feedback by students are held.

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

- Annual Model Exhibition cum Competition
- Inter-disciplinary approach in teaching (*See Annexure –IV*)

7.4 Contribution to environmental awareness / protection

Planting Trees
Discouraging students to use plastic and disposable pens
Organizing Awareness camps

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTH

- ✓ A sprawling green campus with gardens of various kind and size, one pond, one playground and enough space in between built-up areas, is a source of right kind of academic ambience.
- ✓ Tradition of order and discipline within campus is a legacy that the students instinctively learn to uphold.
- ✓ The College is very meticulous to maintain an ideal condition in the examination halls with zero tolerance to Malpractice.
- ✓ The Teachers and the administrative staff are easily accessible to the students, creating a homely atmosphere in the campus.
- ✓ NSS and NCC are quite actively engaged in welfare programmes.

- ✓ Self-financed courses are run successfully by a perfect co-ordination of efforts of both the permanent and contractual staff of the college.
- ✓ As no incident smacking of indiscipline or moral turpitude is reported to occur in the college students prefer this college over others in the vicinity.

WEAKNESS

- ✓ Number of staff both in the teaching and administrative category, is not adequate for the number of students the college has to accommodate.
- ✓ Size and number of rooms available are not adequate for the various requirements arising with introduction of new courses and programmes.
- ✓ Students from backward communities constitute a large portion of enrolment, posing challenge for the teachers in process of teaching & evaluation.
- ✓ Scarcity of teaching days, because of lengthy examination schedule and evaluation process, is an insoluble problem.
- ✓ Students from distant areas show tendency of irregularity in the class.

OPPORTUNITIES

- ✓ Free UGC sponsored coaching for Entry in services and in NET/SET for the SC/ST and minority students is a noticeable facility offered by the college.
- ✓ Three separate and well enriched libraries serve the requirement both of the average and advanced students as well as faculty members.
- ✓ The college offers a large number of courses and subject-combination options to ensure horizontal mobility in course choice.
- ✓ Financial helps are provided to the needy students.
- ✓ Placement and Guidance Cell creates in the students an awareness of the current situation in job - market.
- ✓ Advance students develop interest in research from the UGC projects running in the various departments.

CHALLENGES

- ✓ Students Demand and want of sufficient number of colleges in the district make it difficult for the college to impose limit to admission, particularly in general course.

- ✓ A section of students are irregular in class attendance because of family condition and sometimes because of intellectual immaturity. Measures like Guardian–Teacher meet and Individual counselling do not click effectively always in this regard.
- ✓ Conventional examination system does not always create in the student a knack for free thinking which is important for personality development. Measures for developing intellectual power for applied purpose appear insufficient.

Plans of institution for next year

Academic Plan:

The college authority has taken decision that from the academic session 2016-17, a number of steps will be taken to make the classroom teaching more interesting.

1. More emphasis will be given on teaching-learning practice based on ICT applications.
2. The Power point lectures will be made available in the college website as reference for the students.
3. At the end of every month, a feedback about understanding the subjects and progress will be taken by the Departments. The intention for this feedback is to find out the weaker students and remedial classes will be arranged for such students so that they can catch up with the relatively advanced students.
4. Mentoring system for each student will be introduced. For this they need to fill-up a form by providing their details with their self-assessed problem. The filled-up form to be submitted to the assigned mentor. The mentor may be a teacher from other Department of the college or a professional counsellor. The mentor will maintain the file for each class / section.
5. Academic audit will be conducted by appointing an external academic audit committee comprising of experienced academicians and professionals from industry to find out the strengths and loopholes of the academic aspects of the college.
6. Group discussions and Seminar presentations by the students will be practiced to improve both self-study as well as communication skill.
7. Encouraging team visit by secondary school for attracting them in higher education.
8. An initiative will be taken to engage alumni in contributing to the Book Bank of the college, which is needed for the deserving students.

Administrative Plan

1. A book-bank will be established for all categories of students.


2. Library will be fully computerized and automation of circulation facilities will be provided on digital environment
3. A number of air-conditioning machines will be installed in the Library to facilitate 'learn in comfortable environment'.
4. A separate section will be created for fiction for the enhancement of reading habits in the students.
5. The Book Bank Facility will be revived for the SC/ST/OBC/Minority students.
6. Registration of Alumni Association and encouraging greater participation as well as contribution to the institution will be arranged.
7. 360 degree Feedback facility as practiced will continue. For this, online feedback by the outgoing students regarding college Viz., infrastructure, administration and faculty will be taken.
8. A Language Lab will be constructed in the college to facilitate learning of language in better way.
9. Cashless practice for the transaction will be encouraged.
10. An Entrepreneurship Development Cell (EDC) will be formed in the college to facilitate small entrepreneurship.

Infrastructural Plan

1. Strengthening boundary wall of college premises including college ground for safety.
2. To prepare Structural and architectural drawing and estimate of drainage system of the college.
3. Construction of pit for drainage of Acid and toxic waste from the chemistry department
4. Installation of energy savings lights phase by phase and installation of solar power lamps
5. To prevent tap leakage in all the premises to save water.
6. To make arrangement for a separate medical room and first aid.
7. To sign MOU with MMCH, DCSA and MWC College for better utilization for infrastructure and expertise.


Name: Dr. Manas Kumar Baidya

Name: Dr. Uttam Kumar Sarkar

 22.12.16

Signature of the coordinator, IQAC

Date: 22.12.16

 22.12.2016

Signature of the chairperson, IQAC

Date: 22.12.16



Principal
Malda College, Malda

Malda College_AQAR_2015-16

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure- II

ACADEMIC CALENDAR 2015-16

MALDA COLLEGE, MALDA

Month	SUN	MON	TUE	WED	THU	FRI	SAT
Jul 2015				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16 Plantation programme	17 Holiday	18 Id UI Fitre
	19	20	21 2nd & 3rd yr class start	22 Class	23 Class	24 Class	25 Class
	26	27 Class	28 Class	29 Class	30 Class	31 Class	
Aug 2015	30	31 Class					1 Class
	2	3 Class	4 Class	5 Class	6 Class	7 Class	8 Class
	9	10 Class	11 Class	12 1st yr honors class start	13 Class	14 Class	15 Indipendance Day
	16	17 Class	18 Class	19 Class	20 2nd & 3rd yr GM	21 Class	22 Class
	23	24 2nd & 3rd yr CT	25 2nd & 3rd yr CT	26 2nd & 3rd yr CT	27 Class	28 Class	29 Class
Sep 2015			1 Class	2 Class	3 Class	4 Class	5 Janmastami
	6	7 Class	8 Class	9 Class	10 Class	11 1st yr honors GM	12 Class
	13	14 1st yr CT	15 1st yr CT	16 1st yr CT	17 Class	18 Class	19 2nd & 3rd yr GM
	20	21 2nd & 3rd yr CT	22 2nd & 3rd yr CT	23 2nd & 3rd yr CT	24 Class	25 ID-Ud-Joja	26 Class
	27	28 Class	29 Class	30 Class			
Oct 2015					1 Class	2 Birth Day of Gandhiji	3 Class
	4	5 Class	6 Class	7 Class	8 Class	9 Class	10 1st yr honors GM
	11	12 Mahalaya	13 1st yr CT	14 1st yr CT	15 2nd & 3rd yr CT	16 2nd & 3rd yr CT	17 2nd & 3rd yr GM
	18	19 Mahasasthi of Durgapuja	20 Puja Vacations Commence	21 Vacation	22 Vacation	23 Vacation	24 Vacation
	25	26 Vacation	27 Vacation	28 Vacation	29 Vacation	30 Vacation	31 Vacation
Nov 2015	1	2 Vacation	3 Vacation	4 Vacation	5 Vacation	6 Vacation	7 Vacation
	8	9 Vacation	10 Vacation	11 Vacation	12 Vacation	13 Vacation	14 Vacation
	15	16 Vacation end	17 Class	18 1st yr honors GM	19 2nd & 3rd yr GM	20 1st yr CT	21 1st yr CT
	22	23 2nd & 3rd yr CT	24 2nd & 3rd yr CT	25 Guru Nanak Birthday	26 Class	27 Class	28 Class
	29	30 Class					

			1 Class	2 Class	3 Class	4 Class	5 Class	
Dec 2015	6	7 Class	8 P III Test Exam	9 P III Test Exam	10 P III Test Exam	11 P III Test Exam	12 P III Test Exam	
	13	14 Class	15 Class	16 Class	17 Model Exhibition	18 Model Exhibition	19 Model Exhibition	
	20	21 CP	22 CP	23 CP	24 Fatcha-Dowaz-Daham/Milad-un-Nabi	25 Christmas Day	26 Winter Recess	
	27	28 Recess	29 Recess	30 Recess	31 Recess			
Jan 2016	31					1 New Year	2 Class reopen	
	3	4 Class	5 Class	6 Class	7 Class	8 No Class for SU Election	9 No Class for SU Election	
	10	11 No Class for SU Election	12 Vivekananda Birthday	13 RC for 3rd yr	14 RC for 3rd yr	15 RC for 3rd yr	16 RC for 3rd yr	
	17	18 Class, Part III form fill up	19 Class, Part III form fill up	20 Class, Part III form fill up	21 Class, Part III form fill up	22 Class, Part III form fill up	23 Netaji Birthday	
	24	25 Class, Part III form fill up	26 Class, Part III form fill up	27 Class, Part III form fill up	28 Class, Part III form fill up	29 Class, Part III form fill up	30 Class	
Feb 2016		1 Part III practical exam start	2 Part III exam	3 Part III exam	4 Part III exam	5 Part III exam	6 Part III exam	
	7	8 Part III exam	9 Part III exam	10 Part III exam	11 Part III exam	12 Part III exam	13 Part III exam	
	14	15 Part III exam	16 Part III exam	17 Part III exam	18 Part III exam	19 University Foundation Day	20 Part III exam	
	21	22 Part III exam	23 Part III exam	24 Part III exam	25 Part III exam	26 Part III exam	27 Part III exam	
	28	29 Part III exam End						
Mar 2016			1 Class	2 Class	3 Class	4 Class	5 Class	
	6	7 Part I & II Test Exam Start	8 Part I & II Test Exam	9 Part I & II Test Exam	10 Part I & II Test Exam	11 Part I & II Test Exam	12 Part I & II Test Exam	
	13	14 Part I & II Test Exam	15 Part I & II Test Exam	16 UGB Part III Final exam	17 UGB Part III Final exam	18 UGB Part III Final exam	19 UGB Part III Final exam	
	20	21 UGB Part III Final exam	22 UGB Part III Final exam	23 UGB Part III Final exam	24 UGB Part III Final exam	25 UGB Part III Final exam	26 UGB Part III Final exam	
	27	28 UGB Part III Final exam	29 UGB Part III Final exam	30 UGB Part III Final exam	31 UGB Part III Final exam			
Apr 2016						1 UGB Part III Final exam	2 UGB Part III Final exam	
	3	4 Part I & II Form Fill up	5 Part I & II Form Fill up	6 Part I & II Form Fill up	7 Part I & II Form Fill up	8 Part I & II Form Fill up	9 Part I & II Form Fill up	
	10	11 Part I & II Form Fill up	12 Class	13 Class	14 Ambedkar Birthday	15 Bengali New Year	16 Class	

	17	18	Class	19	Class	20	Class	21	Class	22	Class	23	Class
	24	25	Class	26	Class	27	Class	28	Class	29	Class	30	Class
May 2016	1	2	Class	3	Class	4	Class	5	Class	6	Class	7	Class
	8	9	Special Tagore Assembly	10	Class	11	Class	12	Class	13	Class	14	Class
	15	16	Part I & II Exam,SR	17	SR	18	SR	19	SR	20	SR	21	SR
	22	23	SR	24	SR	25	SR	26	SR	27	SR	28	SR
	29	30	SR	31	SR								
Jun 2016					1	SR	2	SR	3	SR	4	SR	
	5	6	SR	7	SR	8	SR	9	SR	10	SR	11	SR
	12	13	SR	14	SR	15	SR	16	SR	17	SR	18	SR
	19	20	SR	21	SR	22	SR	23	SR	24	SR	25	SR
	26	27	SR	28	SR	29	SR	30	SR				

SR: SUMMER RECESS

CT: CLASS TEST

GM: Guardians' Meet

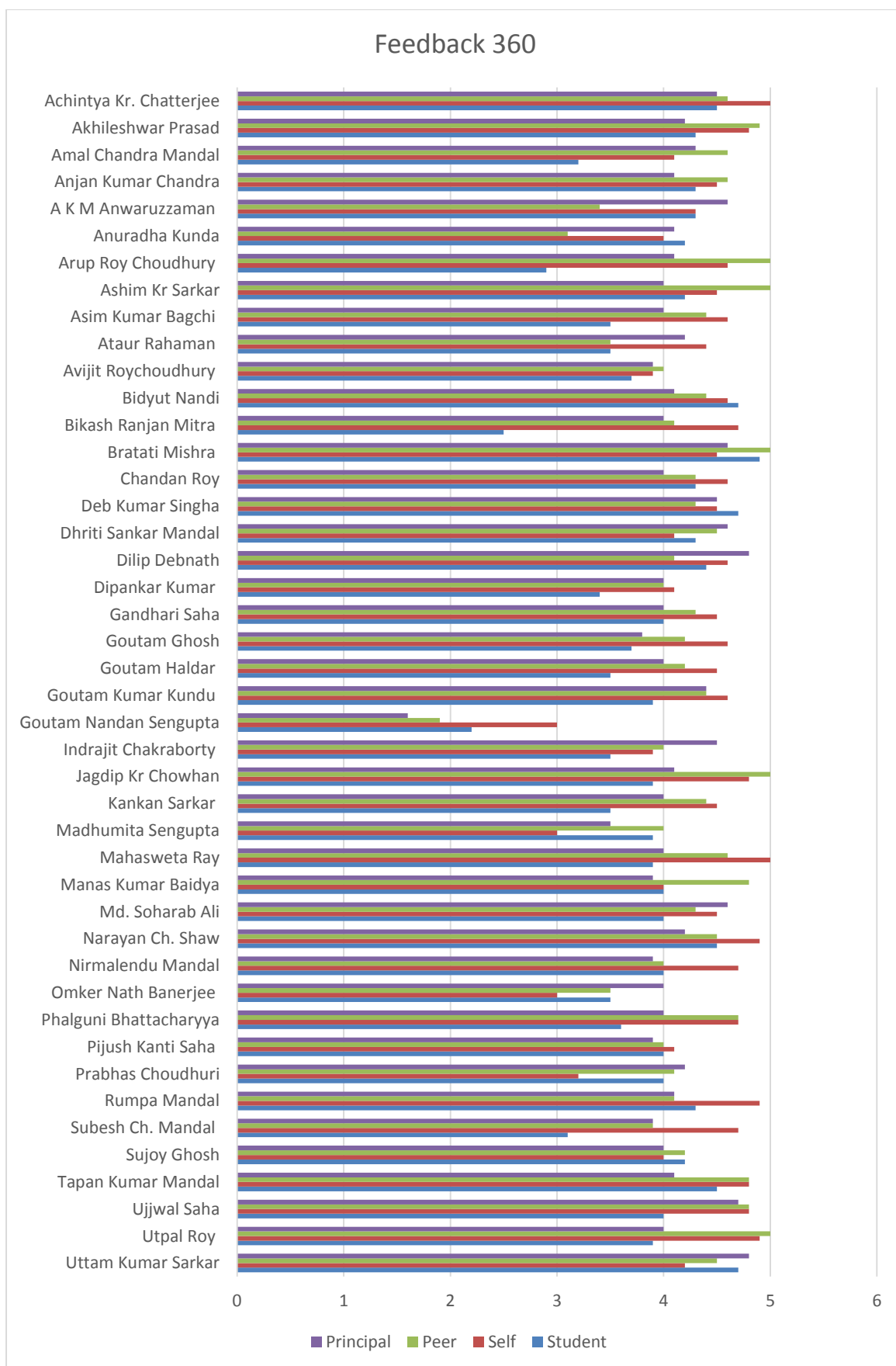
RC: Remedial Class

CP: Cultural Programme

SU: Student Election

Developed by IQAC, Malda College

Annexure -III



Annexure- IV

Best Practices:

1. *Title of the Practice*

- Annual Model Exhibition Competition
- Inter-disciplinary approach in teaching

2. *Goal*

The apparently dull process of Teaching and learning in the classroom requires to be made interesting to the general students, Relevance of syllabus – oriented learning has to be defined through example of its application in practical life. It stimulates the learners' enthusiasm to participate in class – room activities.

3. *The Context*

Declining interest of a section of students in general academic activities of the college pointed to the necessity of adding clear to the dull academic process. Two means of recharging the spirit of the learners have been adopted.

4. *The Practice*

a) Inter- disciplinary teaching plan:

Inter–disciplinary classes have been arranged for generating new interest in the learners. Two inter–related disciplines are sharing each other specialities that enrich their knowledge. Exchange of ideas through teachers of different subjects is further complemented by classes taken by alumni members, students and faculties of neighbouring colleges and schools.

Constraints and Limitation:-

Inter- disciplinary exchange programmes within the college faculties must be kept within a moderate bound, in view of the scarcity of teaching days available throughout the year. Sometimes the number of classes available is not adequate for designing an effective lesson plan. In such cases it is difficult to add any elaborate enrichment division to the conventional routine.

b) Annual Model Exhibition Competition:-

In the month of January the college organises a Model exhibition cum competition for the students. All the departments participate in it with models, charts, pictures & audio – visual shows on a particular theme demonstrating the applied aspects of syllabus- oriented knowledge in every discipline. Students' interaction with the spectators and the visiting judges turn into a lively session to expose the learners to the practical side of what they learn and stimulate them intellectually.

Constraints and limitation:-

Preparation for the exhibition prior to the two – day long occasion proves to be a lengthy and hectic affair. A number of students, who get busy in making necessary arrangements, have to

stay away from regular classes sometimes. Scarcity of teaching days is the major obstacle in the way of allowing adequate space for preparation.

5. Evidence of Success

Evidence of positive result in case of both the practices is quite apparent. Possibility latent in the above-mentioned practices cannot be fully explored because of the constraints already explained. Still signs of moderate achievement are not far to seek. In view of the objective behind introducing such practices the following maybe mentioned as evidence of success:-

- I) Lectures delivered by the teachers of another department in found to charge the academic atmosphere with a sense of energy & alertness.
- II) Inter-disciplinary teaching plan contributes to develop in the students a sense of emotional and intellectual kinship with larger number of teachers and students.
- III) It evolves in the young souls a sense of fundamental unity in the vast multi-disciplinary field of learning.
- IV) Exhibition cum competition caters to the young pupils' need for an environment of creative activity, cooperative enterprise and competitive habit that is constructive and healthy.
- V) The sense of enthusiasm that this annual occasion produces in the students is a welcome phenomenon in the campus life of the young people.
- VI) Serious contemplation on the themes and alert planning of the method of presentation certainly stimulate the student's creative and perceptive faculties which is the ultimate aim of every discipline of learning.

1. Problems Encountered and Resources Required

Inter- disciplinary exchange in teaching can be extended further if financial and human resources can be drawn on larger scale. Experts in different branches of knowledge can be invited to enlighten the students on relevant topics. Students can be taken to places or sites for documents, people, samples or events that develop a concrete idea regarding what they read in books and gather from class – lectures. Such excursions are, at present limited to a few departments and constrained to operate within a scanty budget. So college is contemplating to enlarge the scope of facility in this regard.

The model exhibition cum competition is an excellent source of creative inspiration, intellectual stimulation. It is a recreational counterpart of the staff academic pursuit. College sanctions a grant to each department to meet the expenditure of the presentation. But the amount of the grant is not enough to allow the young people to give free play to their imagination. College is considering to raise the grant for facilitating the performance of the students. College intends to give free rein to their creative talents.
