



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	ALIPURDUAR MAHILA MAHAVIDYALAYA
Name of the head of the Institution	Amitabh Roy
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03564-251962
Mobile no.	9434449856
Registered Email	apdgirlscollege@gmail.com
Alternate Email	apdgirlscollege@ymail.com
Address	Loharpool, Newtown P.O. & District Alipurduar
City/Town	Alipurduar
State/UT	West Bengal
Pincode	736121

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Ritwika Laskar
Phone no/Alternate Phone no.	03564251962
Mobile no.	9830269927
Registered Email	ritwikalaskar@gmail.com
Alternate Email	apdgirlscollege@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://alipurduargirlscollege.org/aqar.html">http://alipurduargirlscollege.org/aqar.html</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://alipurduargirlscollege.org/academic-calendar-iqac.html">http://alipurduargirlscollege.org/academic-calendar-iqac.html</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.99	2019	26-Mar-2019	25-Mar-2024

<b>6. Date of Establishment of IQAC</b>	31-Jan-2015
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Spoken English class for Teaching Faculty	06-May-2019 12	22
Organisation of District Level Inter College Competition	11-Sep-2018 03	502
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Higher Education	125th Chicago Speech Celebration	West Bengal State Government	2018 03	200000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

Yes

If yes, mention the amount

200000

Year

2018

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Organisation of District level Inter College Competition following the guidelines laid down by the Department of Higher Education, Government of West Bengal. 2. Initiation and completion of NAAC accreditation, First Cycle. 3. Organisation of a 12 days Spoken English Class for the Teaching Faculty of the College. 4. Organisation of 1 programme on Gender Equity.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Organisation of Spoken English class for Teaching Staff of the College	Short term Spoken English Class was organised for the teaching staff of the College
Initiation of NAAC accreditation (First Cycle)	NAAC assessment and accreditation was conducted in the month of March
Organisation of District Level Inter College Cultural Competition	Students from all the ten colleges of the district participated in the competition.
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	24-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

26-Mar-2019

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

14-Dec-2019

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is affiliated to the University of North Bengal and follows the syllabus recommended by the University for all the Courses. In order to ensure all round development of its students, co - curricular activities are arranged.

The curriculum includes a good range of curricular activities along with the regular course of study. An academic calendar is formulated at the beginning of each academic session which provides enough scope for special lectures, student seminars and visits to places of educational significance to name a few. Besides, the Teacher - Council Secretary prepares a detailed routine outlining the classes to be held through out the week. Each Department holds a meeting at the beginning of every academic session for syllabus allotment. Faculty of each department meet at regular intervals to monitor their progress with regard to completion of syllabus. Teachers also maintain an academic diary. Students are assessed on a continuous basis and their progress is monitored. Remedial classes are provided for weak students. Regarding any change in the syllabus, the University informs the College authority which in turn is conveyed to the concerned Department. Progress of the students is also recorded to understand their learning needs. The Vice Principal meets the Head of the Departments at regular intervals to discuss and solve problems, if any.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Philosophy Honours	07/07/2018
BBA	Aviation, Tourism & Hospitality Management	07/07/2018
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English Hons.	07/07/2018
BA	Bengali Hons.	07/07/2018
BA	Sanskrit Hons.	07/07/2018
BA	History	07/07/2018
BA	Political Science	07/07/2018
BA	Philosophy	07/07/2018
BA	Education	07/07/2018
BA	General	07/07/2018
BBA	Aviation, Tourism & Hospitality Management	07/07/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>Selected Students of the final year are given a feedback form. These students are representative of their Departments. The feedback form includes questions on performance of the teachers as well as infrastructural and academic facilities of the College. The feedback received from the students are then analysed and concerned teachers are informed accordingly. Matters related to infrastructural and academic facilities are conveyed to the concerned committees. Besides, feedback form, there is a Suggestion Box. Students are encouraged to write in their suggestions/grievances. The Grievance Redressal Committee looks into their suggestions and grievances and tries to solve as many as possible. Feedback Form for teachers is made available in the College website. Teachers from each Department fill in their feedback and submit the form to the IQAC at the beginning of each session. Along with their feedback, they also submit proposal for various departmental activities to be conducted during the session. These responses are analysed thoroughly and wherever possible suggestions made by teachers are implemented. Parents are invited to College once in each academic session. The Head of the Institution interacts with them to find out about their opinion and suggestions.</p>

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Hons.	37	553	24
BA	Begali Hons.	47	754	34
BA	Sanskrit Hons.	30	162	21
BA	Education Hons.	30	275	25

BA	History Hons.	42	250	25
BA	Philosophy Hons.	30	4	3
BA	Political Science Hons.	40	188	18
BA	General	435	1009	283
BBA	Aviation, Tourism & Hospitality Management	40	4	4
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	773	0	12	0	0

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	6	3	1	0	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are mentored informally by the teachers. Teachers try to understand if the students are going through any psychological problem. In case of any such instance they are taken special care of. Representatives from local NGOs are invited to College at regular intervals to interact with the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
773	12	64:1

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	0	0	3

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	English Hons.	Third Year	11/06/2019	12/07/2019
BA	Bengali Hons.	Third Year	11/06/2019	12/07/2019
BA	Education Hons.	Third Year	11/06/2019	12/07/2019
BA	History Hons.	Third Year	11/06/2019	12/07/2019
BA	Political Science Hons.	Third Year	11/06/2019	12/07/2019
BA	General	Third Year	19/06/2019	12/07/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

With the implementation of Choice Based Credit System from the session 2018 - 19, the system of continuous evaluation has been given more emphasis. Initially continuous evaluation mainly included class tests. However, certain reforms were initiated for the benefit of the students keeping in mind their all round development and the need to let them express themselves. These reforms included student seminars, panel discussions, power point presentation by students. The new practices have helped the students in expressing themselves more freely. The ability to talk in front of an audience has also helped in augmenting their self confidence. Compulsory attendance is also another important feature of continuous assessment. Class performance is also given a good importance while evaluating performance of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared at the beginning of every session. Each Department prepares its schedule on the basis of the calendar. The calendar is made available in the College website (<http://alipurduargirlscollege.org/academic-calendar-iqac.html>). Continuous evaluation of students, in the form of class tests, seminars, group discussions, panel discussions and powerpoint presentations are scheduled on the basis of the time period mentioned in the academic calendar. Year end/Semester end examinations are held on the basis of the schedule prepared by the University of North Bengal.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://alipurduargirlscollege.org/course-outcome.html>

2.6.2 – Pass percentage of students



Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA Hons.	BA	English	17	17	100
BA Hons.	BA	Bengali	15	10	66.67
BA Hons	BA	Education	19	19	100
BA Hons	BA	History	14	14	100
BA Hons	BA	Political Science	8	3	37.5
BAG	BA	General	164	164	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://alipurduargirlscollege.org/student-satisfaction-survey-sss.html>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Discussion on Intellectual Property Rights with emphasis on Research Ethics	English, Education	13/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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### 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

## 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

## 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	0
National	History	2	5.95
National	Bengali	2	0
National	Education	1	7.08
National	Political Science	1	7.08
<a href="#">View File</a>			

## 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	1
History	1
Bengali	2
English	2
<a href="#">View File</a>	

## 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	1

Resource persons	2	1	0	0
Presented papers	11	2	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Red Ribbon Club Awareness Programme	NSS Red Ribbon Club	12	155
Collection of Funds for contribution to Kerala Flood Relief	NSS	10	40
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Women Awareness Programme	Prism (NGO)	Right to Safe Menstruation and Campaign for menstrual hygiene management	6	150
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant
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		/research lab with contact details			
<b>No Data Entered/Not Applicable !!!</b>					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Avlon Shiksha Niketan	27/08/2018	Conducting BBA General Degree Programme	50
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2	1.75

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management Software developed by Techno Developers Group	Fully	1.2	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2524	1020284	400	112753	2924	1133037
Reference Books	240	153274	88	28933	328	182207
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-

		is developed	content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	8	0	8	0	0	1	6	12	0
Added	1	0	0	0	0	1	2	8	0
<b>Total</b>	<b>9</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>20</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1	1.1	1	0.89

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Campus Development Committee and Library Committee looks into matters related to maintenance and augmentation of infrastructural facilities and academic support facilities. Both the Committees meet at regular intervals to inspect and review the facilities available and decide on ways of improving them. They prepare a plan of action and a rough budget. Their action plan and budget is then presented in front of the Governing Body for its approval. At the end of each session both the committees prepare a detailed report of the action taken with regard to their plan of action. The Action Taken Report is made available in the College Website.</p> <p style="text-align: center;"><a href="http://alipurduargirlscollege.org/infrastructural-academic-support-facilities.html">http://alipurduargirlscollege.org/infrastructural-academic-support-facilities.html</a></p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

##### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship	15	5700

<b>Financial Support from Other Sources</b>			
a) National	NA	0	0
b) International	NA	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	02/05/2019	35	Teachers from each Department
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Rise with RICE	0	102	0	0
2018	Career Awareness Programme by Geometry Global - on ground partner for Hindustan Unilever Ltd.	0	103	0	0
2019	Training and Livelihood Opportunities	0	99	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA Honours	Education	Cooch Behar Panchanan Barma University	MA in Education
2019	1	BA Honours	History	Netaji Subhas Open University	MA in History
2019	1	BA Honours	English	Netaji Subhas Open University	MA in English
2019	1	BA Honours	Education	Raiganj University	MA in Education
2019	4	BA Honours	Education	Cooch Behar Panchanan Barma University	MA in Education
2019	4	BA Honours	General	Netaji Subhas Open University	MA in Political Science
2018	6	BA Honours	Education	Diamond Harbour Womens University	MA in Education
2018	1	BA Honours	History	University of North Bengal	MA in History
2018	1	BA Honours	History	Alipurduar B.Ed Training College	B.Ed
2018	1	BA Honours	English	Rabindra Bharati University	MA in English
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Institutional	145

Saradiya Utsav	Institutional	154
Shawbdo theke Bakya - Workshop on Dialogue Delivery	Institutional	35
Sampriti Saptaho - District Level Inter College Competition	District	502
Basanta Utsav	Institutional	165
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold	International	1	0	1808261	Susmita Roy
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Council is chosen on the basis of election from among the regular students. The elections are held on the basis of notification made by the Government of West Bengal. Presently, there is no such Council as the Government has kept on hold the election of Students Council. However, once the elections are done, there will be one representative from among the students in each Committee. There will be a representative in the Governing Body as well. Once the Students Council is formed, they will mainly have to look into the matters related to students welfare and report to the concerned authority. The authority then looks into the matter and take necessary action.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The Vice - Principal welcomes innovative ideas, concepts and thoughts from



the different committee members and involves them in the decision making mechanisms. For proper support for policy and planning, the Vice - Principal interacts with the faculty. The plans and proposals are discussed in the meetings of the Governing Body comprising of representatives from the Government, University and staff of the College. Total decentralization of the administrative system is adopted for promoting co - operation, sharing of knowledge, innovations and empowerment of the faculty. Specific committees are constituted by the governing body of the college for overall management of Admission, Examination, Campus Development and Library. Committees and Sub Committees are formed with teachers, students and non teaching staff to ensure academic development and smooth functioning of the administration. The Committees are informed about their duties and responsibilities by the Vice Principal and the IQAC. Their activities are also monitored by the Vice Principal and the IQAC Coordinator. 2.The Head of the respective Departments are responsible for the academic activities. The Vice Principal, Coordinator of the IQAC and Teacher Council Secretary and the Head of the Departments meet once every month to review the academic activities and plan for further activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The syllabus is prescribed by the University of North Bengal. However, in order to provide a complete educational experience, the institution invites various organisations for special lectures and awareness programmes in college. RICE organises orientation and awareness programmes about different career opportunities for the students. Training Programmes in collaboration with private bodies are arranged so that students are able to understand their vocational capabilities thus enabling them to choose a career after the end of their course in college. The Cultural Committee takes special initiative in organising cultural programmes so that students can hone their talent. This helps in the all round development of the students.
Teaching and Learning	Innovative methods like story telling, movie screening are employed to make the teaching - learning process more interesting. Students are also made to prepare powerpoint presentations and present it in front of their friends. This gives them confidence and enhances their ability to speak and explain themselves. Extempores are also organised. Students are encouraged to do self - study.

Examination and Evaluation	Students are assessed continuously and their performance is analysed. They are informed about their strengths and weaknesses. Assessment is not limited to only pen and paper test. They are also made to prepare a topic and present it in class. Students are examined mainly through their participation in class. The semester end examinations are conducted by the University of North Bengal.
Research and Development	Teachers are encouraged to participate in seminars. They are also encouraged to apply for research projects and get their research papers published in peer - reviewed journals.
Library, ICT and Physical Infrastructure / Instrumentation	The number of books in the library has been increased substantially. Students are able to borrow books as well as sit in the library and study. The college has subscribed to Infilibnet to ensure access to e journals. All the teachers and most of the students have their own id and password to access the e journals through infilibnet. Number of computers in the library has been increased. Classes are held in the audio - visual room so that teachers can teach using the smart board.
Human Resource Management	The Vice Principal manages the entire College through the teaching and the non teaching staff. All the staff members are informed about their duties. The Vice Principal supervises their work and ensures that the right person is at the right place at the right time for efficient functioning.
Industry Interaction / Collaboration	The College has collaborated with local bodies, Private institutions and NGOs like Anudip Foundation, AVLON Shiksha Niketan, RICE to provide its students with unique educational experiences.
Admission of Students	The process of admission of the students has been made completely online with zero financial transaction within the College premises. All notices regarding admission are made available in the College website. Details regarding eligibility criteria, reservation of seats, intake capacity, fee structure, rules and regulations related to admission are constantly updated and clearly notified. Relaxation in terms of marks is made for students from reserved category adhering to the norms laid down by the

University of North Bengal. The entire process is managed online.

### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	The institution has developed the strategy of Whatsapp group based administrative work for smooth and quick responsive work culture. All information are transmitted to the concerned Department through electronic mails. Records of meetings are digitised for easy accessibility. Feedback and Survey Forms are made available in the College website so that both students and teachers are able to put in their responses and submit the same to the College authority.
Finance and Accounts	The college office uses an automation software developed by Techno Developers Group, a firm based in Siliguri, West Bengal. The ledger is maintained digitally to record all financial transactions. Daily cash transaction is also recorder digitally.
Student Admission and Support	The entire process of admission is conducted online. All data regarding the admission process - dates, intake capacity, fee structure, merit lists are published in the College website. A student has to fill in all the details while applying. Once a student takes admission, all her details are automatically captured for future use. Any data related to enrolment or total number of students can be easily accessed through the Online Admission Software.
Examination	The entire process of examination form fill up, publication of results, post publication reassessment and scrutiny is done online through the official portal of University of North Bengal. Once results are declared, the same is updated in the College software. Data related to presence/absence of students during the examination are updated in the University website with no delay.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	12 day Course in Spoken English	NA	06/05/2019	31/05/2019	22	0
2018	NA	Training in Library Management Software	29/12/2018	29/12/2018	0	2
2018	NA	Hands on Training in Office Management Software	27/12/2018	28/12/2018	0	4

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program	1	04/09/2018	01/10/2018	28
Orientation Program	3	27/08/2018	31/08/2018	5
Refresher Course	1	01/08/2018	21/08/2018	1
Workshop	1	26/12/2018	05/01/2019	7
Workshop	1	13/02/2019	20/02/2019	7
Workshop	1	04/02/2019	16/02/2019	12
Refresher Course	1	06/06/2019	19/06/2019	14
Workshop	1	21/06/2019	30/06/2019	10

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal Health Scheme	Swasthya Sathi (Health Scheme by the State Government)	Freeships, Scholarships by the State Government

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audits are conducted regularly. The college, being a Government Aided organization receives funds from the Government of West Bengal and therefore all its accounts are subject to audit by the Government appointed statutory auditors. The institution gets its account audited internally on an annual basis. For external audit, a designated firm is appointed by the government of West Bengal. The decision of the government is intimated to the audit firm as well as the college authority. The college authority gets in touch with the designated firm and together they decide upon a convenient date to get the accounts audited. The statutory auditors prepare and submit an audit report with audit observations. The report is then submitted to the Director of Public Instruction (College Audit Cell), Government of West Bengal for perusal.

#### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
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#### 6.4.3 – Total corpus fund generated

463800
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### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Head of the Institution, IQAC, TCS
Administrative	No		Yes	Head of the Institution, IQAC

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

There is no provision for formal Parent - Teacher Association.
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#### 6.5.3 – Development programmes for support staff (at least three)

1. Hands on Training in Office Software Management. 2. Training in HRMS Module and maintenance of Financial Records 3. Training Program in Library Software Management
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#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The College has signed Memorandum of Understanding with Anudip Foundation, Alipurduar to impart Skill Based Short - Term Training Courses. These Courses mainly include Communicative English and Training in Accounting with Tally. 2. Construction of a mini auditorium has already been initiated within the College campus to enhance cultural activities. Number of Sports Equipments has also been increased considerably to enhance sports activities. 3. The College has applied to the Department of Higher Education, Government of West Bengal for sanction of funds to construct a hostel for girls within the College campus. Once such fund is sanctioned, the authority would initiate construction of girls hostel within the college campus.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	District Level Inter College Competition to commemorate 125 years of Chicago Speech by Swami Vivekananda	26/07/2018	11/09/2018	13/12/2019	502
2018	Programme on Gender Equity	26/07/2018	25/09/2018	25/09/2018	122
2019	12 Day Course in Spoken English	30/04/2019	06/05/2019	31/05/2019	22

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Right to Safe Menstruation and Campaign for menstrual hygiene	25/09/2018	25/09/2018	110	0

management

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Grid Interactive Roof Top Solar Power Plant has been installed, however those are yet to be made operational. Once operational, the percentage of power requirement met through renewable energy source would be around 40.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/08/2018	1	Distribution of Writing Material to students of Primary School	Academic Support for Children in Need	163
2019	1	1	22/01/2019	1	Facilitating Reading and Writing Support	Academic Support for Children in Need	180
2019	1	1	31/01/2019	1	Warm Clothes Donation	Community Welfare	221

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	01/07/2019	The College makes the Code of Conduct available in the College Website at the beginning of every academic session ( <a href="http://alipurduargirlscollege.org/principal-s-desk.html">http://alipurduargirlscollege.org/principal-s-desk.html</a> ). All the points under Code of Conduct are also displayed at the entrance

of the College building so that it can be seen by all.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Flag Hoisting on 15th August.	15/08/2018	15/08/2018	55
Observance of Birthday of Mahatma Gandhi	02/10/2018	02/10/2018	105
Observance of Birthday of Swami Vivekananda	12/01/2019	12/01/2019	120
Flag Hoisting on 26th January	26/01/2019	26/01/2019	75
Observance of birthday of Rabinfranth Tagore	09/05/2019	09/05/2019	155
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic Free Campus 2. Implementation of system of Rain Water Harvesting 3. Planting and maintenance of plants by the students within the college campus 4. Creating a specific zone for Medicinal Plants 5. Formation of ECO Club

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**INSTITUTIONAL BEST PRACTICES 1. COLLABORATION WITH NGOS AND OTHER LOCAL ORGANIZATIONS OBJECTIVES OF THE PRACTICE** The college believes that education should be premised on a humanist core and enable our students to emerge as responsible citizens aware of their duties towards the society in which they live in. The purpose of education is not to create self - oriented automatons with a cache of degrees, but rather well rounded individuals willing to participate in the community - corporate life beyond the precincts of the class room. With this in mind, the college emphasizes on creating an enabling platform for the students which would allow them to deliberate and take appropriate steps to address some of the social issues at hand. Keeping this objective in mind, at the beginning of each academic year, a separate calendar of activities is designed by the college, whereby slots/days are reserved for events to be held in collaboration with several NGOs and other local organizations who work to address social problems. A separate orientation programme is organized for the students admitted in the college in the 1st year to acclimatize them with the goals and purpose of the initiative undertaken. Faculty members from the college and other eminent members from the local committee are involved in the orientation programme and often the NSS unit of college also participates in the same. The initiative is designed in a manner that would allow the students to broaden their perspectives and let them relate their academic curriculum and the challenges of everyday living. The programmes organized under the aegis of this institutional initiative are meant to make learning a holistic experience with increased focus on social cognitive skills of the students. The objective is to inculcate in them a sense of humility and understand their responsibility towards society. This initiative allows them the possibility to make them feel useful and therefore more confident which



helps them hone their social skills which otherwise would have remained latent. Similarly this initiative is also meant to establish the college more firmly in the social matrix. Context: The college had a very humble beginning in a primary school building in 2007 and only in 2012, it got its own campus where it is situated at present. During its initial years the college could sustain itself with the help of the enthusiastic support lent to it by the local community members. Therefore on gaining a firmer ground in recent years, the college took it upon itself to work for the benefit of the society by participating in programmes designed to address social problems. The decision of the college to engage with NGOs and other local organization stems from this attitude. The Practice: Right from the initial days the college wanted to make sure that the whole initiative happened in a systematic manner to ensure requisite seriousness being attached to it. Therefore, the college appoints one of the faculty members as a liaison manager at the beginning of the academic year. He is needed to identify schools where students mainly belong to the lower economic strata of the society. Once such schools is identified a team from college comprising of the Head of the Institution, teachers and students visits the school and donates writing materials like exercise books, pens, pencils to the students. Along with donating writing materials in schools, donations are also made in the form of clothes to residents of tea garden areas in collaboration with NGOs who work in these locations. Evidence of success: The initiative is meant to bring about a change in the perspective of our students regarding the goal of education. It is important to make them realize that education is not only about reading books and scoring marks. Education involves understanding one's responsibility towards society and working for the upliftment of the poor and downtrodden. As an evidence of success, it has been noted that students have responded in high numbers towards donation of clothes. They have also been enthusiastic about visiting schools to handover writing materials for the students. A sense of responsibility towards society is gradually developing among the students. Now, the existing students take an active initiative in inspiring and orienting the students for the same. Problems encountered: The success of any new venture suffers from certain impediments, and in this case it arises from the financial limitation that the institution is facing at present. Owing to which it becomes difficult to augment the scale of operation and diversify into extended areas. Besides, it also took some time to orient the students towards taking these initiatives. 2. E -management system Objectives: The college decided to initiate a digitization programme to ensure transparency and accountability at all possible levels of its functioning. With the country taking massive strides towards digitization, the college wanted to do its bit to integrate itself in the digital eco-system. The purpose was to do away with inadvertent errors that manual systems suffer from. Therefore with the active support of the managing committee of the college, digitization of daily monetary transactions in the college was instituted, and Techno Developers Group, a Siliguri based company specializing in this field was brought in to install and implement Office Automation Software. Another objective was to become environment conscious and reduce usage of paper atleast in matters related to office work. The context: The college authorities wanted to ensure transparency at every level of functioning and enhance operational efficiency, and the move towards digitization is seen as an integral part of that plan. Practice and evidence of success: The college has put in a system whereby the daily transactions taking place has been digitized. The accounts department has been fully digitized. Along with this, all admission related procedures and the maintenance of records of the students is done using requisite software, thereby moving towards a paperless operation model. The staff of the College is now well versed in using the software. Most of the data needed are now just a click away. The use of software has made it possible to do away with the practice of maintaining records on paper, thus saving a lot of space. Problems encountered: The college has not been able to

reach the level of digitization that it had planned owing to fund crunch, and possible redressal of the issue can expedite the process. Training the staff in using the software took some time.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://alipurduargirlscollege.org/photo-gallery/community-initiative.html>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college being the only Girls college of the whole district wants to transform the dream of women education in reality. A large number of first generation learners from different walks of society come to the college to materialise their ambition of empowerment through education. The college assists them within its limits to actualise their self potentials and extends its helping hands to make them confident so that they can build their future in this age of competition. Through out these years the College has worked very hard to hone the talents and abilities of the students. After all these years of dedicated hard work it was in the year, 2017 that a student from our College was awarded silver medal from the University of North Bengal for securing second position at the University examination in BA General Programme. In the year 2018, 4 students from the Department of Education Honours secured First Class Marks in the Final Year of their University examination. Though these numbers appear very few, yet considering the social and economic condition of these students and the location of the college, for the teachers and the authority it is a big step forward. To make the students self sufficient and self dependent the authority has taken the initiative of collaborating with organisations to provide them with vocational training. We believe the girls should be educated and empowered.

Provide the weblink of the institution

<http://alipurduargirlscollege.org/>

### 8.Future Plans of Actions for Next Academic Year

The College intends to collaborate more with local institutes with an aim of imparting training in skill based activities. In the session 2018 - 19 one such collaboration has been made with AVLON Shiksha Niketan to provide training in Aviation, Tourism and Hospitality Management. For the next academic year the College intends to make atleast 2 more such collaborations for the benefit of the students. The College intends to increase the number of cultural activities for all round development of its students. With such an intention proposal has been put forth to the Department of Youth Services for sanction of funds for construction of a mini auditorium. On sanction of funds the construction work would be initiated which in future would facilitate cultural activities. It is also important to increase the number of books in the library and install a photocopier machine for academic benefit of the students. Therefore, more attention would be paid to augmenting library services. The reading section for both teachers and students need upgradation. Number of computers in the library has to be increased so that both students and teachers can browse through the e - resources at ease.