



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ALIPURDUAR MAHILA MAHAVIDYALAYA**

**ALIPURDUAR MAHILA MAHAVIDYALAYA NEWTOWN P.O. AND DIST.  
ALIPURDUAR**

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# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

ALIPURDUAR MAHILA MAHAVIDYALAYA WAS ESTABLISHED IN THE YEAR 2007 WITH THE MISSION OF IMPARTING EDUCATION TO GIRLS OF THE DISTRICT OF ALIPURDUAR. AFFILIATED TO THE UNIVERSITY OF NORTH BENGAL, THE COLLEGE WAS RECOGNISED UNDER SECTION 2 (F) AND 12 (B) OF THE UNIVERSITY GRANTS COMMISSION ACT, 1956 IN THE MONTH OF MARCH 2018. THE COLLEGE STARTED FUNCTIONING FROM A TEMPORARY BUILDING OF A NEARBY SCHOOL AND THE FIRST BATCH PASSED OUT IN THE YEAR 2011. IT WAS ONLY IN 2012, WHEN THE COLLEGE WAS SHIFTED TO ITS NEW CAMPUS WHICH IS CENTRALLY LOCATED. PRESENTLY A THREE STORIED BUILDING IS BEING CONSTRUCTED BY THE NORTH BENGAL DEVELOPMENT DEPARTMENT WITHIN THE COLLEGE CAMPUS ADJACENT TO THE EXISTING BUILDING. BOTH BUS STAND AND RAILWAY STATION ARE WITHIN A KILOMETER FROM THE COLLEGE MAKING IT EASILY ACCESSIBLE. OWING TO ITS LOCATION, THE STUDENT POPULATION OF THE COLLEGE IS DOMINATED BY THOSE BELONGING TO SC/ST/OBC. CONSERVATIVE MINDSET AND A GENERAL CASUAL ATTITUDE TOWARDS EDUCATION OF GIRLS ARE SOME OF THE HINDRANCES TO THE GROWTH OF EDUCATION IN THIS REGION.

THE COLLEGE WAS ESTABLISHED TO ADDRESS THE ABOVE MENTIONED ISSUES LEADING TO LACK OF EDUCATION AMONG GIRLS. ONE OF THE MISSIONS OF THE COLLEGE IS TO MAKE EDUCATION AVAILABLE TO ALL GIRLS IRRESPECTIVE OF CASTE, CREED, SOCIO – ECONOMIC STATUS. IT SEEKS TO FOSTER AMONG GIRLS RIGHT KNOWLEDGE, COMPETENCE AND A CREATIVE SPIRIT TO FACE THE CHALLENGES OF LIFE. THE COLLEGE ENVISAGES THE DREAM OF MAKING GIRLS SELF SUFFICIENT AND DEVELOPING IN THEM THE ABILITY TO CHOOSE AND NOT BE DICTATED UPON BY OTHERS. THUS, IN THIS ATTEMPT THE COLLEGE SEEKS TO CREATE AN AWARENESS OF HUMAN RIGHTS, VALUE SYSTEM, CULTURE, HERITAGE, SCIENTIFIC TEMPER AND AN EGALITARIAN ENVIRONMENT THAT ENCOURAGES ALL.

IN ORDER TO REALISE THE AIMS OF THE COLLEGE, IQAC WAS FORMED IN THE YEAR 2015 AND RECONSTITUTED IN 2018. THE PRESENT BODY OF IQAC HAS REPRESENTATIVES FROM ALL THE STAKEHOLDERS – MANAGEMENT, TEACHERS, STUDENTS, INDUSTRIALISTS, LOCAL SOCIETY REPRESENTATIVE. THE IQAC EMPLOYS VARIOUS MECHANISMS TO CONSTANTLY ENSURE AND MONITOR THE QUALITY OF THE ENTIRE TEACHING – LEARNING PROCESS.

### **Vision**

THE VISION OF THE COLLEGE IS TO TRANSFORM THE DREAMS OF OUR STUDENTS INTO REALITY AND IN THAT PROCESS TO DEVELOP THEM AS INFORMED AND KNOWLEDGEABLE INDIVIDUALS, CAPABLE OF REALIZING THE CHALLENGES OF LIVING IN A DYNAMIC WORLD AND REACTING ACCORDINGLY. THE INSTITUTION STRIVES TO PROVIDE AN ENVIRONMENT WHICH IS INTELLECTUALLY RICH, EMOTIONALLY ENABLING AND CULTURALLY PROFICIENT TO ITS STUDENTS, TO AID THE AFOREMENTIONED VISION.

IN THIS AGE OF GLOBALISATION NEW CHALLENGES UNFOLD EVERYDAY AND AID THE TRANSFORMATION OF AN INDIVIDUAL INTO A SOCIAL BEING. THE COLLEGE HAS REMAINED ETHICALLY AWARE OF THE ISSUES AND VOWS TO CREATE NOT ONLY GOOD STUDENTS BUT INDIVIDUALS WHO ARE RESPECTED AND WILL BE FUTURE CONTRIBUTORS TOWARDS THE PROJECT OF NATION BUILDING.

THE VISION OF THE COLLEGE IS TO MAKE GIRLS REALISE THEIR ROLE IN NATION BUILDING AND MAINTAINING OUR CULTURAL HERITAGE ALONG WITH ESTABLISHING THEIR OWN IDENTITY. THE COLLEGE WANTS ITS STUDENTS TO BE INDEPENDENT ENOUGH TO UPROOT THE PREVAILING ATTITUDE OF GENDER BIAS IN THE SOCIETY. IT WANTS TO SEE GIRLS TURNING INTO EMPOWERED WOMEN AIDED BY EDUCATION.

### **Mission**

THE COLLEGE AIMS AT CREATING A PLATFORM THAT WOULD BE CONDUCIVE TO FULFILL IT'S MARCH TOWARDS EXCELLENCE. IT AIMS TO EQUIP AND EMPOWER THE STUDENTS WITH RELEVANT DOMAINS OF KNOWLEDGE, COMPETENCE AND CREATIVITY TO MEET THE CHALLENGES THE WORLD WOULD THROW AT THEM. IT AIMS TO INITIATE AND ACHIEVE INNOVATIONS IN TEACHING – LEARNING, RESEARCH AND EXTENSION ACTIVITIES TO REALIZE NATIONAL GOALS, INCLUDING ADOPTION AND PROMOTION OF KNOWLEDGE OUTPUT FOR ALL ROUND HUMAN DEVELOPMENT. BEING THE ONLY COLLEGE IN THE DISTRICT DEDICATED TO WOMEN, THE COLLEGE TAKES ITS DUTY TOWARDS WOMEN EMPOWERMENT SERIOUSLY AND STRIVES TO PROMOTE A CONDUCIVE ATMOSPHERE FOR THE SAME. FACILITATING OPTIMUM USAGE OF THE HUMAN INTELLECT, NOT WITHSTANDING THE CHALLENGES OF LIMITED INFRASTRUCTURAL FACILITIES IS ALSO ONE OF THE PRIME CONCERNS OF THE INSTITUTION. TO ENSURE A POSITIVE ATMOSPHERE FOR THE SAME, THE COLLEGE AIMS AT PROMOTING PARTICIPATION OF ALL THE STAKEHOLDERS IN THE DEVELOPMENT PROCESS. THIS ALSO ENSURES THAT INCLUSIVE GROWTH REMAINS THE DRIVING PRINCIPLE BEHIND EACH AND EVERY ACTIVITY ASSOCIATED WITH THE COLLEGE. THE AIM IS ALSO TO CREATE AWARENESS ABOUT HUMAN RIGHTS, VALUE SYSTEMS, CULTURE, HERITAGE, SCIENTIFIC TEMPER AND ENVIRONMENT SO THAT OUR STUDENTS EMERGE AS CONSCIENTIOUS CITIZENS OF THIS COUNTRY.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- THE BIGGEST STRENGTH OF THE COLLEGE IS ITS DEDICATED STAFF WHO LEAVE NO STONE UNTURNED TO CONVERT APPARENT DRAWBACKS INTO ASSETS.
- THE COLLEGE BELIEVES IN THE IDEA OF INCLUSIVENESS AND ENSURES THAT EDUCATION OF GIRLS FROM ECONOMICALLY WEAKER SECTIONS OF THE SOCIETY BOTH FROM THE URBAN AND RURAL AREAS CONTINUE UNHINDERED.
- DIRECT FINANCIAL ASSISTANCE TO STUDENTS FROM THE MINORITY SECTIONS IN THE FORM OF VARIOUS SCHOLARSHIPS FUNDED BY THE STATE GOVERNMENT.
- FINANCIAL ASSISTANCE IN THE FORM OF HALF – FREE SCHOLARSHIPS TO MERITORIOUS GIRLS BELONGING TO THE GENERAL CATEGORY AND WHOSE FAMILY

INCOME PUTS THEM IN BELOW POVERTY LINE (BPL) GROUP.

- FINANCIAL ASSISTANCE TO NEEDY STUDENTS (ON APPLICATION) AT THE TIME OF ADMISSION FROM STUDENT AID FUND.
- THE LIBRARY HAS BEEN SET UP WITH GOOD NUMBER OF BOOKS.
- DIGITIZATION OF THE LIBRARY. BOOKS ISSUE SYSTEM IS BAR CODE ENABLED.
- THE COLLEGE IS REGISTERED WITH NDLS AND HAS SUBSCRIBED TO INFLIBNET - N LIST PROGRAMME.
- IMPLEMENTATION OF THE ONLINE ADMISSION SYSTEM.
- IMPLEMENTATION OF COSA SOFTWARE AND HRMS WITH REGARD TO ACCOUNTS AND FINANCE OF COLLEGE.
- INSTALLATION AND IMPLEMENTATION OF OFFICE AUTOMATION SOFTWARE.
- THE NSS UNIT OF THE COLLEGE REGULARLY ORGANIZES VARIOUS ACTIVITIES LIKE BLOOD DONATION CAMP, AWARENESS PRAGRAMMES, BEAUTIFICATION OF COLLEGE PREMISES TO NAME A FEW.
- INSTALLATION OF A SANITARY NAPKIN VENDING MACHINE ALONG WITH INCINERATOR.
- PROVIDING A RAGGING – FREE ATMOSPHERE.
- IMPLEMENTATION OF THE CBCS.
- IMPLEMENTATION OF BIOMETRIC ATTENDANCE SYSTEM FOR COLLEGE STAFF.
- SPECIAL LECTURES AND AWARENESS PROGRAMMES ARE HELD AT REGULAR INTERVALS FOR THE BENEFIT OF STUDENTS.
- THE INITIATIVE AND INSPIRING LEADERSHIP OF THE VICE PRINCIPAL IS THE BIGGEST STRENGTH OF THE COLLEGE.
- HIS METHOD OF DIVISION OF RESPONSIBILITY HAS HELPED THE COLLEGE IN ACHIEVING MANY TARGETS OVER THE YEARS.

### **Institutional Weakness**

- LIMITED PHYSICAL INFRASTRUCTURE.
- SCARCITY OF FUNDS.
- STUDENTS FROM DIVERSE BACKGROUND IN TERMS OF SOCIO ECONOMIC STATUS TAKE ADMISSION INTO THE COLLEGE. STUDENTS ARE OFTEN FOUND TO HAVE POOR LANGUAGE COMPETENCE NOT ONLY IN ENGLISH BUT ALSO IN BENGALI MAINLY IN WHICH THE CURRICULUM IS DESIGNED AND TAUGHT.
- INADEQUATE NUMBER OF TEACHING AND NON TEACHING STAFF.
- LACK OF TEACHING POST IN SOCIOLOGY AND PHYSICAL EDUCATION.
- INADEQUATE NUMBER OF CLASSROOMS WITH RESPECT TO STUDENT STRENGTH AND SUBJECTS OFFERED.
- INSUFFICIENT NUMBER OF COMPUTERS.
- LACK OF A PHOTOCOPIER IN THE LIBRARY.
- MORE REFERENCE BOOKS ARE NEEDED.
- LACK OF A SICK ROOM.
- LACK OF A GIRLS HOSTEL.

### **Institutional Opportunity**

- COOPERATIVE MANAGEMENT.
- WITH THE COMPLETION OF CONSTRUCTION OF THE NEW BUILDING THE PROBLEM OF SPACE CRUNCH CAN BE MANAGED TO A GREAT EXTENT.
- WITH THE HELP AND INITIATIVE OF DEDICATED TEACHING STAFF IT IS POSSIBLE TO PUBLISH PEER REVIEWED RESEARCH JOURNAL.
- START MASTERS DEGREE PROGRAMME IN SUBJECTS LIKE EDUCATION.
- INTRODUCTION OF VOCATIONAL COURSES FOR THE BENEFIT OF THE STUDENTS.
- INTRODUCTION OF CETIFICATE COURSES.

### **Institutional Challenge**

- IMPROVE UPON COMMUNICATION SKILL SET OF THE STUDENTS AND DEVELOPMENT OF COMPETENCIES ESPECIALLY AMONG THOSE BELONGING FROM REMOTE AREAS.
- MANAGING DROP OUT AND STAGNATION.
- CONSTRUCTION OF COLLEGE HOSTEL.
- CONSTRUCTION OF STAFF QUARTER.
- ESTABLISH SICK ROOM/ HEALTH CENTRE WITH QUALIFIED DOCTORS WITHIN THE COLLEGE PREMISE.
- REPAIR AND MAINTENANCE OF THE EXISTING BUILDING IS QUITE CHALLENGING AS THE COLLEGE AT PRESENT IS DEPENDENT ONLY ON FUNDS SANCTIONED BY THE STATE GOVERNMENT WHICH IS RECEIVED AT SPECIFIC INTERVALS. HOWEVER, THESE FUNDS/GRANTS ARE NOT ASSURED.
- COMPUTERS NEED TO BE INSTALLED.
- THE LIBRARY NEEDS EXPANSION. MORE BOOKS NEED TO BE PURCHASED.
- ARRANGING FOR A PHOTOCOPIER IN THE LIBRARY.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

THE COLLEGE OFFERS BA HONOURS AND GENERAL DEGREE PROGRAMME FOR THE STUDENTS. IT STARTED WITH HONOURS IN 2 SUBJECTS NAMELY BENGALI AND HISTORY FOLLOWED BY ENGLISH. POLITICAL SCIENCE HONOURS WAS INTRODUCED IN THE YEAR 2013 FOLLOWED BY EDUCATION IN 2015, SANSKRIT IN 2017 AND PHILOSOPHY IN 2018. THERE ARE 9 PASS COURSE SUBJECTS – ENGLISH, BENGALI, HISTORY, POLITICAL SCIENCE, EDUCATION, PHILOSOPHY, SANSKRIT, SOCIOLOGY AND PHYSICAL EDUCATION. THE COLLEGE HAS RECENTLY COLLABORATED WITH AVLON SHIKSHA NIKETAN, A UNIT OF NEEDSTELE PVT. LTD. TO OFFER VOCATIONAL TRAINING TO THE STUDENTS IN THE FIELDS OF AVIATION, TOURISM AND HOSPITALITY. THIS COURSE IS ALSO AFFILIATED TO THE UNIVERSITY OF NORTH BENGAL AS A PROGRAMME COURSE.

THERE ARE 12 FULL – TIME TEACHERS. THEY REGULARLY PARTICIPATE IN UGC SPONSORED ORIENTATION PROGRAMME, REFRESHER COURSES, WORKSHOPS AND SHORT – TERM COURSES ORGANIZED BY HUMAN RESOURCE DEVELOPMENT CENTRE OF VARIOUS UNIVERSITIES TO KEEP THEIR KNOWLEDGE UPDATED ABOUT RECENT DEVELOPMENTS IN THEIR FIELD. SOME TEACHERS OF THIS COLLEGE ARE ALSO MEMBERS OF BOARD OF

STUDIES OF AFFILIATING UNIVERSITIES AND UNIVERSITIES IN THE NEIGHBOURING DISTRICT. THEY TAKE AN ACTIVE INITIATIVE IN FRAMING THE SYLLABUS AND OTHER ACADEMIC MATTERS. TEACHERS ACTIVELY PARTICIPATE IN SEMINARS AND WORKSHOPS AS WELL. THE ACADEMIC ROUTINE OF THE COLLEGE CLEARLY REFLECTS THE SCHEDULE OF CLASSES (HONOURS, GENERAL AND COMPULSORY COURSES). SYLLABUS IS UNIFORMLY DISTRIBUTED AMONG TEACHERS BY EACH DEPARTMENT. BESIDES REGULAR CLASSES, TUTORIALS AND REMEDIAL CLASSES WITH STUDENTS ARE ORGANIZED TO HELP THE STUDENTS IN GETTING THEIR DOUBTS CLARIFIED.

THE COLLEGE ENCOURAGES INNOVATIVE TEACHING LEARNING PROCESS THROUGH INTERACTIVE SESSIONS, SPECIAL LECTURE, SURVEY WORK AND USE OF TECHNOLOGY.

### **Teaching-learning and Evaluation**

ALL RELEVANT INFORMATION REGARDING INSTITUTIONAL FACILITIES, RULES, REGULATIONS, COURSE STRUCTURE, COURSE COMBINATION, COURSE FEE AND CLASS ROUTINE ARE MADE AVAILABLE IN THE COLLEGE WEBSITE. PROVISIONS FOR TUTORIALS AND REMEDIAL CLASSES ARE MADE ESPECIALLY FOR THE WEAK STUDENTS. SPECIAL LECTURES ARE ORGANIZED. STUDENTS ARE ENCOURAGED TO INTERACT NOT ONLY AMONG THEMSELVES BUT ALSO WITH THEIR TEACHERS. THE TEACHERS REGULARLY PARTICIPATE IN WORKSHOPS/SEMINARS AND CONFERENCES ORGANIZED BY PROFESSIONAL BODIES AND OTHER COLLEGES AS PAPER PRESENTERS OR AS INVITED SPEAKERS. THE TEACHERS BELIEVE IN USING AUDIO – VISUAL AIDS FOR TEACHING AND SO THEY MAKE USE OF POWER POINT PRESENTATIONS AND LCD PROJECTORS. TEACHERS TRY AND MAKE THEIR CLASSES INTERACTIVE BY ENCOURAGING DISCUSSION AND QUESTIONS FROM THE STUDENTS. STUDENTS ARE OFTEN MADE TO DO REFERENCE WORK IN A PARTICULAR TOPIC AND THEN PRESENT IT IN CLASS. THEY ARE MOTIVATED TO USE THE RESOURCES IN THE GENERAL AS WELL AS THE DEPARTMENTAL LIBRARY AS MUCH AS POSSIBLE. NEW BOOKS ARE PURCHASED FOR THE LIBRARY EVERY YEAR EITHER FROM COLLEGE FUND OR FUND RECEIVED FROM THE STATE GOVERNMENT. ALONG WITH BOOKS RELEVANT TO THE SYLLABUS BOOKS FOR PREPARATION FOR COMPETITIVE EXAMINATIONS ARE ALSO BOUGHT. SYLLABUS OF EACH COURSE OF STUDY AND QUESTION PAPERS OF PREVIOUS YEARS' EXAMINATIONS ARE PRESERVED FOR BENEFIT OF THE STUDENTS. THE LIBRARY ALSO PROVIDES FOR REPROGRAPHIC SERVICE. STUDENTS ARE EVALUATED INTERNALLY ON A CONTINUOUS BASIS THROUGH CLASS TESTS AND ASSIGNMENTS. FOR EXTERNAL EVALUATION, THE RULES AND REGULATIONS LAID DOWN BY THE UNIVERSITY OF NORTH BENGAL ARE FOLLOWED. STUDENTS ARE MADE AWARE OF THE EXAMINATION PATTERN BY THEIR TEACHERS. STUDENTS WHO GET ADMITTED INTO POLITICAL SCIENCE COURSE OF STUDY ARE MADE TO PARTICIPATE IN YOUTH PARLIAMENT. STUDENTS IN THE FINAL YEAR OF EDUCATION HONOURS ARE MADE TO CONDUCT SURVEY RELATED TO THEIR COURSE OF STUDY AND PRESENT A REPORT OF THEIR FIELD WORK AS REQUIRED BY THE UNIVERSITY OF NORTH BENGAL. THE PERFORMANCE OF STUDENTS ESPECIALLY IN THE HONOURS COURSE IS GRADUALLY IMPROVING WITH THEIR HARD WORK AND A TEAM OF DEDICATED FACULTY.

### **Research, Innovations and Extension**

THE COLLEGE BELIEVES THAT LEARNING IS A CONTINUOUS PROCESS AND THEREFORE, ENCOURAGES ITS STAFF AND STUDENTS TO ENGAGE THEMSELVES IN RESEARCH ACTIVITIES. THE COLLEGE RECEIVED RECOGNITION UNDER SECTION 2 (F) AND 12 (B) OF THE UGC ACT, 1956 IN MARCH, 2018. AS A RESULT THE TEACHING STAFF OF THE COLLEGE COULD NOT APPLY FOR ANY RESEARCH PROJECT SPONSORED BY UGC. HOWEVER, THEY ARE ALWAYS ENCOURAGED TO PUBLISH RESEARCH ARTICLES IN REPUTED JOURNALS AND MOST OF THEM HAVE A GOOD NUMBER OF PUBLICATIONS TO THEIR CREDIT. TEACHERS ARE MOTIVATED TO PARTICIPATE AND PRESENT PAPERS IN SEMINARS AND CONFERENCES. DUTY LEAVE IS SANCTIONED TO THE FACULTY MEMBERS FOR PRESENTING PAPERS IN SEMINARS AND CONFERENCES. INTERNET, LAN AND WIFI SERVICES ARE MADE AVAILABLE TO ALL FACULTY MEMBERS. TILL DATE, 3 FACULTY MEMBERS HAVE BEEN AWARDED PH. D DEGREE AND 4 HAVE BEEN AWARDED M. PHIL DEGREE. 1 FACULTY MEMBER HAS COMPLETED COURSE WORK RELATED TO PH.D. 1 FACULTY MEMBER WAS AWARDED ENDEAVOUR RESEARCH FELLOWSHIP BY DEPARTMENT OF EDUCATION AND TRAINING, GOVERNMENT OF AUSTRALIA FOR A PERIOD OF 6 MONTHS FOR SHORT – TERM RESEARCH PROJECT TOWARDS POST DOCTORAL DEGREE. AT PRESENT STUDENTS ARE ENCOURAGED TO DEVELOP AN INQUIRING MIND. THEY ARE SPECIFICALLY TOLD ABOUT BENEFITS OF HIGHER EDUCATION AND RESEARCH.

THE COLLEGE CELEBRATES DAYS OF NATIONAL IMPORTANCE AND ARRANGES PROGRAMMES ON PROMOTION OF GENDER EQUITY. THROUGH THE NSS UNIT EXTENSION PROGRAMMES LIKE CLEANING THE COLLEGE CAMPUS, PLANTATION OF TREES, YOGA TRAINING CAMP AND BLOOD DONATION CAMP HAVE BEEN ORGANISED. THE NSS UNIT HAS TAKEN AN ACTIVE INITIATIVE IN ARRANGING AWARENESS PROGRAMMES ON AIDS, HEALTH, HYGIENE, MENSTRUAL HYGIENE, WOMEN'S SAFETY. EXCURSIONS TO NEARBY VILLAGES ARE ORGANISED UNDER THE SUPERVISION OF A TEACHER. STUDENTS ACTIVELY AND ENTHUSIASTICALLY PARTICIPATE IN ALL THESE ACTIVITIES. THE COLLEGE ALSO HAS A CULTURAL CLUB. STUDENTS' CREATIVE ABILITIES ARE NURTURED THROUGH THE ACTIVITIES OF THE CULTURAL CLUB.

### **Infrastructure and Learning Resources**

THE COLLEGE BUILDING HAS 8 CLASSROOMS, 1 AUDIO/VISUAL ROOM AND 1 LIBRARY. GRANT SANCTIONED BY THE STATE GOVERNMENT FOR COMPLETION OF CONSTRUCTION OF BLOCK B OF THE BUILDING HAS BEEN HANDED OVER TO THE BLOCK DEVELOPMENT OFFICER FOR EXECUTION OF THE WORK. A THREE STORIED BUILDING IS BEING CONSTRUCTED BY THE NORTH BENGAL DEVELOPMENT DEPARTMENT WITHIN THE COLLEGE PREMISES. ONCE THE CONSTRUCTION WORK IS COMPLETED THERE WILL BE ADEQUATE NUMBER OF CLASSROOMS FOR ALL DEPARTMENTS. THERE WILL ALSO BE PROVISION FOR A SEPARATE SEMINAR ROOM AND GIRLS' COMMON ROOM. THE DEPARTMENT OF YOUTH SERVICES, GOVERNMENT OF WEST BENGAL HAS SANCTIONED FUNDS FOR CONSTRUCTION OF A MINI AUDITORIUM WITHIN THE COLLEGE PREMISES. THE CLASSROOMS ARE WELL VENTILATED. THE COLLEGE HAS ITS OWN LCD PROJECTOR, LAPTOP AND COMPUTERS WITH INTERNET CONNECTION. THE COLLEGE FIELD IS USED FOR SPORTS LIKE KHO KHO, BADMINTON, KABADDI TO NAME A FEW. A CAROM BOARD AND A TABLE TENNIS BOARD IS PROVIDED FOR INDOOR PLAYING FACILITY.

THE PRESENT LIBRARY STOCKS AROUND 3000 TEXT BOOKS AND 732 REFERENCE BOOKS ALONG WITH BOOKS RELATED TO COMPETITIVE EXAMINATIONS AND STORY BOOKS. IN THE NEW BUILDING THE LIBRARY WILL BE SPREAD OVER TWO FLOORS WITH A SEPARATE READING ROOM FOR TEACHERS AND STUDENTS ON ONE FLOOR AND A STACK ROOM ON THE GROUND FLOOR. EVEN WITHIN ITS LIMITED RESOURCES THE COLLEGE LIBRARY HAS BEEN PARTIALLY DIGITIZED. THE BOOK ISSUE SYSTEM IS BAR CODE ENABLED. THE LIBRARY IS REGISTERED WITH NDL AND HAS SUBSCRIBED TO INFLIBNET – NLIST PROGRAMME.

THE COLLEGE CANTEEN IS REGISTERED UNDER FSSAI. THERE IS ONE WATER COOLER – CUM – PURIFIER IN THE GROUND FLOOR AND ONE WATER PURIFIER ON THE FIRST FLOOR OF THE COLLEGE. THERE IS ONE GENTS TOILET BLOCK, ONE LADIES TOILET AND ONE TOILET BLOCK FOR THE STUDENTS. A SANITARY NAPKIN VENDING MACHINE AND INCINERATOR HAS ALSO BEEN INSTALLED.

THERE IS NO SICK ROOM IN THE COLLEGE. HOWEVER, FIRST AID IS PROVIDED. INCASE OF ANY SEVERITY THEY ARE TAKEN TO THE LOCAL DISTRICT HOSPITAL WHICH IS WITHIN 1 KM FROM THE COLLEGE CAMPUS.

THE ENTIRE COLLEGE CAMPUS IS UNDER CCTV SURVEILLANCE.

### **Student Support and Progression**

THE COLLEGE WEBSITE [WWW.ALIPURDUARGIRLSCOLLEGE.ORG](http://WWW.ALIPURDUARGIRLSCOLLEGE.ORG) PROVIDES ALL INFORMATION ABOUT ACTIVITIES OF THE COLLEGE. DETAILS REGARDING SUPPORT SERVICES FOR STUDENTS, SCHOLARSHIPS AND WELFARE SCHEMES ARE MADE AVAILABLE IN THE COLLEGE WEBSITE. STUDENTS ARE ADMITTED ONLINE STRICTLY ON THE BASIS OF MERIT. 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 CLASS ROUTINE IS ALSO MADE AVAILABLE IN THE COLLEGE WEBSITE.

STUDENTS FROM THE MINORITY GROUPS ARE CONTINUOUSLY NOTIFIED ABOUT THE VARIOUS SCHOLARSHIPS PROVIDED BY THE STATE GOVERNMENT. FOR STUDENTS OF GENERAL CATEGORY WHO BELONG TO THE LOW INCOME GROUP, HALF – FREE SCHOLARSHIPS ARE PROVIDED ON THE BASIS OF MERIT. NEEDY STUDENTS ARE HELPED ON APPLICATION AT THE TIME OF ADMISSION FROM STUDENT AID FUND.

STUDENTS ARE MADE AWARE OF THE DEVELOPMENTS IN THE JOB MARKET THROUGH SPECIAL LECTURES ORGANISED BY THE CAREER COUNSELLING CELL BY INVITING REPRESENTATIVES FROM RICE, SEBI AND ICA TO NAME A FEW.

OPPORTUNITIES AND FACILITIES FOR CAREER COUNSELLING, PUBLICATION IN THE COLLEGE MAGAZINE/WALL MAGAZINE, PARTICIPATION IN CULTURAL ACTIVITIES, PARTICIPATION IN



ACTIVITIES CONDUCTED BY NSS ENABLE STUDENTS TO DEVELOP THEIR POTENTIALS AND ESTABLISH THEMSELVES AS WORTHWHILE CITIZENS.

THE COLLEGE BELIEVES IN CURBING RAGGING AND HAS THUS ADOPTED THE UGC REGULATION IN LETTER AND SPIRIT. IT HAS AN ANTI RAGGING COMMITTEE WHICH SEES TO IT THAT STUDENTS FILE THEIR ANTI RAGGING AFFIDAVIT ONLINE ON A MANDATORY BASIS. THE COLLEGE PRIDES ITSELF IN MAINTAINING THAT NO INSTANCES OF RAGGING HAVE OCCURRED WITHIN THE COLLEGE PREMISES TILL DATE. THE INSTITUTION'S ALUMNI ASSOCIATION IS YET TO BE REGISTERED.

REGARDING THE RESULT OF STUDENTS IN THE FINAL YEAR, PROGRESSION TO HIGHER EDUCATION IN THE LAST FOUR YEARS IS ABOUT 40 – 45%.

SPECIAL CARE IS TAKEN TO ADDRESS ISSUES LIKE LOW ATTENDANCE, DROP OUT AND STAGNATION THROUGH REMEDIAL CLASSES, INDIVIDUAL INTERACTION, AND BILINGUAL EXPLANATIONS.

THE FORMATION AND ROLE OF THE STUDENT'S UNION STRICTLY FOLLOWS THE STATUTE OF THE UNIVERSITY OF NORTH BENGAL.

### **Governance, Leadership and Management**

THE GOVERNING BODY OF THE COLLEGE, COMPRISING THE VICE PRINCIPAL, REPRESENTATIVES FROM TEACHING STAFF, NON TEACHING STAFF, REPRESENTATIVE OF THE STUDENTS UNION, GOVERNMENT NOMINEE AND UNIVERSITY NOMINEE IS THE HIGHEST DECISION MAKING BODY. THE VICE PRINCIPAL PLAYS A PIVOTAL ROLE IN THE GOVERNANCE AND MANAGEMENT OF THE INSTITUTION ENSURING TRANSPARENCY AND SMOOTH FUNCTIONING OF THE COLLEGE. COMMITTEES ARE FORMED BY THE GOVERNING BODY OF THE COLLEGE TO LOOK INTO MATTERS RELATED TO ADMISSION, EXAMINATION, LIBRARY, CAMPUS DEVELOPMENT, FINANCE AND PURCHASE.

THERE EXISTS AN EXCELLENT AND EFFICIENT COORDINATION IN FORMULATING AND IMPLEMENTING POLICIES AND PLANS EFFECTIVELY. VARIOUS SUB – COMMITTEES REPRESENTED BY FACULTY MEMBERS AND NON TEACHING STAFF ARE OPERATIONAL. CLUBS, FORMED BY STUDENTS AND HEADED BY FACULTY MEMBERS ARE FUNCTIONAL, TO ENSURE ALL ROUND DEVELOPMENT OF THE COLLEGE. THE IQAC PLAYS AN ACTIVE ROLE IN AIDING THE VICE PRINCIPAL IN SMOOTH AND EFFICIENT FUNCTIONING OF THE INSTITUTION WITH OPTIMUM UTILIZATION OF AVAILABLE RESOURCES.

THE DEVELOPMENTAL WORKS SUPERVISED BY THE MANAGEMENT INCLUDE EXTENSION OF THE EXISTING BUILDING, INTRODUCTION OF NEW COURSES, PROCUREMENT OF BOOKS, ARRANGEMENT FOR SEMINARS AND SPECIAL LECTURES, MAINTENANCE AND UPGRADATION OF THE INFRASTRUCTURAL FACILITIES PROVIDED BY THE COLLEGE. THE COLLEGE HAS RECENTLY ADOPTED THE SYSTEM OF CONFIDENTIAL EVALUATION OF TEACHERS AND COLLEGE THROUGH STUDENT FEEDBACK SYSTEM AND ENGAGES STUDENTS MAINLY FROM THE THIRD YEAR.

GUEST TEACHERS AND CASUAL STAFF ARE PAID ON THE FIRST OR SECOND DAY OF EVERY MONTH (AS APPLICABLE) FROM THE COLLEGE FUND. SALARY OF THE PERMANENT TEACHING AND NON – TEACHING STAFF IS DISBURSED THROUGH HRMS AND IS CREDITED DIRECTLY TO THEIR RESPECTIVE BANK ACCOUNTS. ALL THE PERMANENT STAFF MEMBERS COME UNDER THE GPF AND HEALTH INSURANCE SCHEME LAUNCHED BY THE STATE GOVERNMENT. NECESSARY MEASURES HAVE BEEN TAKEN AND REQUISITE PAPERS HAVE BEEN SUBMITTED TO THE CONCERNED DEPARTMENTS TO ENSURE PAYMENT OF GRATUITY ON THE DAY OF RETIREMENT.

INCOME AND EXPENDITURE OF THE COLLEGE IS CLOSELY MONITORED BY AUDIT FIRMS APPOINTED BY DIRECTOR OF PUBLIC INSTRUCTION (AUDIT CELL), GOVERNMENT OF WEST BENGAL. INTERNAL AND EXTERNAL AUDIT IS DONE ON A REGULAR BASIS TO ENSURE TRANSPARENCY IN FINANCIAL MATTERS.

### **Institutional Values and Best Practices**

THE CLUBS OF THE COLLEGE ENGAGE IN ACTIVITIES RELATED TO CULTURE, ENVIRONMENTAL CONSCIOUSNESS AND AWARENESS IN AND OUTSIDE THE COLLEGE. THE CLUBS ORGANIZE PROGRAMMES LIKE BANMAHOTSAV (WHICH INVOLVES PLANTATION OF TREES), ANNUAL CULTURAL PROGRAMME TO ENSURE PARTICIPATION AND INVOLVEMENT OF STUDENTS. THESE HELP IN FOSTERING AMONG THEM A FEELING OF BELONGINGNESS AND ONENESS.

DAYS OF NATIONAL IMPORTANCE ARE CELEBRATED WITH ACTIVE PARTICIPATION FROM THE STUDENTS.

EFFORT IS MADE BY THE COLLEGE TO CONSERVE ENERGY. STUDENTS ARE DIRECTED TO USE LIGHT AND FAN ECONOMICALLY. THE DEPARTMENT OF POWER AND NON – CONVENTIONAL ENERGY SOURCES, GOVERNMENT OF WEST BENGAL HAS CONSENTED TO OUR PRAYER REGARDING INSTALLATION OF SOLAR PANELS.

USE OF TECHNOLOGY IN TEACHING – LEARNING, INTERACTIVE TEACHING – LEARNING SESSIONS, STUDENT SEMINARS FORM THE CORE OF INNOVATIVE PRACTICES. THE MODEL QUESTIONNAIRE ISSUED BY NAAC FORMS THE BASIS FOR OBTAINING FEEDBACK FROM STUDENTS REGARDING TEACHING – LEARNING OPPORTUNITY OFFERED BY COLLEGE. THE WORK OF THE COLLEGE OFFICE HAS CONSIDERABLY IMPROVED WITH THE INSTALLATION OF OFFICE AUTOMATION SOFTWARE. WITH THE DIGITIZATION OF THE LIBRARY IT HAS BECOME EASIER FOR BOTH THE LIBRARIAN AND THE TEACHERS TO SEARCH BOOKS. HOWEVER, THE FACILITY OF SEARCHING FOR BOOKS IS YET TO BE MADE AVAILABLE TO THE STUDENTS.

SURVEY WORK IS CONDUCTED BY THE STUDENTS OF DEPARTMENT OF EDUCATION. ALONG WITH OTHER PROGRAMMES, SPECIAL CAMP IS ORGANIZED BY NSS. PARTICIPATION OF GIRLS

IN ALL THESE ACTIVITIES FOSTER AMONG THEM A COMMUNITY FEELING.

THE ENTIRE UNIT OF STUDENTS, TEACHERS, NON TEACHING STAFF, ALUMNI AND GUARDIANS HEADED BY THE VICE PRINCIPAL WORK TOGETHER IN A DEMOCRATIC ENVIRONMENT FOR SMOOTH FUNCTIONING OF THE COLLEGE.

THE SYSTEM OF CONTINUOUS INTERNAL EVALUATION HAS IMPROVED ATTENDANCE AND PERFORMANCE OF STUDENTS. COLLABORATION WITH OTHER LOCAL BODIES FOR AWARENESS PROGRAMMES AND TALKS HAVE MADE STUDENTS MORE RESPONSIVE TOWARDS NEEDS OF THE SOCIETY.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ALIPURDUAR MAHILA MAHAVIDYALAYA
Address	Alipurduar Mahila Mahavidyalaya Newtown P.O. and Dist. Alipurduar
City	Alipurduar
State	West Bengal
Pin	736121
Website	<a href="http://www.alipurduargirlscollege.org">www.alipurduargirlscollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Amitabh Roy	03564-251962	9434449856	-	apdgirlscollege@gmail.com
IQAC Coordinator	Ritwika Laskar	03564-255551	9830269927	-	ritwikalaskar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	30-06-2007

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
West Bengal	University of North Bengal	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	08-03-2018	<a href="#">View Document</a>
12B of UGC	08-03-2018	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Alipurduar Mahila Mahavidyalaya Newtown P.O. and Dist. Alipurduar	Urban	4	929.03

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,B A Hons	36	Higher Secondary	English,Bengali	256	163
UG	BA,B A General	36	Higher Secondary	English,Bengali	405	301
UG	BA,B A General In Physical Education	36	Higher Secondary	English,Bengali	30	8
UG	BA,B A General In Hospitality Tourism And Aviation	36	Higher Secondary	English	40	4

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				12			
Recruited	0	0	0	0	0	0	0	0	6	6	0	12
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				7
Recruited	5	2	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	1	0	3
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	3	2	0	5



Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	7	0	10

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0		0		0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	0	0	0
	Female	772	1	0	0	773
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	188	147	160	183
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	45	75	42	83
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	43	53	32	48
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	497	503	569	387
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>773</b>	<b>778</b>	<b>803</b>	<b>701</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 7	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	2

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
778	803	701	755	603
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
299	281	281	267	235
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
147	182	164	149	79

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	7	7	4

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	12	12	12

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 8**

#### Number of computers

**Response: 1**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
26.88	27.83	20.02	17.56	15.53

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

THE COLLEGE FOLLOWS THE CURRICULUM DESIGNED BY THE UNIVERSITY OF NORTH BENGAL. AT THE BEGINNING OF EVERY ACADEMIC YEAR, EACH DEPARTMENT DEVICES AN ACADEMIC ROUTINE WHICH OUTLINES THE LECTURE HOURS, TOPICS TO BE TAUGHT BY RESPECTIVE TEACHERS AND OTHER CO – CURRICULAR ACTIVITIES TO BE CONDUCTED DURING THE FOLLOWING YEAR. THE HEADS OF THE DEPARTMENTS DISTRIBUTE THE SYLLABI AMONG THE FACULTY MEMBERS OF THEIR RESPECTIVE DEPARTMENTS. THE FACULTY MEMBERS CHALK OUT THEIR TEACHING PLANS FOR THE TERM TO COMPLETE THE SYLLABI WITHIN THE STIPULATED TIME. IF, FOR SOME REASON, A FACULTY IS UNABLE TO COMPLETE HER/HIS SYLLABI WITHIN THE DESIGNATED TIME, SHE/HE ARRANGES EXTRA CLASSES FOR THE SUBJECT/TOPIC.

THE ACADEMIC ROUTINE HAS THE DETAILED PROGRAMME OF THE CLASSES FOR EVERY DISCIPLINE (HONOURS, PROGRAMME COURSE AND COMPULSORY COURSES), ENABLING THE TEACHERS AND THE STUDENTS TO PREPARE THEMSELVES FOR THE LECTURES, REVISION CLASSES AND EXAMINATIONS. THE PROGRESS IS REGULARLY MONITORED BY THE HEADS OF THE DEPARTMENTS TO FACILITATE EFFECTIVE CURRICULUM DELIVERY AND TRANSACTION OF THE CURRICULUM PROVIDED BY THE AFFILIATING UNIVERSITY. APART FROM THIS, THE COLLEGE HAS PROVISION FOR TECHNOLOGY AIDS THAT CAN BE USED BY ALL THE DEPARTMENTS. ONE CLASS ROOM HAS BEEN FITTED WITH STATE OF ART AUDIO – VISUAL DEVICES AND COMPUTER AND INTERNET ACCESS IS ALSO PROVIDED TO ALL THE DEPARTMENTS SO THAT THE FACULTY MEMBERS CAN KEEP THEMSELVES UPDATED ABOUT THEIR DOMAIN KNOWLEDGE. THE COURSES OFFERED BY THE VARIOUS DEPARTMENTS IN THE COLLEGE ARE REGULARLY UPDATED TO ENSURE RELEVANCE, IN CONSONANCE WITH THE UNIVERSITY CURRICULUM. THIS IS DONE TO ENSURE THE DEVELOPMENT OF PRACTICAL SKILLS BASED ON THEORITICAL KNOWLEDGE. ALONG WITH IT PROBLEM SOLVING EXERCISES, SURVEYS AND PROJECT WORKS ENSURE SKILL DEVELOPMENT IN RELEVANT SUBJECT AREAS OF STUDY.

REGARDING THE CHANGES AND MODIFICATIONS IN THE CURRICULUM. THE VICE – PRINCIPAL INFORMS THE CONCERNED TEACHERS ABOUT THE CHANGES AND PROVIDES THEM WITH A COPY OF THE SAME. THUS, THE FACULTY MEMBERS RECEIVE ALL SORTS OF SUPPORT FROM THE UNIVERSITY AND THE INSTITUTION TO COMPREHEND THE CURRICULUM PROPERLY, IN ITS ENTIRETY. SIMILARLY, WHEN THE UNIVERSITY IMPLEMENTS NEW PATTERNS OF THE SYLLABI, THE UNIVERSITY ORGANIZES WORKSHOPS FOR EFFECTIVE IMPLEMENTATION OF THE CURRICULUM FOR THE TEACHERS. THE INSTITUTION ENCOURAGES ITS FACULTY TO PARTICIPATE IN SUCH WORKSHOPS AND THE FACULTY MEMBERS OF THE INSTITUTION ARE ALLOWED TO

PLACE ORDERS OR PURCHASE TEXT BOOKS AND REFERENCE BOOKS RELATED TO THEIR DISCIPLINE AS PER THEIR REQUIREMENT. MOREOVER, THE FACULTY MEMBERS CAN ALSO AVAIL THE FACILITIES OF COMPUTERS, INTERNET, PHOTOCOPYING, PRINTING, SCANNING, ETC. AVAILABLE IN THE COLLEGE. THE COLLEGE HAS ALSO SUBSCRIBED TO INFLIBNET SO THAT THE FACULTY CAN UPDATE THEIR KNOWLEDGE AND KEEP THEMSELVES ABREAST WITH THE RECENT TRENDS.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 71.43

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 85.71

#### 1.2.1.1 How many new courses are introduced within the last five years

Response: 6

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 100

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 0

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

**Response:**

THE COURSES OFFERED IN THE COLLEGE INCLUDE TOPICS ON ENVIRONMENT AND SUSTAINABILITY, GENDER AND HUMAN VALUES. TO AID TEACHING AND LEARNING IN THESE TOPICS AWARENESS PROGRAMMES ARE ORGANISED ON A REGULAR BASIS FOR THE BENEFIT OF THE STUDENTS.

CORE COURSE	ISSUE INCLUDED
EDUCATION	VALUES
EDUCATION	GENDER
ENVIRONMENTAL STUDIES	ENVIRONMENT AND SUSTAINABILITY

#### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

#### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>



## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 55.71

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
367	383	300	304	321

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
661	621	621	591	521

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 54.34

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
194	118	141	155	133

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

CANDIDATES ARE ADMITTED ON THE BASIS OF THE MARKS THEY ARE AWARDED IN THEIR X+2 EXAMINATION. THE COLLEGE HAS NO SCOPE OF ASSESSING STUDENT'S NEEDS IN TERMS OF KNOWLEDGE AND SKILLS BEFORE THE COMMENCEMENT OF THE PROGRAMME.

CLASS TESTS AND TUTORIALS ARE HELD REGULARLY TO ASSESS UNDERSTANDING OF THE STUDENTS. SLOW AND WEAK LEARNERS ARE IDENTIFIED THROUGH THESE TUTORIALS.

REMEDIAL CLASSES ARE ORGANISED FOR THEM. MEDIUM OF INSTRUCTION IS KEPT BILINGUAL. STUDY MATERIAL IS SIMPLIFIED AND HANDED OVER TO THEM. STUDENTS ARE ENCOURAGED TO BE MORE PARTICIPATIVE IN CLASS AND RESPOND TO THE TEACHERS INSTEAD OF BEING SILENT LISTENERS. THEY ARE ENCOURAGED TO SPEAK IN CLASS EXPRESSING THEIR DOUBTS. OTHER THAN REMEDIAL CLASSES, SPECIAL COACHING CLASSES ARE ALSO ORGANIZED FOR SLOW LEARNERS.

EACH DEPARTMENT IN THE COLLEGE CHALKS ITS OWN TEACHING PLAN WHICH IS MONITORED BY THE RESPECTIVE HEAD OF THE DEPARTMENT. THE ACADEMIC PROGRESS OF THE STUDENTS IS MONITORED THROUGH CONTINUOUS EVALUATION AND TERM END EXAMINATIONS. EMPHASIS IS LAID ON ATTENDANCE AND INTERNAL ASSIGNMENTS. UNDERSTANDING OF THE STUDENTS IS ASSESSED THROUGH INTERACTIVE SESSIONS AND STUDENT SEMINARS.

ATTENDANCE OF THE STUDENTS IS REGULARLY MONITORED. STUDENTS WITH LOW

ATTENDANCE ARE CONTACTED OVER THE PHONE AND ASKED FOR PROPER EXPLANATION IN WRITING. PERFORMANCE OF STUDENTS IS MONITORED THROUGH CLASS TESTS AND TUTORIALS. RESULTS ARE DISCUSSED AND ANALYSED BY DEPARTMENTAL TEACHERS AND REMEDIAL CLASSES ARE ORGANISED ACCORDINGLY. SLOW LEARNERS ARE ENCOURAGED TO ATTEND THE REMEDIAL CLASSES. DIFFERENTLY ABLE LEARNERS ARE GIVEN SPECIAL ATTENTION SO THAT THEY FEEL INVOLVED IN THE CLASS. STUDENTS FROM ECONOMICALLY WEAKER SECTIONS OF THE SOCIETY ARE INFORMED ABOUT SCHOLARSHIPS AND ENCOURAGED TO APPLY FOR THOSE. DIFFERENTLY ABLED LEARNERS ARE GIVEN SPECIAL ATTENTION, SO THAT THEY FEEL WELCOME AND PARTICIPATE IN CLASSROOM DISCUSSIONS.

ALL THE STUDENTS ENROLLED IN THE COLLEGE AVAIL THE FOLLOWING ACADEMIC GUIDANCE SERVICES

- SPECIAL LECTURES
- REMEDIAL CLASSES
- TUTORIALS
- OPEN ACCESS OF THE LIBRARY
- WIFI FACILITY

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 64.83

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.39

#### 2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

TEACHERS ARE MORE OF A FACILITATOR AND A GUIDE RATHER THAN A DICTATING AUTHORITY. STUDENTS ARE GIVEN FULL FREEDOM TO EXPRESS THEMSELVES. THEY ARE ENCOURAGED TO INTERACT IN CLASS BY ASKING QUESTIONS AND PUTTING FORTH THEIR OPINIONS. MAJOR FOCUS IS ON PREVENTING STUDENTS FROM BEING MERE PASSIVE LISTENERS. METHODS LIKE DISCUSSION, SEMINARS, INTERACTIVE SESSIONS ADOPTED BY THE COLLEGE AIM TO MAKE THE STUDENTS CONFIDENT AND HELP IN THEIR ALL ROUND DEVELOPMENT. FREE ACCESS TO WIFI ENSURES THAT STUDENTS ARE ABLE TO SEARCH FOR ANY INFORMATION ANYTIME. EFFORTS ARE MADE TO MAKE STUDENTS SELF DEPENDANT AND DEVELOP IN THEM THE ABILITY TO EXPRESS THEMSELVES FREELY.

SPECIAL LECTURES ARE ORGANISED REGULARLY BY THE DEPARTMENTS TO UPDATE THEIR KNOWLEDGE. SEMINARS ARE ALSO ORGANISED FROM TIME TO TIME.

THE DEPARTMENT OF POLITICAL SCIENCE ARRANGES FOR YOUTH PARLIAMENT EVERY YEAR WHERE THE STUDENTS ARE MADE TO ENACT A SCENE IN THE PARLIAMENT. THIS INCREASES THEIR AWARENESS ABOUT THE WAYS IN WHICH THE INDIAN PARLIAMENT FUNCTIONS.

THE DEPARTMENT OF EDUCATION MAKES THE STUDENTS IN THE THIRD YEAR CONDUCT SURVEYS IN LOCAL SCHOOLS AND PREPARE A REPORT OF THE FIELD WORK AS A PART OF THEIR COURSE OF STUDY.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 66.67

#### 2.3.2.1 Number of teachers using ICT

Response: 8

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and stress related issues****Response:** 111.14**2.3.3.1 Number of mentors****Response:** 7**2.3.4 Innovation and creativity in teaching-learning****Response:**

TEACHERS ENCOURAGE STUDENTS TO THINK DIVERGENTLY AND INTERPRET TOPICS AND SUBJECTS FROM MULTIPLE PERSPECTIVES. THEY ARE OFTEN GIVEN TOPICS AND ASKED TO PRESENT PAPERS WHILE OTHER STUDENTS ARE MOTIVATED TO QUESTION THEM. THIS DEVELOPS IN STUDENTS AN INQUIRING MIND. STUDENTS GET A CHANCE TO EXPRESS THEIR CREATIVE SIDE BY PARTICIPATING IN ACTIVITIES OF CULTURAL CLUB. STUDENTS TAKE A KEEN INTEREST IN WRITING FOR THE COLLEGE MAGAZINE AND ALSO CONTRIBUTING IN THE WALL MAGAZINE.

THE DEPARTMENT OF ENGLISH ORGANISES SESSIONS WHERE STUDENTS ARE MADE TO WATCH MOVIES PERTAINING TO THEIR COURSE OF STUDY. DISCUSSIONS ARE HELD AFTER EACH MOVIE - WATCHING SESSION ALLOWING THEM MORE INTERPRETATIVE FREEDOM AND BOLSTERS THEIR CREATIVE FACULTIES. THE ENGLISH DEPARTMENT ALSO HAS A PRACTICE WHEREBY ONCE IN A MONTH STUDENTS ARE ASKED TO SHARE ONE STORY FROM THEIR EVERYDAY LIFE AND LATER THEY ARE ENCOURAGED TO DEVELOP THOSE PLOTS AS SMALL STORIES AND THE DEPARTMENT HAS A PLAN TO PUT THEM ALL TOGETHER AND PUBLISH IT AS AN ANTHOLOGY IN THE NEAR FUTURE. THESE ARE HOWEVER NOT GRADED AS THEY ARE AIMED AT ENCOURAGING THEIR ABILITY TO ASSOCIATE AND CREATE A COHESIVE NARRATIVE, WHICH THE DEPARTMENT BELIEVES IS OF IMMENSE SIGNIFICANCE, PARTICULARLY IN THESE TIMES WHERE FACTUAL AND FRAGMENTED INFORMATION BASED EDUCATION THREATENS TO UNDERMINE THE ABILITY FOR COMPREHENSIVE THINKING AND EXPRESSION

PARTICIPATION IN YOUTH PARLIAMNET GIVES THEM A PRACTICAL EXPERIENCE ON HOW PARLIAMENT SESSIONS ARE HELD.

BY VISITING SCHOOLS TO COLLECT DATA STUDENTS GET A HANDS ON TRAINING ON TRAINIONG ON SURVEY AS A RESEARCH METHOD.

STUDENTS ARE ALSO ASKED TO PREPARE POWER POINT PRESENTATIONS. THIS HELPS THEM IN PRESENTING A TOPIC FROM THEIR POINT OF VIEW WHICH ENABLES THE TEACHER TO UNDERSTAND THEIR CREATIVE BENT OF MIND.

THE COLLEGE OFFERS FREE WIFI ACCESS TO ALL ITS STUDENTS AND TEACHERS. USE OF POWERPOINT PRESENTATIONS AND PROJECTORS DURING DISSEMINATION OF LECTURE ARE SOME OF THE STEPS TAKEN BY THE COLLEGE TO FACILITATE USE OF TECHNOLOGY FOR EFFECTIVE TEACHING. PRESENTING LECTURES THROUGH POWER

POINT PRESENTATIONS ENSURES USE OF TECHNOLOGY. THE COLLEGE IS REGISTERED WITH THE NATIONAL DIGITAL LIBRARY TO ENSURE ACCESS OF TEACHERS TO ADDITIONAL TEACHING LEARNING RESOURCES. THERE IS ONE DESKTOP COMPUTER IN THE TEACHER'S ROOM. TEACHERS CAN ACCESS AND CHECK AVAILABILITY OF BOOKS IN THE LIBRARY THROUGH THAT COMPUTER.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 70

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 24.76

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response: 5.42****2.4.3.1 Total experience of full-time teachers**

Response: 65

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response: 11.9****2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response: 0****2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**



INTERNAL EXAMINATIONS ARE HELD REGULARLY. THE SCHEDULE OF THESE EXAMINATIONS IS FINALISED AFTER CONSULTATION WITH ALL THE TEACHERS IN THE TEACHERS COUNCIL MEETING. SCRIPTS ARE EVALUATED AND PERFORMANCE OF THE STUDENTS IS PUT UP IN THE COLLEGE NOTICE BOARD. THE TEACHERS DISCUSS WITH THE STUDENTS THEIR PERFORMANCE.

TEACHERS PREFER TAKING A CLASS TEST AFTER COMPLETING A PORTION OF THE SYLLABUS.

QUESTION PAPERS FOR INTERNAL EXAMINATION ARE PREPARED BASED ON THE NORMS AND MARKS BREAK UP SPECIFIED BY THE UNIVERSITY.

WITH THE INTRODUCTION OF THE CHOICE BASED CREDIT SYSTEM, STUDENTS ARE SPECIFICALLY INFORMED ABOUT THE NEW EVALUATION PATTERN DURING THE ORIENTATION PROGRAMME ON THE FIRST DAY OF COLLEGE FOR THE NEWLY ADMITTED STUDENTS. STUDENTS ARE TOLD ABOUT THE WEIGHTAGE GIVEN TO ATTENDANCE AND INTERNAL EXAMINATION ALONG WITH THE SEMESTER EXAMINATION CONDUCTED BY THE UNIVERSITY.

STUDENTS' PROGRESS AND UNDERSTANDING IS MONITORED NOT ONLY THROUGH EXAMINATIONS BUT ALSO THROUGH ACTIVITIES LIKE GROUP DISCUSSIONS AND PRESENTATIONS. EACH DEPARTMENT DEVISES ITS OWN METHOD OF EVALUATING STUDENT'S PERFORMANCE. THE EXAMINATION COMMITTEE ENSURES THAT THE UNIVERSITY NORMS ARE NOT FLOUTED.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

THE COLLEGE HAS CONSTITUTED AN EXAMINATION COMMITTEE UNDER THE CHAIRMANSHIP OF THE VICE PRINCIPAL. THE COMMITTEE ADHERES TO THE RULES AND REGULATIONS LAID DOWN BY THE UNIVERSITY OF NORTH BENGAL WHILE PLANNING AND CONDUCTING INTERNAL EXAMINATIONS. IN ORDER TO ENSURE TRANSPARENCY AND ROBUSTNESS IN TERMS OF INTERNAL EXAMINATIONS STUDENTS ARE SHOWN THEIR ANSWER SCRIPTS. TEACHERS TALK TO THE STUDENTS INDIVIDUALLY AND EXPLAIN THEM THEIR MISTAKES.

ALL THE DEPARTMENTS PLAN THEIR OWN SCHEDULE REGARDING CONDUCT OF INTERNAL EXAMINATION. THE FACULTY MEMBERS DECIDE AMONG THEMSELVES THE FREQUENCY OF TESTS TO BE TAKEN. THE PLAN DRAWN BY THE DEPARTMENTS IS CONVEYED TO THE EXAMINATION COMMITTEE.

PERFORMANCE OF THE STUDENTS ARE EVALUATED AND REMEDIAL CLASSES AND TUTORIALS ARE ORGANISED ACCORDINGLY.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

STUDENTS CAN APPLY FOR REASSESSMENT AND SCRUTINY OF THEIR ANSWER SCRIPTS. THE UNIVERSITY OF NORTH BENGAL PROVIDES FOR SUCH AN OPPORTUNITY. STUDENTS CAN GET 50% OF THEIR TOTAL NUMBER OF SCRIPTS REASSESSED IN EACH YEAR.

THEY HAVE TO FILL IN A FORM AND SUBMIT IT TO THE COLLEGE OFFICE WITH THE REQUISITE FEE. THE FORMS ARE THEN FORWARDED TO THE UNIVERSITY BY THE VICE PRINCIPAL OF THE COLLEGE.

THE UNIVERSITY DECLARES THE REASSESSMENT RESULT IN DUE TIME. NOTICE REGARDING DECLARATION OF REASSESSMENT RESULT IS MADE AVAILABLE IN THE COLLEGE WEBSITE AND ALSO IN THE COLLEGE NOTICE BOARD. INCASE OF THOSE STUDENTS WHOSE MARKS INCREASE/DECREASE AFTER REASSESSMENT NEW MARK SHEETS ARE ISSUED BY THE UNIVERSITY.

### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

#### Response:

NOTICE REGARDING EXAMINATION SCHEDULE IS MADE AVAILABLE IN THE COLLEGE WEBSITE. A COPY OF THE EXAMINATION SCHEDULE IS ALSO PROVIDED TO THE STUDENTS FROM THE COLLEGE OFFICE. ON THE FIRST DAY OF COLLEGE, AN ORIENTATION PROGRAMME IS ORGANIZED FOR THE STUDENTS TO MAKE THEM AWARE OF THE REGULATIONS, COURSE STRUCTURE, SYSTEM OF ATTENDANCE AND RULES OF USING THE LIBRARY.

EACH DEPARTMENT IN THE COLLEGE CHALKS ITS OWN TEACHING PLAN WHICH IS MONITORED BY THE RESPECTIVE HEAD OF THE DEPARTMENT. THE ACADEMIC PROGRESS OF THE STUDENTS IS MONITORED THROUGH CONTINUOUS EVALUATION AND TERM END EXAMINATIONS.

THE INSTITUTION PREPARES AN ACADEMIC CALENDAR AFTER OBTAINING SUGGESTIONS FROM TEACHERS' COUNCIL IN THE BEGINNING OF THE SESSION. THE SYSTEM OF

CONTINUOUS EVALUATION ADHERES TO THIS SCHEDULE AS FAR AS POSSIBLE.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 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 on website and communicated to teachers and students**

**Response:**

**STUDENTS ARE EXPECTED TO DEVELOP THE FOLLOWING SKILLS AFTER COMPLETION OF THE COURSE**

### 1. BENGALI

- A. DEVELOP AND ADAPT ACTIVE READING SKILLS.
- B. IMPROVED VOCABULARY.
- C. INCREASED AWARENESS ABOUT ASPECTS OF BENGALI CULTURE AND LITERATURE.
- D. RELATE TEXTS TO THE SOCIAL, HISTORICAL AND CULTURAL CONTEXTS IN WHICH THE TEXTS ARE WRITTEN.

### 2. ENGLISH

- A. ENHANCED LINGUISTIC CAPABILITIES.
- B. UNDERSTANDING OF THE POLITICAL, CULTURAL, SOCIAL, ECONOMIC AND INTELLECTUAL BACKGROUNDS OF THE VARIOUS PERIODS IN LITERARY HISTORY.
- C. A DEEPER INSIGHT INTO THE WORLD OF LITERATURE.
- D. ABILITY TO CRITICALLY APPRECIATE MAJOR LITERARY WORKS OF THE WORLD.

### 3. SANSKRIT

- A. DEVELOP AN INCREASED ABILITY TO READ AND UNDERSTAND THE LANGUAGE.
- B. INCREASED KNOWLEDGE AND UNDERSTANDING OF SANSKRIT GRAMMAR AND FAMILIARITY WITH THE HISTORY OF SANSKRIT LITERATURE.
- C. ENHANCED ABILITY TO CRITICALLY ANALYSE AND ASSESS EXISTING RESEARCH

THROUGH CAREFUL READING AND DISCUSSION.

D. INSIGHT INTO ONE OR MORE FIELDS OF SPECIALIZATION WITHIN THE BROADER TOPICS OF ANCIENT INDIAN RELIGION, LITERATURE AND HISTORY.

#### **4. EDUCATION**

A. UNDERSTANDING OF THE MEANING, AIMS, OBJECTIVES AND FUNCTIONS OF EDUCATION.

B. DEVELOP KNOWLEDGE OF THE STRUCTURE AND FUNCTIONS OF THE SOCIETY AND THE PROCESS OF SOCIAL INTERACTION FOR A CHANGE TOWARDS BETTER HUMAN RELATIONSHIPS.

C. UNDERSTAND THE CONCEPT OF INDIVIDUAL DIFFERENCES AND FORMATION OF AN INTEGRATED PERSONALITY.

D. DEVELOP AN UNDERSTANDING OF THE PROCESS OF LEARNING.

#### **5. HISTORY**

A. UNDERSTAND THE POLITICAL, ECONOMIC, SOCIAL, CULTURAL, INTELLECTUAL AND RELIGIOUS CHANGES IN THE PAST AND THEIR RELATION TO THE HISTORICAL CONTEXT OF THE PERIOD UNDER STUDY.

B. UNDERSTAND HISTORICAL PROBLEMS AND DEBATES.

C. UNDERSTAND LARGE - SCALE AND LONG - TERM HISTORICAL DEVELOPMENTS OF REGIONAL, NATIONAL AND GLOBAL SCOPE.

D. DEVELOP SKILLS INCLUDING THE ABILITY OF CRITICAL AND LOGICAL THINKING.

#### **6. PHILOSOPHY**

A. ABILITY TO APPLY PHILOSOPHICAL LEARNING TO IMPORTANT PUBLIC ISSUES.

B. ARTICULATE FUNDAMENTAL QUESTIONS ABOUT WHAT EXISTS.

C. ABILITY TO EXPLAIN EPISTEMOLOGICAL AND METAPHYSICAL CONCEPTS.

D. DEVELOP THEIR OWN PHILOSOPHICAL AREAS OF INTEREST AND INVESTIGATE THEM FROM VARIOUS PERSPECTIVES.

#### **7. POLITICAL SCIENCE**

A. DISCUSS THE MOST IMPORTANT POLITICAL THEORISTS IN THE WESTERN TRADITION AND THE IDEAS ASSOCIATED WITH THEM.

B. DESCRIBE THE HISTORY, STRUCTURE AND OPERATION OF THE INTERNATIONAL SYSTEM.

C. EXPLAIN THE STRUCTURAL CONTEXT WITHIN WHICH POLITICS TAKE PLACE, INCLUDING THE ROLE OF ECONOMY, SOCIETY, AND CULTURE AND CONFLICTS OVER AND WITHIN THOSE DOMAINS.

D. EXPLAIN THE ROLE OF POLITICAL IDEAS, VALUE, CONFLICTS AND IDEOLOGY IN HUMAN SOCIETIES.

THE COURSE OUTCOMES ARE ALSO AVAILABLE AT WWW.ALIPURDUARGIRLSCOLLEGE.ORG

THE TEACHERS CONVEY THE OBJECTIVES AND EXPECTED COURSE OUTCOMES TO THE STUDENTS AT THE BEGINNING OF EACH SESSION DURING INDUCTION MEETING.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

STUDENTS ARE EVALUATED FOLLOWING THE RULES AND REGULATIONS LAID DOWN BY THE UNIVERSITY OF NORTH BENGAL. THE SYLLABUS IS PROPERLY IMPLEMENTED AND IT IS MONITORED BY THE VICE PRINCIPAL OF THE INSTITUTION.

THE TEACHERS MAINTAIN A TEACHING PLAN AND ADHERE TO IT. THEY REPORT STATUS OF COMPLETION OF SYLLABUS TO THE VICE PRINCIPAL AT REGULAR INTERVALS.

CONTINUOUS EVALUATION IS DONE THROUGH INTERNAL ASSESSMENTS. MARKS AWARDED IN THE INTERNAL ASSESSMENT IS UPLOADED IN THE UNIVERSITY WEBSITE FOLLOWING THE TIME FRAME PRESCRIBED BY THE UNIVERSITY. THE EXAMINATION COMMITTEE SUPERVISES ASPECTS RELATED TO EXAMINATION AND EVALUATION.

THE FOLLOWING STUDENTS FROM THE HONOURS PROGRAMME WERE AWARDED FIRST CLASS (60% AND ABOVE) IN THE UNIVERSITY EXAMINATION HELD IN THE YEAR 2018

1. DIPSHIKHA ROY

2. RINKU ROY

3. SHARADHA BASNET

4. SOMA ROY MANDAL

SUKLA GHOSH WAS AWARDED SILVER MEDAL BY THE UNIVERSITY OF NORTH BENGAL FOR SECURING SECOND CLASS FIRST POSITION IN B.A. GENERAL PROGRAM. SHE SECURED 59.41% MARKS IN THE UNIVERSITY EXAMINATION.

### 2.6.3 Average pass percentage of Students

**Response:** 66.82

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 147

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 220

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

THE COLLEGE RECEIVED RECOGNITION UNDER SECTION 2 (F) AND 12 (B) OF THE UGC ACT, 1956 IN MARCH, 2018. THEREFORE, THE FULL – TIME FACULTY OF THE COLLEGE COULD NOT APPLY FOR FUNDS TO UGC TO CARRY OUT RESEARCH PROJECTS.

HOWEVER, WITH RECOGNITION FROM THE UGC, THE FULL TIME FACULTY MEMBERS OF THE COLLEGE INTEND TO APPLY TO THE UGC FOR FINANCIAL ASSISTANCE TO CARRY OUT RESEARCH PROJECTS. THE COLLEGE ALSO INTENDS TO CONSTITUTE A RESEARCH COMMITTEE TO ENCOURAGE AND PROMOTE RESEARCH ACTIVITY AMONG STAFF ALONG

WITH EVALUATING THE RESEARCH PROPOSALS BEFORE FORWARDING THOSE TO THE UGC FOR FINANCIAL ASSISTANCE.

THE COLLEGE BELIEVES THAT WITH ENHANCEMENT OF RESEARCH ACTIVITY THERE WILL BE AN APT ATMOSPHERE FOR TRANSFER AND INTERCHANGE OF KNOWLEDGE.

THE COLLEGE PROMOTES RESEARCH ACTIVITY BY MAKING AVAILABLE

- REFERENCE BOOKS
- SUBSCRIPTION TO E - JOURNALS
- DESKTOP COMPUTER
- PRINTER
- PHOTOCOPIER
- WIFI FACILITY

THE COLLEGE MOTIVATES THE TEACHERS TO PARTICIPATE AND PRESENT RESEARCH BASED PAPERS IN SEMINARS AND CONFERENCES. TEACHERS ARE GRANTED LEAVE TO PRESENT PAPERS IN SEMINARS. THEY ARE ALSO ENCOURAGED TO PUBLISH THEIR RESEARCH PAPERS IN JOURNALS RECOMMENDED AND APPROVED BY THE UGC.

TEACHERS ARE GIVEN LEAVE ON DUTY TO PRESENT PAPERS IN SEMINARS. THE INSTITUTION SANCTIONS LEAVES TO TEACHERS AS AND WHEN NECESSARY SO THAT THEY CAN PURSUE THEIR COURSEWORK AND WORK RELATED TO PH.D. THE GOVERNING BODY ALSO FORWARDS APPLICATIONS TO DEPARTMENT OF HIGHER EDUCATION FOR SANCTION OF SPECIAL STUDY LEAVE.

ONE TEACHER WAS GRANTED SPECIAL STUDY LEAVE OF 6 MONTHS TO COMPLETE A SHORT TERM RESEARCH PROJECT THROUGH ENDEAVOUR RESEARCH FELLOWSHIP SPONSORED BY DEPARTMENT OF EDUCATION AND TRAINING, AUSTRALIA.

THE DEPARTMENTS ORGANISE SPECIAL LECTURES, TALKS AND GROUP DISCUSSIONS TO DEVELOP AMONG THE STUDENTS AN APTITUDE FOR RESEARCH. STUDENTS ARE ENCOURAGED TO BE INTERACTIVE IN CLASS AND DO REFERENCE WORK. BOTH TEXT AND REFERENCE BOOKS ARE MADE AVAILABLE IN THE LIBRARY FOR THE STUDENTS TO ENHANCE THEIR KNOWLEDGE AND UNDERSTANDING.

DETAILS OF RESOURCE PERSONS WHO HAVE DELIVERED SPECIAL LECTURES

- DR. PARAMITA GHOSH, MAYNAGURI COLLEGE, JALPAIGURI
- DR. GOUR SUNDAR GHOSH, A C COLLEGE, JALPAIGURI
- DR. NITAI CHANDRA SAHA, MUNSHI PREMCHAND COLLEGE, SILIGURI
- PROF. AMARTA RAY, SUSHIL KAR COLLEGE, KOLKATA
- PROF. ABDUL MATIN, COOCH BEHAR PANCHANAN BARMA UNIVERSITY
- DR. JOYDEEP BHATTACHARYA, KURSEONG COLLEGE

THE COLLEGE INTENDS TO CREATE A RESEARCH CELL TO UNDERTAKE THE FOLLOWING ACTIVITIES WITH THE MOTIVE OF PLANNING, UPGRADING AND CREATING INFRASTRUCTURAL FACILITIES:



- MAKING TEACHERS AWARE OF AVAILABILITY OF VARIOUS FELLOWSHIPS/SCHOLARSHIPS TO PURSUE RESEARCH WORK.
- ASSISTING TEACHERS IN ORGANISING SEMINARS/CONFERENCES AND WORKSHOPS.
- ENCOURAGING INTER DISCIPLINARY TALKS/LECTURES.
- KEEPING RECORD OF ALL THE RESEARCH PROJECTS APPROVED BY THE UGC/ICSSR.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

#### 3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

#### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.76**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	9	6

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 1.79**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	4	4	1

**File Description**

List books and chapters in edited volumes / books published

**Document**[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

THE COLLEGE HAS ORGANISED PROGRAMMES ON PROMOTION OF GENDER EQUITY AND AWARENESS PROGRAMMES ON AIDS, CYBER CRIME AND CRIME AGAINST WOMEN.

THE NSS UNIT OF THE COLLEGE WAS ESTABLISHED WITH 100 STUDENTS IN THE YEAR 2017 WITH THE OBJECTIVE OF DEVELOPMENT OF PERSONALITY OF THE STUDENTS THROUGH OUTREACH ACTIVITIES AND COMMUNITY SERVICE. TO FULFIL THIS

OBJECTIVE, THE NSS UNIT OF THE COLLEGE UNDERTAKES ACTIVITIES LIKE ORGANIZATION OF BLOOD DONATION CAMPS AS COMMUNITY ORIENTATION ACTIVITY. IT ALSO ORGANISES SPECIAL CAMPS AND AWARENESS PROGRAMMES ON AIDS, MENSTRUAL HYGIENE TO NAME A FEW.

AS OUTREACH AND EXTENSION ACTIVITIES THE NSS UNIT OF THE COLLEGE ORGANISES PROGRAMMES ON ROAD SAFETY AND ALSO MOTIVATES STUDENTS TO COLLECT FUNDS TO DONATE TOWARDS RELIEF ACTIVITIES ALONG WITH ORGANISING BLOOD DONATION CAMP STUDENTS ARE KEPT UPDATED ABOUT THE ACTIVITIES OF NSS THROUGH NOTICES AND PICTURES WHICH ARE REGULARLY MADE AVAILABLE IN THE COLLEGE WEBSITE AND NOTICE BOARD. THE PROGRAMME OFFICER IN CONSULTATION WITH THE VICE PRINCIPAL PLAYS AN IMPORTANT ROLE IN COORDINATING AND EXECUTING ACTIVITIES OF THE STUDENTS.

THE NSS ALSO PLAYS AN IMPORTANT ROLE IN TRACKING STUDENT'S INVOLVEMENT IN VARIOUS SOCIAL MOVEMENTS/ACTIVITIES THAT PROMOTE CITIZENSHIP ROLES. A SUM OF RS. 45000/- ONLY IS RECEIVED FROM THE UNIVERSITY OF NORTH BENGAL EVERY YEAR TO CARRY OUT THE ANNUAL PROGRAMMES OF THE NSS.

THE MAJOR EXTENSION AND OUTREACH PROGRAMMES ORGANISED BY THE NSS SO FAR ARE AS FOLLOWS:

1. TREE PLANTATION IN THE COLLEGE CAMPUS
2. BLOOD DONATION CAMP
3. AWARENESS PROGRAMME ON HEALTH AND HYGIENE
4. COLLECTION OF FUNDS TO DONATE TOWARDS RELIEF FUNDS

THROUGH PARTICIPATION IN THESE EXTENSION ACTIVITIES, IT IS HOPED THAT STUDENTS WILL DEVELOP A DEEPER UNDERSTANDING OF THE COMMUNITY. THE EXPERIENCE THUS GAINED NOT ONLY MAKE INDIVIDUALS BETTER HUMAN BEINGS BUT ALSO ENABLE THEM TO ADAPT TO CHANGES WITH A FREE MIND. IT HELPS IN MAKING THEM MORE CONFIDENT AND IMPROVE THEIR SELF ESTEEM.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 3**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response: 8.67**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
155	85	90	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response: 0**

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response: 0**

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

THE GOVERNING BODY OF THE COLLEGE, IN CONSULTATION WITH THE FINANCE COMMITTEE CHALKS OUT PLANS FOR CREATION AND ENHANCEMENT OF INFRASTRUCTURE TO FACILITATE TEACHING AND LEARNING. KEEPING IN MIND THE NEED OF THE STUDENTS AND COURSES EXISTING INFRASTRUCTURE IS RENOVATED.

PRESENTLY A THREE STORIED BUILDING IS BEING CONSTRUCTED WITHIN THE CAMPUS BY THE NORTH BENGAL DEVELOPMENT DEPARTMENT. THE CONSTRUCTION WORK IS ALMOST ON THE VERGE OF COMPLETION.

THE EXISTING BUILDING HAS 08 CLASSROOMS, 01 AUDIO/VISUAL CLASSROOM AND A LIBRARY WITH PROVISION FOR READING. ALL THESE ROOMS ARE WELL LIT WITH PROPER VENTILATION.

THE COLLEGE HAS A LCD PROJECTOR. IN THE EXISTING BUILDING, 4 CLASSROOMS HAVE BLACKBOARDS AND 4 CLASSROOMS HAVE THE PROVISION OF BOTH BLACK BOARD AND WHITE BOARD.

WIFI FACILITY CAN BE AVAILED BY THE STUDENTS THROUGH OUT THE DAY.

THE NEW BUILDING HAS PROVISIONS FOR 16 CLASSROOMS, 01 SEMINAR HALL AND A COMPUTER LABORATORY. PRAYER HAS BEEN SENT TO THE DEPARTMENT OF YOUTH SERVICES & SPORTS, GOVERNMENT OF WEST BENGAL FOR CONSTRUCTION OF A MINI AUDITORIUM. IT HAS BEEN DECIDED THAT EACH HONOURS DEPARTMENT WILL HAVE TWO DEDICATED CLASSROOMS TO CARRY ON WITH THEIR WORK. THE LIBRARY WILL BE SPREAD OVER TWO FLOORS WITH PROVISION OF A STACK ROOM. THERE WILL ALSO BE PROVISIONS FOR GIRLS' COMMON ROOM. LOCKER FACILITY WILL ALSO BE PROVIDED TO THE STUDENTS.

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

**Response:**

THE COLLEGE HAS ITS OWN FIELD TO FACILITATE GAMES LIKE BADMINTON, KHO KHO, KABADDI TO NAME A FEW. STIDENTS EVEN PARTICIPARE IN DISCUS THROWING, JAVELIN THROWING AND SHORT PUT. SPORTS EQUIPMENTS ARE PROVIDED BY THE COLLEGE. A CARROM BOARD AND A TABLE TENNIS BOARD IS ALSO AVAILABLE TO FACILITATE INDOOR GAMES. TRAINING IN YOGA IS PROVIDED TO THE STUDENTS ON A REGULAR

BASIS.

STUDENTS ACTIVELY PARTICIPATE IN ACTIVITIES ORGANISED BY NSS UNIT AND CULTURAL PROGRAMMES ORGANISED TO CELEBRATE SPECIFIC OCCASIONS LIKE TEACHER'S DAY, INDEPENDENCE DAY, RAKHI, GANDHI JAYANTI, BIRTHDAY OF SWAMI VIVEKANANDA AND SO ON.

AN INITIATIVE WAS TAKEN TO PUBLISH A BILINGUAL COLLEGE MAGAZINE WITH ARTICLES AND PAINTINGS CONTRIBUTED BY THE STUDENTS AND THE TEACHERS. THE FIRST SUCH MAGAZINE WAS PUBLISHED IN THE YEAR 2017.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 12.5

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 43.5

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
24.75	22.25	7	1	0.75



File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

THE LIBRARY IS EQUIPPED WITH A DEDICATED SOFTWARE DEVELOPED BY A KOLKATA BASED IT FIRM. IT ENABLES THE SYSTEM OF ACCESSION OF BOOKS, DIGITAL RECORDING OF DETAILS OF THE BOOKS, STOCK MAINTENANCE AND BOOK ISSUE SYSTEM. BAR CODE SYSTEM HAS ALSO BEEN IMPLEMENTED. THE BOOK LENDING SYSTEM HAS BEEN PARTIALLY DIGITIZED. THERE IS ONE COMPUTER IN THE LIBRARY WITH A PRINTER FOR THE PART TIME LIBRARIAN TO KEEP A TRACK OF THE AVAILABLE BOOKS AND TAKE PRINTS WHENEVER REQUIRED. PROVISION HAS BEEN MADE TO ACCESS AVAILABILITY OF BOOKS IN THE LIBRARY FROM THE COMPUTER IN THE TEACHER'S ROOM. THE LIBRARY OFFERS AN OPEN ACCESS SYSTEM TO THE STUDENTS. THE COLLEGE IS REGISTERED WITH NATIONAL DIGITAL LIBRARY AND HAS SUBSCRIBED TO INFLIBNET – N LIST PROGRAM AS WELL TO ENSURE REMOTE ACCESS TO E – RESOURCES.

REPROGRAPHIC SERVICE IS PROVIDED FOR THE STUDENTS.

THERE ARE SEPARATE SHELVES TO STOCK BOOKS RECEIVED AS DONATION FROM RETIRED PROFESSORS AND RENOWNED PEOPLE OF THE LOCALITY. IN THE ABSENCE OF A READING ROOM, A DEDICATED CORNER HAS BEEN ALLOCATED FOR READING FACILITY TO THE WILLING STUDENTS.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

THE COLLEGE APPROACHES RENOWNED PERSONS OF THE LOCALITY TO DONATE BOOKS FROM THEIR COLLECTION TO THE LIBRARY. THESE RENOWNED PEOPLE INCLUDE RETIRED PROFESSORS OF NEIGHBOURING COLLEGES. IN THE YEAR 2015, SON OF LATE

PROFESSOR SUDHIR BISHNU DONATED A GOOD NUMBER OF BOOKS IN BENGALI FROM HIS FATHER'S RARE COLLECTION OF BOOKS. ALL THE BOOKS RECEIVED FROM THE COLLECTION FOR LATE PROFESSOR SUDHIR BISHNU HAVE BEEN IN SEPARATE SHELVES FOR EASIER ACCESS.

A SEPARATE CORNER IN THE LIBRARY HAS BEEN EARMARKED FOR STOCKING OF BOOKS DONATED BY RENOWNED PEOPLE FROM THEIR RARE COLLECTION.

DUE TO PAUCITY OF FUNDS THE COLLEGE ITSELF FINDS IT DIFFICULT TO PURCHASE RARE BOOKS. THEREFORE, IT HAS NO OTHER OPTION BUT TO DEPEND ON DONATION OF BOOKS.

AS A MEASURE TO AUGMENT KNOWLEDGE RESOURCE THE COLLEGE HAS SUBSCRIBED TO INFLIBNET N - LIST PROGRAMME AND NATIONAL DIGITAL LIBRARY TO ENSURE THAT STUDENTS AND TEACHERS GET ACCESS TO REMOTE RESOURCES.

THE COLLEGE INTENDS TO SUBSCRIBE TO HARD COPIES OF JOURNALS AS WELL IN THE NEAR FUTURE.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 0.39

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.10	0.15	0.36	0.20	0.15

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 3.16

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 25

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

THE INSTITUTION OFFERS WIFI FACILITY TO ITS STUDENTS AND TEACHERS FREE OF COST. THE BANDWIDTH HAS RECENTLY BEEN ENHANCED TO ENSURE STUDENTS AND TEACHERS ARE ABLE TO AVAIL THE FACILITY WITHOUT ANY INTERRUPTION. THIS HAS BEEN DONE TO MOTIVATE STUDENTS AND TEACHERS TO INCREASE THE USE OF DIGITAL RESOURCES THEREBY UPDATING THEIR DOMAIN OF KNOWLEDGE CONTINUOUSLY.

NUMBER OF COMPUTERS HAVE INCREASED SUBSTANTIALLY. THE SOFTWARE IS UPDATED ON A REGULAR BASIS. ANTI VIRUS HAS BEEN INSTALLED IN ALL THE COMPUTERS.

THE COMPUTERS IN THE OFFICE, AUDIO/VISUAL ROOM AND THE LIBRARY ARE ALSO CONNECTED TO THE MAIN SERVER THROUGH LOCAL AREA NETWORK.

#### 4.3.2 Student - Computer ratio

**Response:** 778

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 5-20 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 4.51

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.5	0.84	0.81	0.57	0.46

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Response:**

STUDENTS ARE SPECIFICALLY INSTRUCTED NOT TO SPOIL THE CLASSROOM WALL. THE DESK AND BENCH ARE REPAIRED AS AND WHEN NECESSARY. BLACKBOARDS ARE REGULARLY POLISHED.

ONE ATTENDANT HAS BEEN ENGAGED ON A CONTRACT BASIS FOR REGULAR CLEANING OF THE COLLEGE CAMPUS INCLUDING THE LIBRARY AND THE ROOMS.

AN ELECTRICIAN AND A PLUMBER HAVE BEEN ENGAGED ON CALL BASIS FOR SUPERVISION AND MAINTENANCE OF INFRASTRUCTURAL FACILITIES. THE OVERHEAD TANK IS CLEANED REGULARLY. THE WATER PURIFIERS ARE UNDER ANNUAL MAINTENANCE CONTRACT. THE CANDLE OF THE WATER PURIFIER IS REGULARLY CHANGED TO ENSURE CLEAN AND GERM FREE WATER.

THE PHOTOCOPIER IS ALSO UNDER ANNUAL MAINTENANCE CONTRACT. PERIODICAL SERVICING OF THE PHOTOCOPIER IS DONE BY THE DESIGNATED FIRM. IN CASE OF ANY PROBLEM WITH THE COMPUTERS OR THE PRINTERS, THE FIRM FROM WHICH THOSE WERE PURCHASED ARE CONTACTED. SERVICE/REPAIR WORK IS CONDUCTED BY THE CONCERNED FIRM.

THE FIELD IS CLEANED ON A WEEKLY BASIS WITH PRUNING OF GRASS DONE AT REGULAR INTERVALS. THE PLANTS AND TREES ARE MAINTAINED WITH PROPER CARE. THE STUDENTS AND EMPLOYEES TAKE AN ENTHUSIASTIC AND ACTIVE INITIATIVE IN NURTURING THESE PLANTS.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 55.8

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
527	509	318	377	317

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 3.3

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	40	39	14

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 4.95

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
115	80	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

**the last five years**

**Response: 0**

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

Details of the students benefitted by VET

[View Document](#)

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**Response: Yes**

**File Description**

**Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)

## 5.2 Student Progression

**5.2.1 Average percentage of placement of outgoing students during the last five years**

**Response: 0**

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0



File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 37.41

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 55

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 0

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

<p><b>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) during the last five years.</b></p> <p><b>Response: 0</b></p>				
<p>5.3.1.1 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-wise during the last five years</p>				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0
<p><b>File Description</b></p>		<p><b>Document</b></p>		
<p>Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years</p>		<p><a href="#">View Document</a></p>		

<p><b>5.3.2 Presence of an active Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution</b></p> <p><b>Response:</b></p> <p>THE COLLEGE HAS A STUDENT'S UNION WHICH IS FORMED THROUGH AN ELECTION FOLLOWING THE PROCEDURE LAID DOWN BY THE UNIVERSITY OF NORTH BENGAL AND DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL.</p> <p>EACH MEMBER OF THE STUDENT'S UNION IS GIVEN A DESIGNATION. THE DESIGNATIONS ARE AS FOLLOWS:</p> <p>VICE PRESIDENT</p> <p>GENERAL SECRETARY</p> <p>ASST. GENERAL SECRETARY</p>
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GAMES SECRETARY

MAGAZINE SECRETARY

WELFARE SECRETARY

CULTURAL SECRETARY

GIRL'S COMMON ROOM SECRETARY

CLASS REPRESENTATIVES (4 NOS.)

THE STUDENTS THUS DESIGNATED AUTOMATICALLY BECOME MEMBER OF THESE COMMITTEES.

THE GENERAL SECRETARY OF THE STUDENT'S UNION IS REPRESENTATIVE OF THE STUDENTS IN THE GOVERNING BODY OF THE COLLEGE.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	8	8	8	6

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

THE ALUMNI ASSOCIATION IS YET TO BE REGISTERED. HOWEVER, THERE EXISTS A CELL WHICH COLLECTS AND PRESERVES DATA OF OUTGOING STUDENTS.

THE COLLEGE INTENDS TO REGISTER THE ALUMNI ASSOCIATION AT AN EARLY DATE. THE COLLEGE BELIEVES THAT ONCE THE ASSOCIATION BECOMES FUNCTIONAL, THE MEMBERS WILL ACTIVELY INVOLVE THEMSELVES IN THE GROWTH AND DEVELOPMENT OF THE COLLEGE. THE COLLEGE EXPECTS SIGNIFICANT FINANCIAL CONTRIBUTION FROM THE MEMBERS.

MEETINGS WILL BE HELD REGULARLY TO KEEP THE ASSOCIATION INFORMED ABOUT THE ACHIEVEMENTS OF THE COLLEGE. WITH THE HELP OF THE ALUMNI, THE COLLEGE AUTHORITIES EXPECT TO COLLABORATE WITH THE SOCIAL COMMUNITY IN GENERAL AND THE STUDENTS WHO HAVE GRADUATED FROM THE INSTITUTION IN PARTICULAR. IT IS IMPORTANT TO NOTE THEIR EXPERIENCE BASED SUGGESTIONS TO ENHANCE THE PERFORMANCE OF THE COLLEGE BOTH IN THE ACADEMIC AND SOCIAL FIELD.

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 0

**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

THE MISSION OF THE COLLEGE IS:

- STRIVING FOR EXCELLENCE.
- TO EQUIP AND EMPOWER STUDENTS WITH RELEVANT KNOWLEDGE, COMPETENCE AND CREATIVITY TO FACE GLOBAL CHALLENGES.
- TO ACHIEVE INNOVATIONS IN TEACHING – LEARNING, RESEARCH AND EXTENSION ACTIVITIES TO REALIZE NATIONAL GOALS, INCLUDING THE ADOPTION AND PROMOTION OF KNOWLEDGE OUTPUT FOR HUMAN DEVELOPMENT.
- TO PROMOTE WOMEN’S EDUCATION.
- TO FACILITATE OPTIMUM USE OF HUMAN AND LIMITED INFRASTRUCTURAL FACILITIES AVAILABLE FOR QUALITY SUSTENANCE AND IMPROVEMENT.
- TO PROMOTE PARTICIPATION OF ALL THE STAKEHOLDERS IN THE DEVELOPMENT OF THE COLLEGE.
- TO PROMOTE AND PRACTICE INCLUSIVE GROWTH.
- TO CREATE AWARENESS OF HUMAN RIGHTS, VALUE SYSTEM, CULTURE, HERITAGE, SCIENTIFIC TEMPER AND ENVIRONMENT.

FOR DESIGNING AND IMPLEMENTATION OF ITS QUALITY POLICY AND PLANS EFFECTIVELY ALIPURDUAR MAHILA MAHAVIDYALAYA HAS AN EFFICIENT CO-ORDINATION AND INTERNAL MANAGEMENT SYSTEM UNDER THE LEADERSHIP OF THE VICE PRINCIPAL. THE GOVERNING BODY, THE VICE PRINCIPAL, THE IQAC AND ALL STAFF ALWAYS STEP IN TOGETHER FOR DESIGNING AND IMPLEMENTATION OF QUALITY POLICY. SEVERAL COMMITTEES ARE CONSTITUTED BY THE GOVERNING BODY AND TEACHERS’ COUNCIL OF THE COLLEGE FOR OVERALL MANAGEMENT OF THE ADMISSION, ACADEMIC CO-ORDINATION, CONDUCT OF EXAMINATIONS, PROMOTION OF RESEARCH AND EXTENSION ACTIVITIES, DEVELOPMENT OF INFRASTRUCTURAL FACILITIES, APPOINTMENT OF STAFF, MAINTENANCE OF SERVICE RECORDS, ENCOURAGING CULTURAL ACTIVITIES, MAINTENANCE OF HEALTHY CAMPUS LIFE AND INCULCATION OF THE SPIRIT OF NATIONAL INTEGRITY. THE TEACHER’S COUNCIL FORMS THE COMMITTEES WITH MEMBERS FROM TEACHING STAFF FOR MONITORING AND DECISION MAKING. THE VICE – PRINCIPAL COMMUNICATES THE DECISION OF THE TEACHER COUNCIL TO THE RESPECTIVE PERSON REGARDING THE RESPONSIBILITIES AND THEIR ASSIGNED DUTY BY NOTIFICATION FOR KNOWLEDGE OF ALL. ANY DIFFICULTY FACED BY THE COMMITTEES IS AMICABLY SETTLED IN TEACHER COUNCIL MEETING.

THE LEADERSHIP IS COMMITTED TO ENSURE THE FULFILMENT OF THE STATED MISSION. THE FOCUS IS ON ALL – ROUND DEVELOPMENT OF THE STUDENTS HAILING FROM THE RURAL AREA. AS A RESULT, MORE AND MORE PARENTS ARE ALLOWING THEIR

DAUGHTERS TO STUDY IN OUR COLLEGE. OUR POLICY IS TO CREATE AWARENESS TO STRENGTHEN THE STUDENTS TO FACE PROBLEMS AND CHALLENGES AND MAKE THEM SELF SUFFICIENT.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

THE COLLEGE PROMOTES A CULTURE OF PARTICIPATIVE MANAGEMENT. THE COLLEGE CONSTITUTES COMMITTEES FOR GENERAL AND ACADEMIC DEVELOPMENT. 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. CONSIDERING THE SUGGESTIONS OF ALL PLANS ARE PREPARED. THE PLANS AND PROPOSALS ARE DISCUSSED IN THE GOVERNING BODY COMPRISING OF MEMBERS FROM THE LOCALITY AND FINAL SANCTION WITH SUGGESTIONS IF ANY IS GIVEN TO THE VICE – PRINCIPAL.

THE GOVERNING BODY IS THE HIGHEST DECISION MAKING AUTHORITY WITH THE VICE – PRINCIPAL AS THE SECRETARY. THERE ARE SEVERAL SUB-COMMITTEES TO RUN THE ADMINISTRATION FORMED BY THE GOVERNING BODY. 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. SERVICE RECORD OF THE FULL TIME TEACHING AND NON – TEACHING STAFF IS METICULOUSLY MAINTAINED.

FOR THE SMOOTH CONDUCT OF ADMINISTRATION, VARIOUS COMMITTEES ARE FORMED IN TEACHERS – COUNCIL MEETING WITH CONSULTATION OF STAFF.

- THE VARIOUS ACTIVITIES OF THE COMMITTEES ARE EVALUATED BY THE IQAC.
- THE FACULTY IS INFORMED OF THEIR DUTIES AND RESPONSIBILITIES BY THE VICE – PRINCIPAL IN THE SCHEDULED STAFF MEETINGS.

EFFICIENCY OF THE INDIVIDUAL IS AN ASSET OF THE COLLEGE. THE COLLEGE ENCOURAGES AND SUPPORTS INVOLVEMENT OF THE TEACHERS AND OTHER STAFF TO ORGANIZE VARIOUS ACTIVITIES FOR ENHANCING THE QUALITY OF THE INSTITUTION. THERE IS EFFECTIVE INTERNAL COORDINATION AND MONITORING MECHANISM TO CARRY OUT VARIOUS EXTENSION AND CULTURAL ACTIVITIES SUCCESSFULLY.

THROUGH OPEN DISCUSSIONS HELD DURING ITS MEETINGS WITH THE HEAD OF THE INSTITUTION AND TIME TO TIME INTERACTION OF ITS MEMBERS WITH THE FACULTY, THE TOP MANAGEMENT INFUSES DYNAMISM AMONG THE FACULTY AND CREATES AN ENVIRONMENT CONDUCIVE FOR THE ACADEMIC GROWTH.

INVOLVING OTHERS IN DECISION MAKING BY THE HEAD OF THE INSTITUTION OF ALIPURDUAR MAHILA MAHAVIDYALAYA HAS LED TO EMPOWERMENT AND CREATION OF LEADERS AT EVERY LEVEL OF THE ORGANIZATION. SENIOR FULL –TIME TEACHERS ARE ENTRUSTED WITH THE CHARGE OF COLLEGE IN THE ABSENCE OF THE VICE-PRINCIPAL.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

THE PLAN FOR THE DEVELOPING ACTIVITIES OF THE COLLEGE ARE INITIATED BY THE GOVERNING BODY AND THE INTERNAL QUALITY ASSURANCE CELL (IQAC) OF THE COLLEGE AND ARE ALSO DRIVEN, DEPLOYED AND REVIEWED BY THEM.

THE COLLEGE HAS A PERSPECTIVE PLAN FOR DEVELOPMENT. THE PERSPECTIVE PLAN IS CATEGORIZED INTO THREE CATEGORIES: ACADEMIC PERSPECTIVE PLAN; HUMAN RESOURCES PERSPECTIVE PLAN; AND INFRASTRUCTURAL PERSPECTIVE PLAN. THE FOLLOWING ASPECTS ARE INCLUDED IN THE PERSPECTIVE PLAN:

#### ACADEMIC PLAN

- APPROACHES OF TEACHING: PROBLEM SOLVING APPROACH AND CRITICAL THINKING.
- CONCENTRATION ON ORGANIZING SEMINAR, SPECIAL LECTURES, ETC.
- MINIMIZE STAGNATION AND DROP OUT.
- REGULAR MEETING WITH STAFF AND STUDENTS.
- RESEARCH AND PUBLICATIONS.

#### HUMAN RESOURCE PLAN

- ENCOURAGEMENT TO THE NEWLY RECRUITED TEACHERS FOR ATTENDING ORIENTATION PROGRAMME.
- ENCOURAGEMENT TO THE IN – SERVICE TEACHERS FOR ATTENDING REFRESHER COURSES AND SHORT - TERM COURSES.
- AWARENESS PROGRAMMES FOR STUDENTS.



THE IQAC KEEPS A RECORD OF PARTICIPTION OF THE TEACHERS IN THESE PROGRAMMES/COURSES.

### INFRASTRUCTURAL DEVELOPMENT PLAN

- UPGRADATION OF TEACHING LEARNING MATERIAL AND AIDS.
- UPGRADATION OF CLASSROOMS IN TUNE WITH THE MODERN CHANGES IN EDUCATION.
- DEVELOPMENT OF MORE ICT ENABLED CLASSROOMS.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

##### Response:

THE COLLEGE HAS DEVELOPED EFFICIENT INTERNAL COORDINATING AND MONITORING MECHANISMS. COMMENSURATE WITH THE EDUCATIONAL NEEDS AND DEMANDS OF THE NATION IN GENERAL AND BENEFICIARIES OF THE COLLEGE IN PARTICULAR, THE GOALS ARE SET THROUGH COLLABORATIVE AND COLLECTIVE EFFORTS OF VARIOUS COMPONENTS OF THE COLLEGE. THE COLLEGE HAS A DEMOCRATIC SET UP, WHERE EACH UNIT IS GIVEN THE FULLEST FREEDOM TO INNOVATE AND PLAN ITS PERSPECTIVES OF DEVELOPMENT, YET IT OPERATES THROUGH A STRUCTURED ORGANIZATION FOR DISCIPLINED AND SMOOTH FUNCTIONING. THE LINE OF HIERARCHY IS MAINTAINED AND THE CODE OF CONDUCT IS IMPLEMENTED TO BRING HARMONY AND UNITY IN ITS VARIOUS CELLS.

THE GOVERNING BODY IS THE HIGHEST DECISION MAKING BODY FOLLOWED BY THE VICE PRINCIPAL. AFTER THE VICE PRINCIPAL IT IS THE HEADS OF THE DEPARTMENTS WHO FORM THE NEXT RUNG IN THE ORGANSATIONAL HIERARCHY.

UNDER THE HEADS OF THE DEPARTMENTS ARE THE FULL TIME TEACHERS, GOVERNMENT APPROVED PART - TIME TEACHERS AND GUEST TEACHERS OF THE RESPECTIVE DEPARTMENTS.

HEADS OF THE DEPARTMENTS UNDERTAKE THE RESPONSIBILITIES OF THE ACADEMIC AND ADMINISTRATIVE WORK OF THEIR DEPARTMENTS.

AT THE BEGINNING OF THE ACADEMIC YEAR, DIFFERENT COMMITTEES ARE FORMED

UNDER THE GUIDANCE OF THE VICE PRINCIPAL AND CONVENORS TO PERFORM BOTH ACADEMIC AND EXTRA – CURRICULAR ACTIVITIES. THE COMMITTEE MEETINGS ARE ARRANGED FREQUENTLY TO DISCUSS ISSUES REGARDING THE QUALITY ENHANCEMENT OF THE INSTITUTION. THE HEAD OF THE DEPARTMENTS/CONVENORS OF DIFFERENT COMMITTEES DISCUSS THE PLAN WITH THE VICE – PRINCIPAL FOR IMPLEMENTATION. THE PROGRESS CREATES CO – ORDINATION AND HELPS IN QUALITY ASSURANCE PROCESSES.

THE NON - TEACHING STAFF INCLUDES THE ACCOUNTANT, CASHIER, PEON, TYPIST AND CLERK.

THE FULL TIME TEACHING STAFF ARE APPOINTED ON THE BASIS OF RECOMMENDATION RECEIVED FROM WEST BENGAL COLLEGE SERVICE COMMISSION. GUEST - TEACHERS ARE APPOINTED ON THE BASIS OF INTERVIEW CONDUCTED BY SELECTION COMMITTEE FORMED BY THE GOVERNING BODY OF THE COLLEGE. NON - TEACHING STAFF ARE RECRUITED ON THE BASIS OF A WRITTEN TEST FOLLOWED BY AN INTERVIEW. PROMOTION OF THE TEACHING AND NON TECHING STAFF IS DONE ON THE BASIS OF THE GUIDELINES STATED BY THE DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL. SERVICE RULES, AS DIRECTED BY THE DEPARTMET OF HIGHER EDUCATION, GOVERMENT OF WEST BENGAL ARE STRICTLY ADHERED TO. WHEN THERE ARE REVISIONS IN THE CAREER ADVANCEMENT SCHEMES, TEACHERS ARE DIRECTED TO ATTEND REFRESHER COURSES / WORKSHOPS / SEMINARS TO UPGRADE AND UPDATE THEIR KNOWLEDGE ABOUT IT.

AN ACTIVE GRIEVANCE REDRESSAL CELL IS IN PLACE. THE MEMEBERS OF THE CELL MEET AT REGULAR INTERVALS TO ANALYSE THE GRIEVANCES RECEIVED AND REPORT THE SAME TO THE GOVRNING BODY. THE INTERNAL COMPLIANCE COMMITTEE IS ALSO FUNCTIONAL TO LOOK INTO MATTERS OF SEXUAL HARASSMENT (IF ANY). THE ANTI RAGGING COMMITTEE LOOKS INTO COMPLAINTS OF RAGGING (IF ANY). HOWEVER, THE COLLEGE PRIDES IN STATING THAT TILL DATE THERE HAVE BEEN NO CASES OF SEXUAL HARASSMENT OR RAGGING WITHIN THE COLLEGE PREMISES. DETAILS OF THE MEMBERS OF THESE CELLS ARE AVAILABLE IN THE COLLEGE WEBSITE UNDER THE SUPPORT SERVICES SECTION.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

THE VARIOUS BODIES/CELLS/COMMITTEES MEET AT REGULAR INTERVALS. THE MINUTES OF THE MEETING ARE CLEARLY NOTED. DECISIONS TAKEN IN THESE MEETINGS ARE CONVEYED TO THE VICE PRINCIPAL. WHEREVER REQUIRED THE RESOLUTION TAKEN IN THE MEETINGS ARE CONVEYED TO THE GOVERNING BODY. IN CASE OF ANY PRESSING ISSUE, THE SAME IS INTIMATED TO THE GOVERNING BODY FOR FURTHER ACTION.

THE RESOLUTIONS TAKEN IN THESE MEETINGS ARE IMPLEMENTED IN TIME BOUND MANNER. HOWEVER, DUE TO PAUCITY OF FUNDS THE IMPLEMENTATION OF THE PROJECTS IS DELAYED BUT ARE KEPT UNDER ACTIVE CONSIDERATION. THEREFORE, IT BECOMES NECESSARY TO PRIORITISE ALLOCATION OF FUNDS.

THE ACTION TAKEN IS FURTHER DISCUSSED IN SUCCESSIVE MEETINGS AND NEW PROJECTS ARE DISCUSSED ONLY AFTER SATISFACTORY COMPLETION OF THE PREVIOUS ONES.

### **6.3 Faculty Empowerment Strategies**

#### **6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

WELFARE SCHEMES AVAILABLE FOR TEACHING AND NON – TEACHING STAFF:

- THE COLLEGE HAS ADOPTED THE GENERAL PROVIDENT FUND SCHEME.
- GOVERNMENT INITIATED WB HEALTH SCHEME.
- GOVERNMENT FACILITATED E - PENSION SCHEME.
- LEAVE FACILITY: CASUAL/MEDICAL/ EARNED/DUTY LEAVE.
- MATERNITY LEAVE FOR TEACHING AND NON - TEACHING STAFF.
- IMPLEMENTATION OF CHILD CARE LEAVE.
- SPECIAL STUDY LEAVE WITH FULL PAY FOR TEACHERS WANTING TO PURSUE POST DOCTORAL RESEARCH WORK.
- ENCOURAGEMENT TO THE TEACHERS TO PRESENT PAPERS IN SEMINARS AND CONFERENCES.
- ENCOURAGEMENT TO THE STAFF TO ATTEND HANDS ON TRAINING PROGRAMME TO ENHANCE THEIR SKILL.
- FESTIVAL BONUS FOR NON – TEACHING STAFF AND GOVERNMENT APPROVED PART – TIME TEACHING STAFF.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 27.62

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	02	02	03	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

THE FEEDBACK OF THE TEACHERS' PERFORMANCE IN TEACHING IS COLLECTED FROM THE STUDENTS AND THEN ANALYZED ON THE BASIS OF THE REMARKS GIVEN BY THE STUDENTS. THE OVERALL RESULT OF THE EVALUATION IS CONVEYED TO THE CONCERNED TEACHERS TO ENSURE IMPROVEMENT IN TEACHING. IN SUCH CASES, THE VICE-PRINCIPAL ENQUIRES INTO THE MATTER AND IF NECESSARY GIVES SUGGESTIONS FOR IMPROVEMENT. TEACHERS ALSO MAINTAIN AN ACADEMIC DIARY WHICH HELPS IN

SELF APPRAISAL. TEACHERS ALSO HAVE TO GO THROUGH A PEER REVIEW PROCESS, WHERE IN A TEACHER IS ASKED TO PRESENT A DEMONSTRATION LECTURE AND IS THEN EVALUATED BY PEERS.

TEACHERS ARE ENCOURAGED TO PARTICIPATE IN REFRESHER COURSES/WORKSHOPS/SEMINARS TO KEEP THEMSELVES ABREAST WITH LATEST TRENDS AND DEVELOPMENTS. THE NON-TEACHING STAFF IS ALSO ENCOURAGED TO ATTEND COURSES CONDUCTED BY THE GOVERNMENT AND OTHER AGENCIES LIKE WELFARE DEPARTMENT ETC. TO COPE WITH NEW DEVELOPMENTS.

PROMOTION OF TEACHERS UNDER THE CAREER ADVANCEMENT SCHEME ARE TO A CERTAIN EXTENT DEPENDANT ON THEIR PARTICIPATION AND INVOLVEMENT IN SEMINARS/WORKSHOPS AND REFRESHER/SHORT - TERM COURSES. AT THE TIME OF PROMOTION OF THE TEACHERS THE RECORDS OF THEIR PARTICIPATION IN VARIOUS ACADEMIC ACTIVITIES AND CLASSES TAKEN ARE SCRUTINIZED BY A SCREENING COMMITTEE COMPRISING OF THE VICE PRINCIPAL, NOMINEE OF THE UNIVERSITY AND NOMINEE OF THE DIRECTOR OF PUBLIC INSTRUCTION, GOVERNMENT OF WEST BENGAL.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

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 DECIDE UPON A CONVENIENT DATE TO GET THE ACCOUNT 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.

THE ACCOUNTS OF LAST THREE FINANCIAL YEARS (2014-15, 2015-16, 2016-17) HAVE ALSO BEEN AUDITED BY CAG.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

THE INSTITUTION DEVISES ITS OWN STRATEGIES FOR OPTIMAL UTILISATION OF RESOURCES. THE PURCHASE COMMITTEE AND FINANCE COMMITTEE MONITOR ALL FINANCIAL MATTERS OF THE COLLEGE. THE FINANCE AND PURCHASE COMMITTEES COMPRISE OF THE VICE PRINCIPAL AS THE CHAIRMAN AND TWO REPRESENTATIVES EACH FROM THE TEACHING AND NON-TEACHING STAFF, FOR EFFECTIVE AND EFFICIENT USE OF AVAILABLE FINANCIAL RESOURCES. UTILISATION CERTIFICATES FOR GRANTS RECEIVED FROM THE DEPARTMENT OF HIGHER EDUCATION ARE SUBMITTED ON TIME. ALL FINANCIAL TRANSACTIONS ARE SUBJECT TO APPROVAL FROM THE GOVERNING BODY. THE ACCOUNT OF THE COLLEGE IS AUDITED ANNUALLY. THE ACCOUNTS DEPARTMENT IS COMPLETELY COMPUTERIZED USING SOFTWARE DEVELOPED BY M/S INFONETICS, A KOLKATA BASED SOFTWARE FIRM. THE FOLLOWING TYPES OF ACCOUNTS ARE CREATED:

RECEIPT AND PAYMENT ACCOUNTS

INCOME AND EXPENDITURE ACCOUNTS

BALANCE SHEET

THE CASH BOOK IS MAINTAINED AND UPDATED REGULARLY.

EACH AND EVERY TRANSACTION IS SUPPORTED BY VOUCHERS. ALL EXPENDITURE RECURRING AND NON RECURRING ARE INCURRED THROUGH CHEQUES. ONLY THE VICE PRINCIPAL AND PRESIDENT OF THE GOVERNING BODY ARE AUTHORIZED TO OPERATE THE COLLEGE BANK ACCOUNT.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

THE IQAC IS EXPECTED TO CONTINUOUSLY MONITOR AND EVALUATE THE EXISTING SYSTEM, SO THAT THE COLLEGE MAKES CONTINUOUS IMPROVEMENT IN QUALITY.

THE IQAC HAS DEVELOPED THE FOLLOWING MECHANISM FOR QUALITY ASSURANCE:

1. ACADEMIC AUDIT SINCE SESSION 2015-16.
2. HEADS OF THE DEPARTMENTS UNDERTAKE THE RESPONSIBILITIES OF THE ACADEMIC AND ADMINISTRATIVE WORK OF THEIR DEPARTMENTS.
3. AT THE BEGINNING OF THE ACADEMIC YEAR, DIFFERENT COMMITTEES ARE FORMED UNDER THE GUIDANCE OF THE VICE PRINCIPAL AND CONVENORS TO PERFORM BOTH ACADEMIC AND EXTRA – CURRICULAR ACTIVITIES.
4. FORMATION OF STUDENTS’ COUNCIL AS PER THE UNIVERSITY ACT AND GUIDELINES LAID DOWN BY THE GOVERNMENT OF WEST BENGAL TO ENSURE STUDENTS’ ACTIVE PARTICIPATION IN ALL THE ACADEMIC AND EXTRA – CURRICULAR ACTIVITIES IN THE COLLEGE.
5. FOR ACADEMIC DEVELOPMENT FACULTY MEMBERS ARE MOTIVATED TO ATTEND SEMINARS, CONFERENCES, SHORT – TERM COURSES AND WORKSHOPS. THEY ARE ALSO GRANTED LEAVE ON DUTY TO PARTICIPATE IN ORIENTATION PROGRAMME AND REFRESHER COURSE.
6. THE COMMITTEE MEETINGS ARE ARRANGED FREQUENTLY TO DISCUSS ISSUES REGARDING THE QUALITY ENHANCEMENT OF THE INSTITUTION. THE HEAD OF THE DEPARTMENTS/CONVENORS/CO-ORDINATORS OF DIFFERENT COMMITTEES DISCUSS THE PLAN WITH THE VICE – PRINCIPAL FOR IMPLEMENTATION. THE PROGRESS CREATES CO – ORDINATION AND HELPS IN QUALITY ASSURANCE PROCESSES.
7. IMPLEMENTATION OF TEACHER FEEDBACK MECHANISM FROM SESSION 2017-18.

SO FAR THE DECISIONS CONVEYED BY THE IQAC TO THE GOVERNING BODY HAVE BEEN IMPLEMENTED SUCCESSFULLY.



SL. NO.	DECISION TAKEN BY IQAC	DECISION APPROVED BY GOVERNING BODY
1.	THE ADMISSION PROCESS BE MADE ONLINE.	APPROVED AND IMPLEMENTED, THE ENTIRE ADMISSION PROCESS HAS BEEN MADE ONLINE  RESOLUTION NO. 02, MEETING NO. 02/2015 DATED 30/04/2015
2.	APPLICATION BE MADE TO THE UNIVERSITY OF NORTH BENGAL REGARDING PERMANENT AFFILIATION OF COLLEGE.	APPROVED AND IMPLEMENTED, THE COLLEGE WAS AFFILIATED PERMANENTLY TO THE UNIVERSITY OF NORTH BENGAL ON
3.	FORMATION OF SUB – COMMITTEES NAMELY, LIBRARY COMMITTEE, CAMPUS DEVELOPMENT COMMITTEE, EXAMINATION COMMITTEE AND ADMISSION COMMITTEE	APPROVED AND IMPLEMENTED, THE SUB – COMMITTEES WERE FORMED WITH REPRESENTATIVES FROM THE TEACHING STAFF VIDE GB MEETING NO. 15/2017 DATED 21/01/2017.
4.	PRAYER BE MADE TO THE UNDER SECRETARY, UNIVERSITY GRANTS COMMISSION FOR RECOGNITION OF THE COLLEGE UNDER SECTION 2 (F) AND 12 (B) OF THE UGC ACT, 1956	APPROVED AND IMPLEMENTED, THE COLLEGE WAS RECOGNISED UNDER SECTION 2 (F) AND 12 {B} OF THE UGC ACT, 1956 W.E.F 8TH MARCH 2018
5.	MAKING THE COLLEGE CAMPUS WIFI ENABLED	APPROVED AND IMPLEMENTED, COLLEGE CAMPUS HAS BEEN MADE WIFI ENABLED. STUDENTS AND TEACHERS AVAIL THE WIFI FACILITY FOR FREE.
6.	FORMING A SUB – COMMITTEE TO ASSIST STUDENTS IN FILING ANTI – RAGGING AFFIDAVIT ONLINE	APPROVED AND IMPLEMENTED, COMMITTEE WAS FORMED AND ALL THE STUDENTS TAKING ADMISSION INTO THE FIRST SEMESTER WERE ASSISTED IN FILING ANTI RAGGING AFFIDAVIT ONLINE.
7.	PROCUREMENT OF BOOKS BASED ON THE NEW SYLLABUS UNDER CHOICE BASED CREDIT SYSTEM	APPROVED AND IMPLEMENTED, BOOKS WERE PURCHASED BASED ON THE RECOMMENDATIONS MADE BY TAECHERS OF EVERY DEPARTMENT.
8.	OBSERVANCE OF ‘SAMPRITI SAPTAHO’ – 125 YEARS OF CHICAGO SPEECH DELIVERED BY SWAMI VIVEKANANDA	APPROVED AND IMPLEMENTED, ‘SAMPRITI SAPTAHO’ WAS OBSERVED FROM 11/09/2018 TO 13/09/2018.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

**Response:**

THE INSTITUTION HAS A MECHANISM FOR ANALYZING STUDENTS' FEEDBACK ON INSTITUTIONAL PERFORMANCE AS WELL AS TEACHER PERFORMANCE. THE IQAC ANALYSES THE FEEDBACK AND IT IS FURTHER CONSIDERED FOR PLANNING AND EXECUTING ACTIVITIES FOR THE PERFORMANCE IMPROVEMENTS AND DECISION MAKING. CHANGES ARE GRANTED AS PER THE SUGGESTIONS OF THE STUDENTS. ON THE BASIS OF THE FEEDBACK RECEIVED TEACHERS ARE INFORMED ABOUT CHANGES (IF NECESSARY) TO BE MADE IN THEIR TEACHING METHODS.

THE MEMBERS OF THE TEACHING STAFF MEET UNDER THE LEADERSHIP OF THE VICE PRINCIPAL AND THE IQAC COORDINATOR TO DISCUSS THE INFORMATION/DATA GATHERED BY WAY OF THE FEEDBACK MECHANISM. TO BRING IN QUANTITATIVE CHANGES IN ACADEMICS, TEACHERS' COUNCIL PLAY AN IMPORTANT ROLE. THE MEMBERS OF THE STAFF TOGETHER ARRIVE AT DECISIONS TO BRING ABOUT QUALITATIVE IMPROVEMENT IN THE INSTITUTIONS' FUNCTIONING.

DEPENDING ON THE FEEDBACK CHANGES ARE MADE IN THE ACADEMIC DIARIES TO CATER TO THE NEEDS OF THE TARGET GROUP AND MORE EFFICIENTLY HANDLE THE REMEDIAL CLASSES. ALSO, SPECIAL LECTURES ARE ORGANISED FOR THE BENEFIT OF THE STUDENTS IN GENERAL.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response: 1**

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

INCREMENTAL IMPROVEMENTS TOOK PLACE REGULARLY IN BOTH ADMINISTRATIVE AND ACADEMIC SPHERE DURING PRECEDING FIVE YEARS.

ADMINISTRATIVE:

1. THE EXISTING COLLEGE BUILDING HAD ONLY 4 CLASSROOMS. WITH FUNDS FROM THE STATE GOVERNMENT THE BUILDING HAS BEEN EXPANDED. NOW IT HAS 8 CLASSROOMS, 1 ROOM FOR LIBRARY AND ONE AUDIO / VISUAL ROOM. THE BLOCK B OF THE BUILDING

IS YET TO BE COMPLETED. THE SANCTIONED AMOUNT HAS BEEN HANDED OVER TO THE BLOCK DEVELOPMENT OFFICER, ALIPURDUAR-I BLOCK FOR EXECUTION OF THE WORK.

2. PROPOSAL FOR A NEW THREE STORIED BUILDING WITH 16 CLASSROOMS, PRINCIPAL'S CHAMBER, TEACHERS' ROOM, LIBRARY WITH READING ROOM, OFFICE, EXAMINATION HALL, SEMINAR ROOM WAS SENT TO THE FUND SANCTIONING STATE GOVERNMENT AUTHORITIES. SUBSEQUENTLY, THE NORTH BENGAL DEVELOPMENT DEPARTMENT SANCTIONED MORE THAN RS. 6 CRORES TO ACTUALISE THIS PROJECT.

3. A FIELD DEVELOPMENT PROJECT OF RS. 10 LAKHS WAS SANCTIONED BY STATE YOUTH SERVICES DEPARTMENT AND A PIT INSIDE THE COLLEGE PREMISES WAS FILLED WITH EARTH WORK. A NEW BADMINTON COURT WAS SET UP THERE. A SET OF KHO KHO POLES WERE FIXED TO EXTEND OPPORTUNITIES TO ENTHUSIASTIC STUDENTS. NOW THE FIELD IS ADEQUATE TO HOLD SPORT ACTIVITIES LIKE HIGH JUMP, LONG JUMP, KABADDI, SHOT PUT, DISCUS THROW, JAVELIN THROW TO NAME A FEW.

4. THE COLLEGE HAS INSTALLED 16 CCTV CAMERAS TO ENSURE SAFETY AND SECURITY WITHIN COLLEGE PREMISES AND CHECK ANY UNWANTED SITUATION IN THE COLLEGE.

5. THE COLLEGE HAS SUCCESSFULLY RECEIVED A GRANT FOR CONSTRUCTION OF BOUNDARY WALL WITH ENTRANCE GATE TO PROTECT ITS UNDISPUTED LAND AND SECURE IT FROM ENCROACHMENT. NORTH BENGAL DEVELOPMENT DEPARTMENT HAD SANCTIONED AN AMOUNT OF 45 LAKHS FOR THE PURPOSE AND THE WORK HAS BEEN SUCCESSFULLY COMPLETED.

6. A PORTION IN THE FIELD HAS BEEN EARMARKED FOR GROWING MEDICINAL PLANTS.

#### ACADEMIC:

1. 5 NEW COURSES WERE INTRODUCED IN THIS TIME SPAN WIDENING THE SCOPE OF THE STUDENTS TO CHOOSE FROM A VARIETY OF SUBJECTS UNDER HUMANITIES.

2. ALL THE GOVERNMENT SANCTIONED POSTS WERE AUTHENTICATED AND REPORTED TO THE WEST BENGAL COLLEGE SERVICE COMMISSION FOR RECOMMENDATION OF FULL TIME TEACHERS BY THE GOVERNING BODY. THE COLLEGE HAS 12 FULL TIME TEACHERS AGAINST 12 SANCTIONED POSTS.

3. THE COLLEGE IS IN CONSTANT TOUCH WITH DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL FOR SANCTIONING PERMANENT TEACHING POSTS IN BOTH PHYSICAL EDUCATION AND SOCIOLOGY; THE ONLY TWO DEPARTMENTS WITHOUT PERMANENT TEACHERS.

4. PERFORMANCE OF THE STUDENTS HAS IMPROVED OVER THE YEARS.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response: 2**

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

**File Description**

**Document**

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

THE INSTITUTION, BEING THE ONLY WOMEN'S COLLEGE IN THE DISTRICT, IS AWARE OF ITS RESPONSIBILITY TOWARDS BUILDING AN ACADEMIC ENVIRONMENT THAT IS CONDUCIVE TO PRACTICES AND WORK CULTURE THAT IS AIMED AT EMPOWERING WOMEN, PROVIDING THEM WITH REQUISITE OPPORTUNITIES FOR ALL ROUND DEVELOPMENT OF THEIR PERSONALITY.

#### **COUNSELLING**

THE INSTITUTION FIRMLY BELIEVES THAT SUCH A CONDITION CAN ONLY BE ENSURED WHEN THE CAMPUS IS FREE OF THE CULTURE OF HARASSMENT AND THERE IS A MECHANISM IN PLACE FOR REDRESSING ANY GRIEVANCE IF AND ANY THAT MIGHT ARISE. THEREFORE, THE COLLEGE HAS A COUNSELLING CELL FOR STUDENTS WHERE THEY CAN COME WITH THEIR GRIEVANCES. THIS CELL CONSISTS OF FACULTY REPRESENTATIVES AND ONE STUDENT REPRESENTATIVE. APART FROM THIS, THERE IS A SIMILAR BODY FOR THE FACULTY (INTERNAL COMPLIANCE COMMITTEE). THESE TWO

BODIES ARE REQUIRED TO HOLD REGULAR PERIODIC MEETINGS AND DISCUSS THEIR MODUS OPERANDI. THIS IS DONE TO ENSURE THAT THEY FUNCTION IN A TIME BOUND MANNER AND UPDATE THEMSELVES ABOUT THE CHANGING DYNAMICS OF GENDER OPPRESSION AND TAKE REQUISITE STEPS. REGULAR FILM SCREENINGS ON ISSUES VIZ. GENDER EQUITY, DOMESTIC VIOLENCE, SEXUAL VIOLENCE, ACID ATTACKS, CHILD MARRIAGE, TEENAGE PREGNANCY ARE HELD ALONG WITH AWARENESS PROGRAMMES THAT ARE ORGANIZED UNDER THE AEGIS OF NSS UNIT AND OFTEN IN COLLABORATION WITH LOCAL GOVERNMENT AND NON - GOVERNMENT ORGANIZATIONS.

ORGANIZING REGULAR COUNSELLING SESSIONS IS ALSO ONE OF THE PRIMARY FUNCTIONS OF THE FACULTY AND STUDENT COUNSELLING CELLS. THE INSTITUTION HAS A LARGE SECTION OF THE STUDENTS COMING FROM THE LOCAL TEA GARDENS WHERE OWING TO SEVERAL SOCIO-ECONOMIC CHALLENGES, FEMALE STUDENTS ARE NOT ENCOURAGED TO CONTINUE WITH THEIR ACADEMIC PURSUITS AND EVEN WHEN THEY ARE, THEY FACE SEVERAL HURDLES. THE COUNSELLING CELL ATTEMPTS TO FUNCTION AS A BODY WHERE THESE STUDENTS ARE ENCOURAGED TO TALK ABOUT THEIR DAILY STRUGGLES IN AN INFORMAL MANNER AND THIS ELEMENT OF INFORMALITY IS ASSURED TO ENSURE THAT THEY ARE NOT INTIMIDATED BY A FORMAL SET UP AND CAN SHARE FREELY AND IF AND WHEN THE NEED ARISES THE CELL INTERVENES.

### **SAFETY AND SECURITY**

TO ENSURE PHYSICAL SAFETY, THE COLLEGE IS EQUIPPED WITH CCTV CAMERAS AND THERE IS A GATE-KEEPER TO ENSURE THAT OUTSIDERS ARE ALLOWED INSIDE THE COLLEGE PREMISES ONLY AFTER PROPER CHECKS AND ASCERTAINING THE PURPOSE OF THEIR VISIT. FEMALE STAFFS ARE ALSO DEPUTED TO CHECK WASHROOMS AND OTHER CORNERS OF THE COLLEGE TO ENSURE THAT UNLAWFUL ELEMENTS/ACTIVITIES ARE CHECKED.

### **COMMON ROOM**

THE INSTITUTION ACKNOWLEDGES THE CONSTRUCTIVE ROLE A ROOM OF ONE'S OWN PLAYS IN SHAPING THE PERSONALITY OF THE STUDENTS. THEREFORE, THE COLLEGE HAS A DEDICATED COMMON ROOM FOR THE STUDENTS, WITH PROVISIONS FOR SEVERAL BOARD GAMES VIZ. CAROM, LUDO, CHESS ETC. AND MAGAZINES AND NEWSPAPERS WHICH THE STUDENTS CAN USE AS AND WHEN THEY SO DESIRE. THERE IS ALSO A SICK-BED AND FIRST-AID BOX PROVIDED IN THE COMMON ROOM FOR THEIR USE, AND A FEMALE STAFF IS DEPUTED TO MAINTAIN CLEANLINESS OF THE ROOM.

#### **7.1.3 Alternate Energy initiatives such as:**

##### **1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response: 0**

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 96

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response: 85.71**

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 12

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 14

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

#### **SOLID WASTE MANAGEMENT:**

THE INSTITUTION ACKNOWLEDGES THE FACT THAT CLEANLINESS AND HYGIENE IS CENTRAL TO THE IDEA OF GOOD LIVING AND THEREFORE IT SHOULD BE ENSURED TO ALL. IT ALSO BELIEVES THAT THIS CAN BE DONE ONLY WHEN EVERY INDIVIDUAL REALIZES HIMSELF AND HERSELF THE DUTY TO KEEP ONE'S IMMEDIATE SURROUNDING CLEAN. THEREFORE, THE COLLEGE MAINTAINS CLEANLINESS AND HAS AN OPERATIONAL SYSTEM TO TAKE CARE OF THE SOLID WASTE GENERATED INSIDE THE COLLEGE PREMISES IN THE COURSE OF ITS FUNCTIONING. THE WASTE THAT IS GENERATED IS FIRST SEGREGATED INTO TWO CATEGORIES- BIO DEGRADABLE AND

NON- BIO DEGRADABLE. THESE ARE THEN PUT INTO TWO SEPARATE CONTAINERS WHICH ARE COLOUR CODED ACCORDING TO ACCEPTED NORMS. THE CONTAINER WITH NON BIODEGRADABLE WASTE PRODUCT IS THEN HANDED OVER DAILY TO THE WORKERS OF THE LOCAL CIVIC AUTHORITY. NO OPEN PITS FOR DUMPING OF WASTES AND USE OF OPEN INCINERATION TECHNIQUES IS ALLOWED AND ENCOURAGED WITHIN THE COLLEGE PREMISES. THE COLLEGE BELIEVES THAT EDUCATING THE STUDENTS ABOUT THE HAZARDS OF USING PLASTIC AND SIMILAR NON-BIODEGRADABLE OBJECTS ALSO GOES A LONG WAY IN CREATING AN EFFECTIVE SYSTEM TO REDUCE SOLID WASTE. THEREFORE, THE COLLEGE THROUGH ITS ECO- CLUB OFTEN ORGANIZES GROUP TALKS TO MAKE THE STUDENTS AWARE ABOUT THE NEED TO REDUCE THE USE OF PLASTICS AND CURB THE TENDENCY TO THROW FOOD WRAPPERS INDISCRIMINATELY EVERYWHERE. THE DEGRADABLE ITEMS GENERATED IN THE CAMPUS, PRIMARILY LEFTOVER FOOD ITEMS FROM THE COLLEGE CANTEEN, IS COLLECTED REGULARLY AND PUT IN A DEDICATED PIT, TO PROCESS IT AS ORGANIC MANURE THAT IS THEN USED FOR THE MEDICINAL PLANT GARDEN MAINTAINED IN THE COLLEGE CAMPUS.

### **LIQUID WASTE MANAGEMENT**

THE COLLEGE HAS A SEPTIC TANK BUILT ACCORDING TO GOVERNMENT SPECIFIED STANDARDS, TO COLLECT LIQUID SANITATION WASTE WHICH WHEN FULL IS COLLECTED MECHANICALLY BY THE MUNICIPAL AUTHORITY. IT THEN DISPOSES IT OFF ACCORDING TO SAFETY GUIDELINES. THERE IS NO PROVISION FOR RECYCLING OF LIQUID WASTE AS OF NOW OWING TO PAUCITY OF FUNDS, BUT THE COLLEGE GOVERNING BODY HAS ALREADY DELIBERATED ON THE ISSUE AND HAS RESOLVED TO SEND A PRAYER TO THE NORTH BENGAL DEVELOPMENT AUTHORITY FOR FUNDING TO BUILD A FACILITY IN THE NEW COLLEGE BUILDING BEING BUILT WITH THEIR FINANCIAL HELP.

### **E-WASTE MANAGEMENT**

THE E-WASTE GENERATED IN THE COLLEGE CAMPUS IS COLLECTED AND KEPT SEPARATELY, BEFORE BEING HANDED OVER TO THE VENDOR WHO SUPPLIES ELECTRONICS AND ELECTRICAL APPLIANCES TO THE COLLEGE. HE IS TASKED WITH THE RESPONSIBILITY OF E-CYCLING THE WASTE PRODUCTS TO ENSURE THAT THE ARTICLES ARE NOT MISHANDLED BY UNTRAINED STAFF MEMBERS OF THE COLLEGE, THEREBY NEGATING THE POSSIBILITY OF DAMAGES TO THEIR HEALTH AND ALSO TO THE ENVIRONMENT.

#### **7.1.6 Rain water harvesting structures and utilization in the campus**

##### **Response:**

THE INSTITUTION REALIZES ITS DUTY TOWARDS THE ENVIRONMENT AND ACKNOWLEDGES ITS RESPONSIBILITY. THEREFORE, THE COLLEGE HAS ALREADY INITIATED THE PROCEDURE TO CREATE A RAIN WATER HARVESTING SET UP THAT



WOULD FUNCTION TO ASSURE REPLENISHMENT OF GROUND WATER LEVEL AND ALSO USE OF THE WATER COLLECTED, FOR VARIOUS PURPOSES VIZ. USING THE WATER FOR SANITATION IN THE COLLEGE LAVATORIES, WATERING THE COLLEGE GROUND AND THE GARDEN, STORING IT IN THE OVERHEAD TANKS MEANT FOR THE SUPPLY OF WATER DURING ANY INCIDENT OF FIRE BREAKING OUT IN THE COLLEGE PREMISES. AN AMOUNT RECEIVED BY THE COLLEGE, FROM THE DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL, AS PART OF ITS 'DEVELOPMENT FOR COLLEGES FOR WOMEN' SCHEME HAS BEEN HANDED OVER TO THE BLOCK DEVELOPMENT OFFICER, ALIPURDUAR BLOCK I, TO EXECUTE THE COMPLETION OF CONSTRUCTION OF BLOCK B OF THE EXISTING COLLEGE BUILDING AT THE EARLIEST. THIS HAS BEEN DONE TO ENSURE THAT THE COLLEGE MIGHT LOSE NO TIME IN COMMISSIONING CONSULTANT ENGINEERS TO PLAN AND BUILD A ROBUST WATER HARVESTING MECHANISM IN THE EXISTING BUILDING AS SOON AS IT IS COMPLETE AND IS HANDED OVER TO THE COLLEGE. ALSO, ONCE THE CONSTRUCTION OF THE NEW BUILDING BLOCK DEVELOPED BY THE NORTH BENGAL DEVELOPMENT DEPARTMENT IS COMPLETE AND IS HANDED OVER TO THE COLLEGE, THE GOVERNING BODY HAS DECIDED TO BRING IT UNDER THE AMBIT OF THE RAIN WATER HARVESTING SYSTEM TOO.

#### **7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Response:**

THE INSTITUTION HAS TAKEN THE IDEA OF ENCOURAGING ENVIRONMENT FRIENDLY ACTIVITIES SERIOUSLY IN ALL ITS ENDEAVOURS, IN LETTER AND SPIRIT. THEREFORE, ON ONE HAND IT HAS INITIATED THE PROCESS OF SETTING UP OF A ROBUST WATER HARVESTING MECHANISM IN THE CAMPUS AND ON THE OTHER HAND IT HAS BEEN CONSTANTLY ENCOURAGING STUDENTS TO ADOPT ENVIRONMENT FRIENDLY PRACTICES IN THEIR DAILY LIVES. THE STUDENTS ARE TOLD ABOUT THE POSITIVE IMPACT, THAT DEVELOPING THE PRACTICE OF REGULAR WALKING AND CYCLING HAS ON THEIR HEALTH. THEY ARE ALSO MADE AWARE OF THE WAYS IN WHICH SHUNNING MOTORIZED MEANS OF TRANSPORT, IN FAVOUR OF BICYCLES AND E-RICKSHAWS, HELP IN MAINTAINING THE ENVIRONMENT BY CURTAILING THE PRODUCTION OF TOXIC GASES. THE COLLEGE HAS A SIZEABLE CYCLE-STAND WHERE THEY CAN PARK THEIR CYCLES AND THE AREA IS PUT UNDER CCTV SURVEILLANCE TO ENSURE THE STUDENTS ABOUT THE SAFETY OF THEIR VEHICLES. SIMILARLY, THE TEACHERS ARE ALSO ADVISED TO USE POOL CARS AND PUBLIC TRANSPORT INSTEAD OF USING PERSONAL CARS AND BIKES TO COMMUTE FROM THEIR HOMES TO THE COLLEGE. ALSO, THE COLLEGE

ORGANIZES REGULAR CLEANING DRIVES WHEREBY THE STAFF MEMBERS AND THE STUDENTS ENGAGE IN CLEANING THE COLLEGE CAMPUS AND RID IT OFF PLASTIC. THE COLLEGE HAS ALREADY STARTED DELIBERATIONS TO MOVE TOWARDS BEING A COMPLETELY PLASTIC FREE CAMPUS AND HAS SPOKEN TO THE CANTEEN VENDOR TO STOP KEEPING CONSUMABLE ITEMS WHICH ARE SOLD IN PLASTIC PACKETS. SIMILARLY, CARRYING PLASTIC CARRY BAGS/ POUCHES (LESS THAN 20 MICRONS) INSIDE THE COLLEGE CAMPUS HAS BEEN BANNED ALREADY, AND THE FACULTY AND THE STUDENTS ARE REGULARLY REMINDED OF IT, TO ENSURE STRICT COMPLIANCE. SIMILARLY, THE COLLEGE HAS ALREADY INITIATED STEPS TO ADOPT THE PAPERLESS OFFICE MODEL. THE LIBRARY HAS BEEN SEMI COMPUTERIZED AND THE ACCOUNTS SECTION HAS BEEN FULLY COMPUTERIZED, AND APPROPRIATE SOFTWARE HAS BEEN INSTALLED TO STORE AND MAINTAIN OFFICE RECORDS. SIMILARLY, THE FACULTY IS ADVISED TO MAINTAIN DIGITAL RECORDS TO MINIMIZE THE USE OF PAPER. HOWEVER, THE COLLEGE RECOGNIZES THAT CREATING A PAPERLESS SET UP HAS TO BE GRADUAL AND TIME BOUND PROCESS AND IS COMMITTED TOWARDS ACHIEVING IT LIKEWISE.

THE COLLEGE GROUND IS REGULARLY LOOKED AFTER BY A GARDENER WHO IS HIRED ON A CONTRACT AND IS TASKED WITH THE UPKEEP OF THE COLLEGE GARDEN AND THE SURROUNDING GREENS INSIDE THE COLLEGE BOUNDARY WALLS. AT PRESENT, OWING TO ONGOING CONSTRUCTION WORKS THE GARDEN AND FRONT LAWNS HAS BEEN AFFECTED AND WOULD NEED RELAYING AND THEREFORE THE COLLEGE INTENDS TO HIRE MORE GARDENERS FOR THE SAME ONCE THE NEW BUILDING IS HANDED OVER.

#### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

#### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

##### 1. Physical facilities

2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response: 4**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	0	0

**File Description****Document**

Report of the event

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes****File Description****Document**

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)**7.1.13 Display of core values in the institution and on its website****Response: Yes****File Description****Document**

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response: No****File Description****Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 19

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	4	4	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

THE INSTITUTION FIRMLY BELIEVES THAT THE BEST FORM OF EDUCATION ENTAILS AN INTEGRATED KNOWLEDGE ABOUT THE SELF AND THE OTHER. THE CONSTANT ENDEAVOR OF THE COLLEGE IS TO EDUCATE THE STUDENTS ON SIMILAR LINES OF THOUGHT, WHICH WOULD ENABLE THEM TO USE THEIR EDUCATIONAL ACCOMPLISHMENTS FOR THE BETTERMENT OF THE SOCIETY AND ENVIRONMENT, AND

INSTILL IN THEM A SENSE OF PATRIOTISM AND BROTHERHOOD. THEREFORE, THE COLLEGE ENTHUSIASTICALLY ORGANIZES EVENTS THAT CELEBRATE THE CULTURAL FABRIC OF THE NATION AND THE MULTIPLE HUE OF INDIANNESS. ACCORDINGLY, THE COLLEGE CELEBRATES INDEPENDENCE DAY (15TH AUGUST), REPUBLIC DAY (26TH JANUARY), GANDHI JAYANTI (2ND OCTOBER), NETAJI SUBHASH CHANDRA'S BIRTHDAY (23RD JANUARY), B.R AMBEDKAR'S BIRTHDAY EVERY YEAR. THE STUDENTS ARE TOLD ABOUT THE GLORIOUS HISTORY OF FREEDOM STRUGGLE AND THE RELEVANCE OF THESE DAYS. THEY ALSO ORGANIZE CULTURAL PROGRAMMES TO COMMEMORATE THESE DAYS. THE COLLEGE BECOMES A VIBRANT AND VERITABLE MIRROR OF THE INDIAN SOCIETY, AS THE STUDENTS PERFORM WEARING THEIR TRADITIONAL, COLORFUL ATTIRES. QUIZZES, DEBATES AND PAINTING COMPETITIONS ARE ORGANIZED BASED ON THESE THEMES.

APART FROM THESE, THE COLLEGE ALSO ENCOURAGES THE STUDENTS TO CELEBRATE 'RAKSHA BANDHAN', AS A FESTIVAL TO FOSTER INTEGRITY AMONG INDIVIDUALS AND COMMUNITIES. MOREOVER, IN COLLABORATION WITH THE LOCAL ADMINISTRATION, OUR STUDENTS ALSO TIE 'RAKHI' TO ERRANT DRIVERS, WHO FLOUT TRAFFIC RULES, AS PART OF THE 'SAFE DRIVE, SAVE LIFE' CAMPAIGN, AN INITIATIVE BY THE GOVERNMENT OF WEST BENGAL.

THE COLLEGE ALSO ORGANIZES THE BIRTH AND DEATH ANNIVERSARIES OF PROMINENT PERSONALITIES WHO HAVE ILLUMINED THE SOCIETY THROUGH THEIR PHILOSOPHIES AND ACTIONS. THEREFORE, 9TH MAY IS CELEBRATED AS RABINDRAJAYANTI, WHERE STUDENTS PERFORM ON THE SONGS AND PLAYS WRITTEN BY RABINDRANATH TAGORE. THEY RECITE TAGORE'S POEMS AND THE FACULTY ALSO PARTICIPATES IN VARIOUS WAYS. SIMILARLY, AMBEDKAR'S BIRTHDAY IS CELEBRATED ON 14TH APRIL EVERY YEAR AS BHIM JAYANTI. ON THIS DAY, FACULTY MEMBERS AND STUDENTS REMEMBER THE CONTRIBUTION OF AMBEDKAR IN FORMULATING THE CONSTITUTION OF INDIA, AND IN LEADING A MOVEMENT OF THE ERSTWHILE SHUDRAS.

SIMILARLY, THE BIRTH OF SWAMI VIVEKANANDA IS ALSO CELEBRATED AS 'YOUTH DAY' AND EXCERPTS FROM HIS WORKS AND SPEECHES ARE READ OUT TO THE STUDENTS TO MAKE THEM AWARE ABOUT THE IMMENSE SOCIAL CONTRIBUTION OF THE FIERY LEADER. THIS EVENT ALSO SEES THE PARTICIPATION OF MONKS FROM THE RAMKRISHNA ORDER, WHO SPEAK ABOUT THE LIFE AND IDEALS OF SWAMIJI, AND EXHORT THE STUDENTS TO FOLLOW HIS PATH AND IDEOLOGIES. LAST YEAR, WITH THE ACTIVE ENCOURAGEMENT AND FINANCIAL SUPPORT OF THE DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL, THE COLLEGE CELEBRATED THE CENTENARY YEAR OF VIVEKANANDA'S FAMOUS CHICAGO SPEECH AS 'SAMPRITI SAPTAHO' WHERE SEVERAL COMPETITIONS WERE ORGANIZED IN WHICH SEVEN COLLEGES FROM THE DISTRICT OF ALIPURDUAR PARTICIPATED.

THE COLLEGE ALSO REMEMBERS THE DEATH ANNIVERSARY OF MAHATMA GANDHI ON 30TH JANUARY EVERY YEAR, AS A DAY OF MOURNING BUT ALSO AS A DAY TO REMIND THE STAKEHOLDERS OF THE COLLEGE ABOUT THE SUPREME SACRIFICE OF THE LEADER WHO GAVE INDIA A WILL TO FIGHT TILL GLORY.

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions****Response:**

THE ACCOUNTS OF THE COLLEGE IS AUDITED BOTH INTERNALLY AND BY EXTERNAL AUDIT FIRMS DESIGNATED BY THE DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL. ALL THE AUDIT REPORTS DULY VERIFIED AND SIGNED BY THE TEACHER-IN-CHARGE/VICE PRINCIPAL AND THE STATUTORY AUDITOR IS SUBMITTED TO THE COLLEGE AUDIT CELL IN BIKASH BHAWAN, KOLKATA. TILL DATE THE AUDIT FIRMS HAVE NOT NOTICED ANY IRREGULARITY IN THE ACCOUNTS OF THE COLLEGE.

UTILIZATION STATEMENTS OF FUNDS RECEIVED FROM THE STATE GOVERNMENT ARE SUBMITTED ON TIME. SUMMARY OF EXPENDITURE OF ALL THE PROGRAMMES ARE PRESERVED WITH THE CASHIER WHICH ARE AGAIN TAKEN INTO CONSIDERATION DURING AUDIT.

ACADEMIC AND ADMINISTRATIVE AUDIT IS DONE ANNUALLY AND THE REPORTS ARE MADE AVAILABLE IN THE COLLEGE WEBSITE. THE REPORTS CAN BE ACCESSED FROM THE IQAC SECTION IN THE WEBSITE, WWW.ALIPURDUARGIRLSCOLLEGE.ORG.

**7.2 Best Practices****7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****TITLE OF THE PRACTICE:****1.CONTINUOUS AND COMPREHENSIVE ASSESSMENT PROGRAMME (CCAP)****OBJECTIVES OF THE PRACTICE**

THE COLLEGE HAS INITIATED THE PROGRAMME WITH AN AIM TO BOLSTER THE TEACHING LEARNING MECHANISM AND TRANSFORM IT INTO A DYNAMIC PROCESS WITH TANGIBLE AND VERIFIABLE GOALS. IT IS INTENDED TO PUT AN END TO THE TENDENCY OF PROCRASTINATION, THAT AFFECTS THE STUDENTS WHEN THE ASSESSMENT OF THEIR PERFORMANCE IS DONE ONLY ONCE A YEAR. CONTINUOUS ASSESSMENT PROCEDURE HELPS IN SUSTAINING ACADEMIC MOTIVATION AND IMBUES A SENSE OF URGENCY AND DOES AWAY WITH THE UNDUE IMPORTANCE ACCORDED TO EXAMS. THIS SYSTEM ALLOWS A SPACE FOR SUSTAINED AND ACTUAL LEARNING RATHER THAN ENCOURAGING MERE ROTE LEARNING. ALSO THE AIM IS TO MAKE LEARNING A HOLISTIC EXPERIENCE WITH INCREASED FOCUS ON THE COGNITIVE, AFFECTIVE AND PSYCHOMOTOR SKILLS OF LEARNERS. THE CCAP IS MEANT TO MAKE LEARNING A FUN FILLED PROCEDURE WITH INCREASED LEVEL OF EXPOSURE. OUR STUDENTS, WHO PRIMARILY BELONG TO THE SOCIALLY MARGINALIZED COMMUNITIES, OFTEN HAS BEEN

SEEN, FEEL INHIBITED BY THE POSSIBILITY OF VERBAL INTERACTIONS. CCAP, WHICH INVOLVES CLASS PRESENTATIONS AND GROUP DISCUSSIONS IS MEANT TO GRADUALLY INSTILL AN INCREASED DEGREE OF CONFIDENCE IN THE STUDENTS SO THAT THEY MAY FACE THE WORLD WITH ÈLAN. CCAP HAS BEEN PLANNED FOR OUR STUDENTS SO THAT THE FACULTY MAY IDENTIFY AND PROVIDE SOLUTIONS FOR ACADEMIC WEAK POINTS IN A STUDENT AT THE VERY INCEPTION OF THE ACADEMIC SESSION. KEEPING IN TUNE WITH THE COLLEGE'S STATED GOAL TO EDUCATE AND EMPOWER, CCAP TREATS EACH STUDENT AS UNIQUE AND FOCUSES ON EVERY ASPECT OF THEIR PERSONALITY DEVELOPMENT RATHER THAN JUST THEIR ACADEMIC CREDENTIAL.

## **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. WITH JUST 24 STUDENTS BEING ADMITTED IN 2007, THE COLLEGE HAD AN AVERAGE OF 100 STUDENTS APPROXIMATELY, FOR THE FIRST SIX YEARS, WHICH MADE THE COLLEGE AUTHORITY TAKE A CLOSER LOOK AT THE PROBLEM AREAS. THE COLLEGE IDENTIFIED THE NEED TO MAKE THE ENVIRONMENT MORE PARTICIPATIVE FOR THE STUDENTS TO SUSTAIN THEIR MOTIVATION IN THE ACADEMIC JOURNEY. WITH THE APPOINTMENT OF THE FIRST CACHE OF PERMANENT FACULTY IN 2010 AND THEN IN 2014, THE COLLEGE GAINED THE NECESSARY FACULTY STRENGTH AND CONFIDENCE TO USHER IN THE CCAP AND THEREFORE IN 2015, THE GOVERNING BODY PASSED A RESOLUTION MARKING THE FORMAL BEGINNING OF THE PRACTICE FROM THE 2015-16 ACADEMIC SESSION.

## **THE PRACTICE**

CONTINUOUS AND COMPREHENSIVE EVALUATION PROGRAMME IS PREMISED ON THE PRINCIPAL OF MAKING THE LEARNING PROCESS FREE FROM THE OPPRESSION OF MARKS AND MAKE THE PROCESS OF IMPARTING EDUCATION FUNCTION IN A DIALOGIC ENVIRONMENT, INSTEAD OF THE CONVENTIONAL LECTURE MODE OF TEACHING. THEREFORE, THE COLLEGE IN CONSULTATION WITH THE TEACHERS' COUNCIL DECIDED TO USE GRADES RATHER THAN MARKS, WHILE EVALUATING THE VARIOUS WRITING ASSIGNMENTS, GROUP DISCUSSIONS, CLASS PRESENTATIONS AND COLLEGE INTERNAL EXAMS. THE FACULTIES ARE REQUIRED TO KEEP A RECORD OF THE PERFORMANCES OF THE STUDENTS AND PRESENT IT DURING THE DEPARTMENTAL MEETINGS FOR STRUCTURED ANALYSIS. THE CLASS PRESENTATIONS ARE EVALUATED ON THE BASIS OF CONTENT, ORIGINAL RESEARCH ON THE TOPIC, INNOVATIVE IDEAS, MODE OF PRESENTATION AND LINGUISTIC EXPRESSION. THE STUDENTS ARE ALSO REQUIRED TO WORK IN GROUPS AND PREPARE PROJECTS COLLECTIVELY. THIS HELPS IN DEVELOPING AN ABILITY TO WORK IN GROUPS, MAKES THEM ADAPTIVE OF VARIED IDEAS AND ACCOMMODATIVE IN THEIR APPROACH. ALSO, THE ELEMENT OF FUN THAT IS INTEGRAL TO ANY GROUP ACTIVITY HELPS THE OTHERWISE INHIBITED MEMBERS TO PARTICIPATE AND EXPRESS THEIR IDEAS FREELY. THIS IS OF PARTICULAR INTEREST TO OUR COLLEGE, AS A LARGE SECTION OF OUR STUDENTS BELONG TO THE ECONOMICALLY AND SOCIALLY WEAKER SECTIONS WHO ARE OTHERWISE SHY AND FEEL APPREHENSIVE TO EXPRESS THEMSELVES IN THE PUBLIC FORUMS VIZ. CLASS ROOMS. CCAP IS MEANT TO GRADUALLY MAKE THEM CONFIDENT ABOUT THEIR CREDENTIALS AND CREATE AN ABILITY TO INTERACT FREELY WITH THEIR PEER GROUPS.



THIS PROCESS OF CONTINUOUS EVALUATION WAS CONTINUED TILL 2017-18 ACADEMIC SESSION, IN ITS ORIGINAL FORMAT, AS WAS RESOLVED BY THE TEACHERS' COUNCIL AND AFFIRMED BY THE COLLEGE GOVERNING BODY. FROM 2018, WITH THE INTRODUCTION OF THE CHOICE BASED CREDIT SYSTEM (CBCS) IN NORTH BENGAL UNIVERSITY TO WHICH THE COLLEGE IS AFFILIATED, CONTINUOUS EVALUATION BECAME MANDATORY AND RULES WERE FORMULATED BY THE UNIVERSITY FOR ALL THE COLLEGES AFFILIATED TO IT. ACCORDINGLY, OUR COLLEGE HAD TO REVERT TO THE SYSTEM OF MARKING ASSIGNMENTS INSTEAD OF GRADING THEM, BUT THE SPIRIT OF THE COLLEGE'S OWN CCAP IS THUS MAINTAINED.

### **EVIDENCE OF SUCCESS**

THE CONTINUOUS AND COMPREHENSIVE ASSESSMENT PROGRAMME (CCAP) WHICH WAS INTRODUCED BY THE COLLEGE IN 2015-16, WAS MEANT TO BRING CHANGES IN THE ACADEMIC CULTURE AND DETECT TANGIBLE AND VERIFIABLE TEACHING OUTCOME AND HAS DEFINITELY BROUGHT ABOUT POSITIVE CHANGES. THE COLLEGE ENVIRONMENT HAS BECOME MORE VIBRANT AND THE ATTENDANCE OF THE STUDENTS HAVE IMPROVED REMARKABLY OVER THE YEARS. ALONGSIDE, THE RESULTS HAVE SHOWN AN UPWARD TREND IN THE RECENT YEARS. IN 2017, ONE OF OUR STUDENTS BECAME THE HIGHEST MARKS SCORER IN THE B.A PROG. UNIVERSITY EXAMS, AND WAS THE RECIPIENT OF A SILVER MEDAL FROM THE UNIVERSITY. IN 2018, 4 OF OUR STUDENTS ACHIEVED FIRST CLASS IN THE B.A (HONS.) EXAM CONDUCTED BY THE UNIVERSITY OF NORTH BENGAL. ALSO, QUITE A FEW NUMBER OF STUDENTS SCORED MARKS CLOSE TO FIRST CLASS. THIS, THE COLLEGE BELIEVES, HAS BEEN THE PRODUCT OF THE COLLECTIVE RIGOUR OF THE FACULTY MEMBERS AND THE STUDENTS WHO HAVE MADE CCAP SUSTAIN THE CHALLENGES.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

THE SUCCESS OF ANY NEW PRACTICE CAN NOT BE BROUGHT ABOUT SANS INITIAL HICCUPS. THE COLLEGE'S DECISION TO IMPLEMENT CONTINUOUS AND COMPREHENSIVE ASSESSMENT PROGRAMME (CCAP) WAS FACED WITH APPREHENSIONS OVER THE ATTENDANCE OF THE STUDENTS, AS IN THE INITIAL YEARS, BEFORE THE INTRODUCTION OF CCAP, THE OVERALL ATTENDANCE OF THE STUDENTS IN THE CLASSROOMS WAS NOT ENCOURAGING. ALSO, IT TOOK SOME TIME IN THE INITIAL PHASES, TO ACCLIMATIZE THE FACULTY MEMBERS AS WELL AS THE STUDENTS WITH THE FORMAT AND DEMANDS OF THE SYSTEM. THE SUBSTITUTION OF THE MARKING SYSTEM WITH THE GRADATION SYSTEM CREATED SOME CONFUSION BUT WAS EVENTUALLY OVERCOME WITH REGULAR COUNSELLING SESSIONS. ALSO, SINCE THE COLLEGE BUILDING WAS NOT COMPLETE IN THE INITIAL PHASES, THERE WAS A CONSTANT PAUCITY OF CLASSROOMS AND AUDIO-VISUAL AIDS, WHICH TOOK SOME TIME TO TIDE OVER.

BUT, WITH THE INTRODUCTION OF CBCS (CHOICE BASED CREDIT SYSTEM) BY THE UNIVERSITY AND COMMISSIONING OF THE NEW BUILDING, WITH FINANCIAL ASSISTANCE FROM THE NORTH BENGAL DEVELOPMENT DEPARTMENT, GOVERNMENT OF WEST BENGAL HAS PROVIDED AN IMPETUS TO THE CONTINUOUS EVALUATION MODEL.

## **2. COLLEGE-COMMUNITY PARTNERSHIP**

### **OBJECTIVES OF THE PRACTICE**

THE COLLEGE BELIEVES THAT EDUCATION IS A DYNAMIC AND COMPREHENSIVE PROCESS WHICH IS NOT RESTRICTED WITHIN THE PRECINCTS OF A CLASS ROOM. IN FACT ACADEMIC CREDENTIALS IS ONLY ONE ASPECT OF A STUDENT'S PERSONALITY, AND FOR HER HOLISTIC DEVELOPMENT IT IS ESSENTIAL TO INTEGRATE IT WITH AN UNDERSTANDING OF HER ROLE IN THE SOCIETY. THE COLLEGE AIMS AT EMPOWERMENT THROUGH EDUCATION, AND THIS IS ONLY POSSIBLE WHEN A LARGER FIELD OF OPPORTUNITY, BEYOND THE CLASSROOMS, IS MADE AVAILABLE TO THE STUDENTS WHERE THEY CAN REALIZE THE TRUE PURPOSE OF HER EDUCATION. OUR COLLEGE HAS A HUMANISTIC UNDERSTANDING OF THE PURPOSE OF EDUCATION, WHEREBY CHARACTER BUILDING AND CULTIVATION OF HUMANIST ETHOS IS CONSIDERED INTEGRAL TO THE PROJECT OF ACCUMULATING KNOWLEDGE. KEEPING THIS IN MIND, THE COLLEGE HAS ENDEAVORED TO COMBINE CONVENTIONAL EDUCATION WITH COMMUNITY ACTIVITIES. THEREFORE, THE COLLEGE ACTIVELY COLLABORATES WITH VARIOUS LOCAL ORGANIZATIONS, NGOS AND THE LOCAL ADMINISTRATION TO CONDUCT EVENTS WHICH HAVE A DIRECT RELATIONSHIP WITH SOCIAL DEMANDS. THIS APPROACH ENCOURAGES A SYMBIOTIC ENVIRONMENT AND TEACHES HUMANE VALUES TO OUR STUDENTS. THE OBJECTIVE IS ALSO TO MAKE OUR STUDENTS AWARE OF THE DUTIES THEY HAVE TOWARDS MAINTAINING THE NATURAL ENVIRONMENT, TO ENSURE THAT OUR COUNTRY STAYS STEADFAST IN HER COMMITMENT TO SUSTAINABLE DEVELOPMENT. THE COLLEGE-COMMUNITY PARTNERSHIP MODEL ALSO PROVIDES THE OPPORTUNITY TO OUR STUDENTS TO LIAISON WITH SEVERAL ORGANIZATIONS WHICH HELPS THEM ONCE THEY STEP OUT IN THE LARGER PUBLIC ARENA FOR JOBS.

### **THE CONTEXT**

MOST OF OUR STUDENTS BELONG TO THE SOCIALLY AND ECONOMICALLY BACKWARD SECTIONS OF THE POPULATION AND COME FROM AREAS WHERE TRANSPORT AND COMMUNICATION IS A MAJOR AREA OF CONCERN. MANY OF THEM ARE REQUIRED TO TRAVEL FROM EXTREMELY REMOTE LOCATIONS AND IN SOME PLACES, EVEN REGULAR ELECTRICITY SUPPLY IS A LUXURY. LIVING IN THESE CONDITIONS, THERE REMAINS A CONSTANT THREAT OF DEVELOPING A SENSE OF SOCIAL ALIENATION. IT IS AGAINST THIS BACKDROP THAT THE COLLEGE DECIDED TO INTERVENE, TO PLUG THIS GAP AND ACCORDINGLY, THE GOVERNING BODY RESOLVED TO ACTIVELY ENCOURAGE PROGRAMMES THAT WOULD INVOLVE COMMUNITY PARTICIPATION.

### **PRACTICE AND EVIDENCE OF SUCCESS:**

AT THE BEGINNING OF EACH ACADEMIC YEAR, THE TEACHERS' COUNCIL AND THE VARIOUS COMMITTEES IN THE COLLEGE, ARE REQUIRED TO CONVENE A MEETING AND CHALK OUT A PROSPECTIVE CALENDAR OF EVENTS. THEN, SEPARATE FACULTY MEMBERS ARE ASSIGNED THE TASK OF LIAISON WITH INTERESTED ORGANIZATIONS- BOTH GOVERNMENTAL AND NON- GOVERNMENTAL. ONCE THAT IS FINALIZED, THE

VARIOUS COMMITTEES, REPRESENTED BY THE FACULTY MEMBERS INFORM THE IQAC (INTERNAL QUALITY ASSURANCE CELL) AND THE VICE- PRINCIPAL ABOUT THE PROGRAMMES. FOLLOWING THIS FORMAT, THE COLLEGE ORGANIZED THE FOLLOWING PROGRAMMES IN THE RECENT YEARS:

1. TREE PLANTATION IN THE COLLEGE CAMPUS: THE NSS HAS COLLABORATED WITH 'MANABIK MUKH', A LOCAL NGO, WHICH WORKS ACTIVELY WITH LOCAL ISSUES. THE STUDENTS TOOK AN OATH TO DO THEIR BIT IN SPREADING ENVIRONMENTAL AWARENESS AND PLANT AS MANY TREES AS THEY CAN. THEY ALSO PLANTED SAPLINGS IN THE COLLEGE PREMISES. THE EVENT WAS ORGANIZED ON 30.10.2017, WITH 100 NSS VOLUNTEERS AND 5 FACULTY MEMBERS PRESENT AT THE THE EVENT ALONG WITH REPRESENTATIVES FROM THE NGO.
2. PROGRAMME ON WORLD AIDS' DAY: THE STUDENTS, UNDER THE AEGIS OF NSS, ALIPURDUAR MAHILA MAHAVIDYALAYA WORKED WITH THE DISTRICT HOSPITAL AUTHORITY AND OBSERVED WORLD AIDS DAY ON 1.12.2017. A SPECIAL LECTURE WAS ORGANIZED WITH DR. SANDHYA RANI JANA (DE), DPHNO, ALIPURDUAR, DEPARTMENT OF HEALTH AND FW, TO RAISE AWARENESS ABOUT THE HEALTH MENACE OF AIDS AND THE STIGMA AND SUPERSTITION ATTACHED TO IT. THE EVENT WAS ATTENDED BY ALMOST 200 STUDENTS, INCLUDING NSS VOLUNTEERS.
3. BLOOD DONATION CAMP WAS ORGANIZED BY NSS VOLUNTEERS, OTHER STUDENTS AND ALIPURDUAR MANABIK MUKH ON 19.02.2018 WHERE 34 NSS VOLUNTEERS AND SEVERAL OTHER STUDENTS FROM THE COLLEGE DONATED BLOOD.
4. STUDENTS ALSO PARTICIPATED ENTHUSIASTICALLY WHEN THEY WERE ASKED TO WORK FOR BEAUTIFICATION OF THE COLLEGE GROUND AND CLEANING THE COLLEGE PREMISES. WITH ALMOST 200 PARTICIPANTS, THE EVENT HIGHLIGHTED THE SENSE OF INVOLVEMENT THAT THE STUDENTS HAVE TOWARDS THE INSTITUTION.
5. SIMILARLY, AWARENESS PROGRAMME ON CYBER CRIME AND CRIME AGAINST WOMEN WAS ORGANIZED IN COLLABORATION WITH THE DISTRICT POLICE HEADQUARTER. DR. SHATARUPA GHOSH, ASSISTANT PROFESSOR, DEPARTMENT OF LAW, COCHBEHAR PANCHANANBARMA UNIVERSITY AND SHRI. MANOJ KUMAR DAS, DSP (ALIPURDUAR H.Q) AND SMT. ANINDITA MAJUMDER, OFFICER-IN CHARGE, ALIPURDUAR WOMEN' POLICE STATION SPOKE ON THE OCCASION ATTENDED BY ALMOST 50 NSS VOLUNTEERS AND OTHER STUDENTS.
6. THE COLLEGE ALSO ORGANIZED A YOGA TRAINING CAMP WITH ALMOST 100 PARTICIPANTS AND THE PROGRAMME COMMEMORATING THE BIRTH CENTENARY OF SWAMI VIVEKANAND ON 12TH JANUARY. SIMILARLY, WITH THE ACTIVE ENCOURAGEMENT AND COLLABORATION OF THE DEPARTMENT OF HIGHER EDUCATION, GOVERNMENT OF WEST BENGAL, THE COLLEGE ORGANIZED 'SAMPRITI SAPTAHO'.
7. THE CAREER COUNSELLING CELL ALSO ORGANIZED A SPECIAL LECTURE BY SHRI. AVARU RABINDRANATH, IPS, SUPERINTENDENT OF POLICE, ALIPURDUAR WHERE HE SPOKE ABOUT THE CAREER OPPORTUNITIES OFFERED BY UPSC CIVIL SERVICES EXAMINATION. WITH ALMOST 200 STUDENTS PARTICIPATING, THE EVENT WAS A SUCCESS.

APART FROM ALL THESE PROGRAMMES, ORGANIZED UNDER THE COLLEGE-

COMMUNITY PARTNERSHIP MODEL, THERE WERE OTHER EVENTS VIZ. AWARENESS CAMPAIGN ON INTERNATIONAL WOMEN' DAY, CAMPAIGN FOR MENSTRUAL HYGIENE, KERALA RELIEF COLLECTION DRIVE ETC. THAT WERE ORGANIZED BY OUR STUDENTS SUCCESSFULLY.

THE COLLEGE BELIEVES THAT, APART FROM THE LARGE NUMBER OF STUDENTS WHO PARTICIPATED IN THE EVENTS, WHICH CAN BE SEEN AS A SIGN OF THE EVENTS' SUCCESS, THE VERY FACT THAT OUR STUDENTS DECIDED TO TAKE TIME OUT FROM THEIR BUSY ACADEMIC CALENDAR, TO FULFILL THEIR ROLE AS A RESPONSIBLE CITIZEN OF THE SOCIETY, PROVES THEIR INCREASING LEVEL OF MATURITY AND EMPOWERMENT. THIS IS IN TANDEM WITH THE VISION THAT THE COLLEGE HAS NURTURED SINCE ITS VERY INCEPTION-EDUCATION FOR EMPOWERMENT.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

THE ORGANIZATION OF EVENTS FACED THE OBVIOUS OBSTACLE OF PAUCITY OF RESOURCES. BUT, NOTWITHSTANDING THE FUND CRUNCH, THE ENTHUSIASM OF THE STUDENTS AND THE ENCOURAGEMENT AND GUIDANCE OF THE FACULTY MEMBERS HAVE EFFECTIVELY MITIGATED THE HURDLES. ALSO, THE LACK OF A DEDICATED COLLEGE AUDITORIUM HAS PROVED TO BE AN INCONVENIENT ISSUE, BUT WAS OVERCOME WITH THE HELP OF ALL THE MEMBERS OF THE COLLEGE- TEACHING AND NON-TEACHING. THE COLLEGE FACED SOME PROBLEMS IN THE INITIAL DAYS, WHEREBY STUDENTS TRAVELLING FROM REMOTE AREAS WERE HESITANT TO PARTICIPATE IN THE EVENTS. THIS WAS SOLVED, WITH THE FACULTY MEMBERS CONTACTING THE CONCERNED PARENTS, AND IMPRESSING UPON THEM THE NEED FOR PARTICIPATION AND CLEARING THEIR DOUBTS REGARDING THE TIMING OF THE EVENTS. THE COLLEGE, IN THE PROCESS OF ORGANIZING THE EVENT HAS EMERGED AS A FAMILY.

## **7.3 Institutional Distinctiveness**

**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

THE INSTITUTION BELIEVES THAT 'PERFORMANCE' IS A CONCEPT THAT ENTAILS A HOLISTIC VISION AND IS AN OUTCOME OF A DEDICATED, HONEST AND SUSTAINED EFFORT BY THE COLLECTIVE. ALIPURDUAR MAHILA MAHAVIDYALAYA, IS THE ONLY WOMEN'S COLLEGE IN THE DISTRICT WHICH IS HOME TO SEVERAL TRIBAL COMMUNITIES, WHO HAVE BEEN FORCED TO LIVE IN THE MARGINS FOR AGES, DUE TO HOSTILE GEOGRAPHY AND LACK OF FAVORABLE POLITICAL- ECONOMIC DEVELOPMENTAL OPPORTUNITIES. WITH AN OVERWHELMING SECTION OF OUR STUDENTS COMING FROM FAMILIES LIVING BELOW THE GOVERNMENT DESIGNATED POVERTY LINE, THE COLLEGE IS AWARE OF THE MONUMENTAL TASK OF MAINTAINING AN INSTITUTIONAL ENVIRONMENT WHICH IS CONDUCIVE TO THEIR ASPIRATIONS. THE COLLEGE ACKNOWLEDGES THE PAUCITY OF RESOURCES AS A CONSTANT HINDRANCE IN ITS JOURNEY TO BECOME THE INSTITUTION OF FIRST CHOICE FOR FIRST GENERATION LEARNERS FROM REMOTE LOCALITIES BUT IS COMMITTED TO ITS PRIORITY. THE PRIORITY IS TO CREATE AN EMPOWERING ATMOSPHERE WHERE STUDENTS CAN BE EDUCATED, THEIR QUERIES ANSWERED, AND THEIR INTELLECTUAL, RATIONAL FACULTIES CULTIVATED. THE TASK IS TO EDUCATE THEIR MINDS AND SHAPE THEM AS RESPONSIBLE CITIZENS OF THIS COUNTRY AND COMPASSIONATE INDIVIDUALS. APART FROM BOLSTERING THE ACADEMIC GRADES OF ITS STUDENTS, THE COLLEGE BELIEVES IN AIDING THEM THROUGH APPROPRIATE COUNSELLING TO TIDE OVER THE SITUATIONS OF EMOTIONAL DISTRESS IF AND ANY THEY FACE. THIS BECOMES PARTICULARLY IMPORTANT IN A SOCIETY WHERE EDUCATION TO WOMEN IS NOT CONSIDERED TO BE NORMATIVE, BUT ONLY A LUXURY THAT NEEDS TO BE CURBED. IN SUCH AN ENVIRONMENT, THE COLLEGE HAS A TASK CUT OUT FOR ITSELF AND THE FACT THAT APPROXIMATELY 6000 STUDENTS HAS PASSED OUT OF THE INSTITUTION SINCE ITS INCEPTION AND ARE RESPECTIVELY PLACED IN SEVERAL WALKS OF LIFE IS A TESTAMENT TO ITS COMMITMENT TO BOLSTER THE ASPIRATIONS OF WOMEN BY EMPOWERING THEM.

## 5. CONCLUSION

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### **Additional Information :**

THE COLLEGE PROVIDES EDUCATION IN DISTANCE MODE THROUGH INDIRA GANDHI NATIONAL OPEN UNIVERSITY AND NETAJI SUBHAS OPEN UNIVERSITY.

THE PROGRAMME OFFICER FOR NSS HAS BEEN NOMINATED NODAL OFFICER BY THE UNIVERSITY OF NORTH BENGAL FOR BETTER FUNCTIONING OF THE COLLEGES IN THE DISTRICT OF ALIPURDUAR.

### **Concluding Remarks :**

WITH A DEDICATED GROUP OF FACULTY MEMBERS, EVER CURIOUS STUDENTS AND SUPPORTIVE NON-TEACHING STAFF, ALIPURDUAR MAHILA MAHAVIDYALAYA, WHICH HAD ITS HUMBLE BEGINNING IN THE YEAR 2007, IS TAKING DEFINITE STRIDES TOWARDS ACHIEVING THE PRIMARY GOAL OF CREATING A CONDUCIVE SPACE FOR WOMEN AND MENTOR THEM IN THEIR JOURNEY, TO BECOME EMPOWERED CITIZENS OF THIS COUNTRY. THE COLLEGE RECOGNIZES THE MYRIAD CHALLENGES AHEAD, BUT BELIEVES THAT WITH THE RIGHT FRAMEWORK AND DYNAMIC ATTITUDE OF THE INSTITUTION, SUCH HURDLES CAN BE OVERCOME.

WITH A NEW COLLEGE BUILDING BEING BUILT WITH THE FINANCIAL ASSISTANCE OF NORTH BENGAL DEVELOPMENT DEPARTMENT, GOVERNMENT OF WEST BENGAL, THE INSTITUTION IS POSITIVE ABOUT THE PROSPECT OF ENORMOUS FUTURE GROWTH AS IT WILL HELP IN INCREASING THE STUDENT INTAKE. AN INCREASE IN THE PHYSICAL INFRASTRUCTURE WILL ATTRACT MORE STUDENTS AND ALLOW THEM MORE OPPORTUNITIES FOR GROWTH. ACCORDINGLY, THE COLLEGE INTENDS TO PROVIDE AUDIO- VISUAL FACILITY IN MOST OF THE CLASSROOMS IN THE NEAR FUTURE. THE GOVERNING BODY HAS ALREADY RESOLVED TO APPLY FOR MORE FACULTY POSITIONS WITH THE PRIMARY AIM OF PROVIDING MORE CHOICES TO STUDENTS LOOKING FOR A WIDER ARRAY OF DISCIPLINES. TO ENSURE GREATER PEDAGOGICAL RIGOUR, THE COLLEGE INTENDS TO IMPLEMENT A REGISTER FOR DAILY CLASSES WITH DETAILS OF ACADEMIC LESSON PLANS. THIS WOULD BE SUBMITTED BY THE FACULTY MEMBERS AT THE BEGINNING OF EVERY ACADEMIC SESSION, STARTING FROM 2019.

THE FUTURE OF EDUCATION IN THE COUNTRY WOULD BE CHARACTERIZED BY DIVERSITY AND DYNAMISM AND ALIPURDUAR MAHILA MAHAVIDYALAYA IS KEEN TO BE A PART OF THE RAPIDLY CHANGING INTELLECTUAL, PEDAGOGICAL CLIMATE. BEING FUTURE READY IS THE KEY TO GROWTH AND SUSTENANCE AND THE INSTITUTION ASSURES THAT IT WOULD NOT BE FOUND WANTING.