



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
ALIPURDUAR MAHILA MAHAVIDYALAYA**

**Alipurduar
West Bengal
736121**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

| | | |
|--|--|--|
| 1.Name & Address of the institution: | ALIPURDUAR MAHILA MAHAVIDYALAYA Alipurduar West Bengal 736121 | |
| 2.Year of Establishment | 2007 | |
| 3.Current Academic Activities at the Institution(Numbers): | | |
| Faculties/Schools: | 1 | |
| Departments/Centres: | 3 | |
| Programmes/Course offered: | 8 | |
| Permanent Faculty Members: | 12 | |
| Permanent Support Staff: | 7 | |
| Students: | 773 | |
| 4.Three major features in the institutional Context (Asperceived by the Peer Team): | 1. The majority of the students comes from Social Backward Committee 2. The institution is imparting education for the upliftment of girls in the society. 3. Financial Assistance to meritorious girls belong to general category and Below Poverty Group | |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | From : 26-03-2019 To : 27-03-2019 | |
| 6.Composition of Peer Team which undertook the on site visit: | | |
| | Name | Designation & Organisation Name |
| Chairperson | DR. PROF K R IQBAL AHMED | FormerDirector,DIRECTORATE OF DISTANCE EDUCATION MAULANA AZAD NATIONAL URDU UNIVERSITY, GACHIBOWLI |
| Member Co-ordinator: | DR. BALKRISHNA KAMBLE | Principal,DADA PATIL MAHAVIDYALAYA KARJAT |
| Member: | DR. ANEEL RAINA | Professor,PANJAB UNIVERSITY |
| NAAC Co - ordinator: | Dr. Ruchi Tripathi | |

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

| Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1) | |
|--|---|
| 1.1 | Curricular Planning and Implementation |
| 1.1.1 QIM | The institution ensures effective curriculum delivery through a well planned and documented process |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 QIM | Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum |
| 1.4 | Feedback System |

Qualitative analysis of Criterion 1

. Being affiliated to the University of North Bengal, the college adopts the curriculum prescribed by the University of North Bengal. The UG programs are conducted as per CBCS prescribed by UGC and the University. For effective curriculum delivery the institution frames its academic routine. The affiliating University organizes workshops on syllabus restructuring, and the faculty participates in such workshops. The college uses technical aids for curriculum delivery. The departments conduct surveys. The institute tries to integrate crosscutting issues relevant to gender, environment, sustainability, and human values. The institute can offer various short term certificate/diploma courses to enrich curriculum.

| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2) | |
|--|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Catering to Student Diversity |
| 2.2.1 QIM | The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners |
| 2.3 | Teaching- Learning Process |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.4 QIM | Innovation and creativity in teaching-learning |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.1 QIM | Reforms in Continuous Internal Evaluation(CIE) system at the institutional level |
| 2.5.2 QIM | Mechanism of internal assessment is transparent and robust in terms of frequency and variety |
| 2.5.3 QIM | Mechanism to deal with examination related grievances is transparent, time-bound and efficient |
| 2.5.4 QIM | The institution adheres to the academic calendar for the conduct of CIE |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 QIM | 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 |
| 2.6.2 QIM | Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution |
| 2.7 | Student Satisfaction Survey |

Qualitative analysis of Criterion 2

The college admits girl students on the basis of their marks in Class 12. The departments have provision of remedial classes for needy students. Other than remedial classes special coaching classes are also conducted for slow learners. The college makes its own teaching plan. The results are analyzed at the department level. The college gives special attention to differently-abled students. Students from socially backward classes are provided various scholarships by the State Government.

Teachers interact with the students both inside and outside the class. Methods like discussion, seminars, interactive sessions are promoted by the college. The college has also provided free Wi-Fi facility to students and teachers. Activities like youth parliament are arranged every year for making students aware of the law making process in the country, and inculcate in them a practical approach to parliamentary democracy. The department of education conducts surveys and field work.

Students of the college also participate in cultural activities through a cultural club. Some departments use audio visual methods for teaching. Students visit and collect data from various schools in the vicinity. Students are benefited by ICT enabled teaching.

The college conducts Internal Examinations regularly as per the prescribed format of the affiliating university in a fair and transparent manner. The college has Examination Committee to monitor Internal Examinations in a transparent manner.

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| Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3) | |
|---|--|
| 3.1 | Resource Mobilization for Research |
| 3.2 | Innovation Ecosystem |
| 3.2.1 QIM | Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge |
| 3.3 | Research Publications and Awards |
| 3.4 | Extension Activities |
| 3.4.1 QIM | Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years |
| 3.5 | Collaboration |

Qualitative analysis of Criterion 3

Faculties should take interest and initiative in pursuing research. Though some teachers have publications, the overall publication of the faculty is not up to mark. Some of the faculty participated in research seminars and workshops.

Extension activities are primarily through NSS.

Activities like tree plantation, Blood Donation Camp, Road Safety Awareness Campaign, AIDS Awareness Campaign, Gender Equality, Cyber Crime, Crime against Women, Collection of funds/old clothes to donate towards relief fund through NSS are appreciable activities.

The college may start NCC unit

| Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4) | |
|---|--|
| 4.1 | Physical Facilities |
| 4.1.1 QIM | The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc. |
| 4.1.2 QIM | The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities |
| 4.2 | Library as a Learning Resource |
| 4.2.1 QIM | Library is automated using Integrated Library Management System (ILMS) |
| 4.2.2 QIM | Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment |
| 4.3 | IT Infrastructure |
| 4.3.1 QIM | Institution frequently updates its IT facilities including Wi-Fi |
| 4.4 | Maintenance of Campus Infrastructure |
| 4.4.2 QIM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |

Qualitative analysis of Criterion 4

The college is located in the district Headquarter Alipurduar (WB). The campus is spread over 4.0 acres and the current built-up area is 929.03 Sq. Mts. Eight classrooms, one Audio Visual Classroom and Library are there. There is one LCD Projector and Wi-Fi Facility. A new building is almost ready, and the college is likely to shift to the new building very shortly, as per the assurance of the chairperson of the Governing body. The new building has 26 rooms, of which 16 rooms are classrooms, and the rest are earmarked for administrative purposes. The building is equipped with a 40 KV solar power plant on its roof. The library will be spaced in two floors with the ground floor as the stack room and the first floor as the reading room.

The college has facility for sports such as Badminton, Kho-Kho, and Kabaddi. A large number of students participate in sports events, NSS and cultural Activities. The Institute publishes a college magazine which includes articles and paintings contributed by the students/teachers.

The college has a partially digital library in a small room. However, the library is proposed to be shifted to the new building adjacent to the existing building. The library subscribes to INFLIBNET. It offers open access to students. Some books are donated by stakeholders. Old stock books need replacement. There are about 4000 books in the library. There is need to make available English medium books, magazines and journals.

The college has a photocopying machine in the library. It also has two water purifiers available for students and teachers, and one sanitary napkin vending machine with incinerators. It also has a Generator but that needs

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| Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5) | |
|---|--|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.3.2 QIM | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution |
| 5.4 | Alumni Engagement |
| 5.4.1 QIM | 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 |

Qualitative analysis of Criterion 5

The college has a caretaker student council. Student representation is provided in the governing body of the college. Career Guidance Cell is available. Many of the graduates who have passed out of this institution are pursuing higher studies in institutions of learning in the country. Anti-Ragging cell, redressal of Grievances cell, Minority cell, and Internal Compliance Committee are in place.

The College does not have an Alumni Association, sine the college has opted out of it.

| Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6) | |
|---|--|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 QIM | The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution |
| 6.1.2 QIM | The institution practices decentralization and participative management |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 QIM | Perspective/Strategic plan and Deployment documents are available in the institution |
| 6.2.2 QIM | 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 |
| 6.2.4 QIM | Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 QIM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QIM | Institution has Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 QIM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QIM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 QIM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |
| 6.5.2 QIM | The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms |
| 6.5.5 QIM | Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>) |

Qualitative analysis of Criterion 6

The governing body, vice principal and the staff frame and implement policy. The post of Principal is vacant, and should be filled at the earliest. The president of the governing body is Dr Deb Kumar Mukherjee, VC of the neighbouring Cooch Behar University.

The Vice Principal is currently heading the institution assisted by IQAC. IQAC develops the plan for academic activities and infrastructure development.

The institute constitutes various committees for smooth academic functioning.

Organisational hierarchy is available. Recruitment of the staff is transparent.

Meetings of various bodies, Committees and Cells are regularly held since 2017. The resolutions of such meetings are usually converted into action.

Internal Audit System is there.

The college should conduct Academic and Administrative Audit (AAA) on a regular basis by an external agency.

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| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) | |
|---|--|
| 7.1 | Institutional Values and Social Responsibilities |
| 7.1.2 QIM | <p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room |
| 7.1.5 QIM | <p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management |
| 7.1.6 QIM | Rain water harvesting structures and utilization in the campus |
| 7.1.7 QIM | <p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants |
| 7.1.18 QIM | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities |
| 7.1.19 QIM | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions |
| 7.2 | Best Practices |
| 7.2.1 QIM | Describe at least two institutional best practices (as per NAAC Format) |
| 7.3 | Institutional Distinctiveness |
| 7.3.1 QIM | Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust |

Qualitative analysis of Criterion 7

The institute has taken steps towards water harvesting in the new building.

The Students and staff are motivated to use bicycles and public transport. A few steps have been taken to keep campus plastic free.

The institute observes National Festivals and Birth and Death Anniversaries of the great Indian Personalities.

The Financial, Academic and Administrative functions are transparent.

The best practice of the college is College Community Partnership which aims to build up personality of the girl students and empower them in the society. Next to it is the focus on environmental awareness through the college Eco-Club.

Green practices in administrative work should be enhanced.

Mechanism for Solid, Liquid and E-Waste management should be developed.

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Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Institutional Strength

1. First Women College in the Alipurduar district.
2. Imparting education to girl students coming from economically weaker section
3. Financial support to girl students in the form of scholarship
4. Financial assistance to meritorious girl students.
5. Active NSS Unit related to community development.

Institutional Weakness

1. Limited physical infrastructure
2. Limited Human Resources
3. Limited Research
4. Insufficient IT Infrastructure
5. Limited use of ICT in Teaching Learning
6. Limited Library Resources

Institutional Opportunity

1. Scope for IT Infrastructure Development
2. Introduction of Vocational Courses
3. To start PG program
4. To generate funds for research
5. To start separate NCC Unit
6. Establishment and Identification of Best Practices

Institutional Challenges

1. To improve Communication skills
2. Reducing dropout rate of the students
3. To develop Academic - Industry Collaboration
4. Resource Management in tribal locality
5. Student placement and progression

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- 7. Introduction of New Courses on Music and Dance
- 6. Increase in Facilities for Sports and Cultural Activities
- 5. Introduction of Skill based short term courses
- 4. Starting a Computer lab
- 3. Establishing Competitive Examinations Guidance Center
- 2. Establishment of Centre for Women's Studies
- 1. Construction of Girls Hostel.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

| Sl.No | Name | | Signature with date |
|-------|--------------------------|---------------------|---------------------|
| 1 | DR. PROF K R IQBAL AHMED | Chairperson | |
| 2 | DR. BALKRISHNA KAMBLE | Member Co-ordinator | |
| 3 | DR. ANEEL RAINA | Member | |
| 4 | Dr. Ruchi Tripathi | NAAC Co - ordinator | |

Place

Date

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