

# ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE

[ESTD. 2007]

ASANNAGAR, P.O. ASANNAGAR, PS. KOTWALI  
DIST. NADIA PIN:741161



## SELF STUDY REPORT FOR CYCLE I ACCREDITATION

*Submitted to*

National Assessment and Accreditation Council (NAAC)

An Autonomous Institution of the University Grants Commission

P.O. Box no. 1075

Nagarbhavi

Bangalore- 560072



**ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE**  
**Asannagar, Nadia, West Bengal**  
**(Established 2007)**  
**Affiliated to University of Kalyani**



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**P.O. Box No 1075**  
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**Bangalore – 560 072**

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**ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE**  
Asannagar, Nadia, Pin - 741161  
**ESTD - 2007**

(Affiliated to the university of Kalyani & Approved by the UGC under section 2(f) & 12B)

Ref. AMMTC/338/16



Date: 13 January 2016

To  
The Director  
National Assessment and Accreditation Council (NAAC)  
P.O. Box No.1075  
Nagarbhabhi  
Bangalore-560072

Ref: NAAC/CAPU/EAST/WBCOBN24405/2015

Subject: Uploading of the Self Study Report (SSR) of Assananagar Madan Mohan Tarkalankar College for the first Cycle of NAAC Accreditation in the Institutional website

Dear Sir,

We are uploading the Self Study Report (SSR) of our college for the first Cycle of NAAC accreditation (NAAC Track in id: WBCOBN24405/2015) in our institutional website [www.ammtcollege.in](http://www.ammtcollege.in). The hard copy of the SSR will reach you within the stipulated time.

This is for your kind information and necessary action.

Thanking you

Yours sincerely

Dr. Asok Kr. Das  
Principal

Principal  
Assananagar Madan Mohan Tarkalankar College  
Asannagar, Nadia

Tel. No.: 03472-264400 (Office)

**ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE**

P.O.: ASANNAGAR, DIST.: NADIA, WEST BENGAL  
Estd.: 2007  
Affiliated to the University of kalyani



Letter No. ....

Date ...12-01-16.....

From : President / T.I.C.

Certificate of Compliance

This is to certify that Asannagar Madan Mohan Tarkalankar College fulfills all norms

1. Stipulated by the affiliating University
2. Regulatory Council/Body such as [UGC, NCTE, AICTE, MCI, DCI, BCI etc.]
3. The affiliations are valid till date

It is noted that NAAC's accreditation, if granted, shall stand automatically cancelled once the institution loses its university affiliation or recognition by the regulatory body as the case may be.

In case of the undertaking submitted by the institution is found to be false then accreditation given by NAAC is liable to be withdrawn. It is also agreed that the undertaking given to NAAC will be displayed in the college website.



Dr Asok Kr Das

Principal

Principal  
Asannagar Madan Mohan Tarkalankar College  
Asannagar, Nadia

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## PREFACE

Asannagar Madan Mohan Tarkalankar College named after the son of the soil Pandit Madan Mohan Tarkalankar was established in 2007 to cater to the needs of the people who are mostly underprivileged in terms of socio-economic and education opportunities. The college has completed nine successful years since its foundation and has been successful in its efforts to bring a large number of marginalised people in higher education. These students, particularly girls, from economically challenged and marginalised sections of the society would have remained outside the boundary of higher education without this college.



Though the college cannot boast of a large building or other infrastructural facilities, it has a decent work culture, and within nine years of its establishment has made a mark on the education map of the district of Nadia. The college has great potential to grow as one of the premier institutions of the state and the college authority determined to fulfil its aim to realise this possibility. As a budding institution in the arena of higher education the college hopes to nurture the unrecognised potential of the students coming from different marginalised sections of the society.

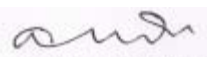
Though, the college is not well equipped to face the NAAC peer review team, we have taken up the task of getting our college assessed and accredited, since we hope to learn from our experience and improve the quality of education in the coming years. The process of preparing the Self Study Report itself has been a learning experience for us since it has taught us to be methodical in our work and has helped us identify our weaknesses and strengths, which otherwise would have been impossible.

The present SSR has been prepared on the basis of the Self Study Manual which we obtained from the NAAC website. While preparing the report due attention has been paid to include information and data on all aspects of the college as per guideline of Self Study Manual and presented on the basis of SWOC analysis.

A collective effort of the entire campus community has resulted in the successful completion of this report. I am thankful to all teachers, staff and other stakeholders and sincerely appreciate their involvement and collaborative efforts.

We hope to have the pleasure of hearing from you very soon regarding your decision on Peer Team visit for assessment and accreditation on your part.

Dated: 12-01-16

  
Dr Asok Kr Das  
Principal  
Asannagar Madan Mohan Tarkalankar College  
Asannagar, Nadia

## EXECUTIVE SUMMARY

### Introduction

Before the establishment of the Asannagar Madanmohan Tarkalankar College the students of the surrounding villages had to go to faraway places in order to get access to the realm of higher education. Some social activists of Asannagar, Nadia, West Bengal and the adjacent areas founded the college in 2007 to put an end to the problems faced by the students belonging to underprivileged sections of the society. Asannagar is a place 16 kilometres away from Krishnanagar city and 14 kilometres away from Majhdia. The college started with the affiliation of the University of Kalyani for undergraduate courses in 2007. The total number of students enrolled was 64. Courses like Bengali Honours and History Honours were introduced in 2008. It was due to the enormous efforts from Md. Monirul Islam, the first Teacher-in-Charge of the college that the institution successfully began to expose the socially marginalized communities to the realm of higher education in this rural part of West Bengal. Following the pattern provided by the affiliating university, the academic session of the college is annual, beginning in July of each year. At present the co-education college is accommodating approximately 1551 students. The college has got required UGC 2(f) & 12B affiliation in 2014.

Following is a brief summary of the criteria-wise analysis and appraisal of the College.

### Criterion I: Curricular Aspects

The Institution, being affiliated to the University of Kalyani, is to follow the curriculum designed by the affiliating University. For operational convenience the teaching curricula are divided into major modules which are imparted through interactive class room teaching often involving projectors, audio-visual presentations, power point presentations and film shows. On the basis of the master routine the departmental routines are prepared. Dissemination of facts is made possible so that the learners can have a clear idea about the modules, the assignment of teachers and the suggested books especially available in the college library. Class tests, Mid-term tests and Test Examinations prior to the final University Examination are conducted to ensure a system of continual evaluation. Interactive sessions involving the teachers and the parents and interactive sessions involving the students and the teachers are conducted at regular intervals to pay adequate attention to the feedback of the stakeholders and to ensure democracy in the functioning of the administration. For the effective delivery of curriculum the faculties conduct departmental meetings to talk about observations coming from the stakeholders. Students' feedback is received in a prescribed format from the third year students. All these help the authority to evaluate the existing system and adopt self-correcting measures. Meetings involving all the teachers and the non-teaching staff are organized for the appropriate management of events. The teachers who are also members in the Board of Studies in the affiliating university regularly participate in the meetings to frame policies

regarding the revision of syllabus and the management of the University examinations. The teachers attend Refreshers Courses, Orientation Programmes and seminars funded by UGC. For skill development and for increasing the students' potentiality for employability, emphasis is placed on an intensive use of the college library and the internet-linked computers, the Computer Literacy Programme, an active NSS unit and a Career Counselling Cell. The students are encouraged to vigorously participate in the UGC sponsored national level seminars in the college. There is a Women's Cell and a Cell for addressing the cases for sexual harassment. A seminar was organized to let the female students know how they can get access to legal aids followed by any case of sexual harassment. For ensuring transparency there are several subcommittees, an Academic Council, a very strong Teachers' Council and an IQAC cell monitoring academic activities.

### **Criterion II: Teaching, Learning and Evaluation**

Online admission system has been introduced in the 2015-16 academic session. Before that, all admission procedures were maintained in keeping with the guidelines of the state government and the affiliating university. There is an Admission Committee selected annually, which conducts and monitors the entire admission process. The Admission Committee is chaired by the Principal and comprises of selected teaching staff, non-teaching staff and representatives of the Students' Union. To maintain diversity and inclusiveness reservation criterion prescribed by the University and government is strictly adhered to during the admission process. The annual performance in various university examinations is analysed in the academic audit reports of the departments and attempts are made to frame policy to identify the loopholes. Most of the students of this college are from economically backward sections of the society belonging to the scheduled caste and scheduled tribe community and dropout rate is quite high. The male students' dropout rate is higher than the female students' dropout rate. The college follows the academic calendar prescribed by the university. At the beginning of each session the assignments of each teachers are announced and each of the teachers frame their teaching plan which are notified to the students in advance. IQAC of the college invites feedbacks from students regarding teaching learning process in the college. IQAC looks after the faculty strength of each academic department and suggests measures for the same. IQAC takes note of the use of latest technological devices in teaching learning process. IQAC ensures the implementation of academic routine of the college. It holds deliberation with various departments formally and informally as and when required. There are many challenges faced by the college in completing the curriculum within the planned time-frame. The primary challenge is the lack of fulltime faculty in the college. The college has only 6 fulltime teachers. There is a Research Committee in the college to promote research activities among the teachers. Feedback from the students is taken regarding the teaching of the faculty members, but no external peer review of the teachers is conducted. However, during the promotion under CAS Scrutiny or Expert Committee reviews the



performance of the teachers on various aspects. The institution does not have the authority to undertake major evaluation reforms. However, from the academic year 2007-08, the affiliating University (the University of Kalyani) has introduced major revision in the evaluation pattern. Thus excepting for Compulsory English, Major Indian Language and Environmental Studies, 15 % of total marks have been kept for internal assessment till 2011 -2012. There are evidences of weaker students having excelled through the process of constant monitoring and assessment. The Principal remains accessible to the students in general and the Students' Union that helps him a lot in resolving problems. He strictly monitors the behavioral discipline in the college with the help of the Anti-Ragging Committee.

### **Criterion III: Research, Consultancy and Extension**

Teachers are actively engaged with doctoral projects and minor research projects. The college has a Research Committee formed in keeping with UGC XII plan guidelines. There is a policy for not causing any delay in sanctioning the proposal. The college has fundamental infrastructural facilities like the library which offers a precious collection of books and other reading materials, a separate space for the teachers and an access to INFLIBNET, a digital database of academic resources. The students are encouraged to develop research aptitude through participating in interactive classroom situations, departmental seminars, special talks and UGC sponsored seminars. The number of internet-linked computers in the library has increased in recent times. In the library the students get access to subject-specific journals. For an effective transfer of the findings of the research conducted by the in-house faculty members, the copies of their research publications are kept in the College library. Efforts have been made to initiate interdisciplinary activities in the classroom situations. The faculty members as researchers can use internet-linked computers, printers, scanner and copier machine in the library. Both the computerized catalogue and the traditional mode of using manual catalogue are available in the library. The researchers have access to online journals and e-books through INFLIBNET. There are a number of monographs/books published by the college. The faculty members regularly publish papers in peer-reviewed journals with ISSN no. They have written books/monographs, chapters in books with ISBN no. and have experience in editing. The students take part in the programmes run by the NSS unit like Blood Donation Camps, Thalassaemia Detection Camps, Health Check Up and Anemia Detection Camp, Seminar on World AIDS Day, Drive for Cleanliness in college campus, Special Camp highlighting Child Health and Sanitation, Seminar on Geriatric Care, Cleaning of Asannagar Hospital Campus and some Primary School premises, tree plantation programmes and Special Camps in adopted villages. Study tours have been organized. Official notices are served and

the website of the college is updated to keep all the students aware of the ongoing and the ensuing extension activities. Apart from the students and the faculty members, the community people at large have taken part in some outreach activities. There is a Career Counselling Cell in the college which organized a meeting between the officials of Inventive Infotech and the students in the college on September 29, 2015 for exposing the students to the opportunities in the job market in a systematic, authentic and well-monitored manner. A national-level seminar was jointly organized by the department of Bengali, Asannagar Madan Mohan Tarkalankar College and Chapra Bangalji Mahavidyalaya on “Janmasatabarse Adwaita Mallabarman”(Centenary Celebration: Adwaita Mallabarman) on 22. 04. 2015 and 23.04.2015. A national-level seminar was jointly organized by the department of Sanskrit, Asannagar Madan Mohan Tarkalankar College and Nabadwip Vidyasagar College on “Puraner Nabanirman: Sampratik Sahitye” (The Remaking of Epics in Contemporary Literature) on 24. 06. 2015 and 25.06.2015. A national-level seminar was jointly organized by the department of English, Asannagar Madan Mohan Tarkalankar College and Nabadwip Vidyasagar College on “1914 and Beyond: Literary Reflections of War” on 27.11. 2015 and 28.11.2015.

#### Criterion IV: Infrastructure and Learning Resources



There are nine classrooms in a small two-storied building. There is a projector in the classroom normally used for talks and seminars. We have developed a garden of medicinal plant in the college. So far as the infrastructure facilities for conducting Extra-curricular activities are concerned mention may be made of a playground available within the campus where annual sports meet is conducted every year. Volleyball and football matches are held in that playground. Students play carom. Class rooms are utilized for holding classes and examinations. On working days classes are conducted in all the rooms from 10.30 a.m. to 4.45 p.m. Library is kept

open during summer recess and examination days in addition to working days. UGC grant has been utilized for purchasing books in the library. There is a space allotted for the students where they can go through magazines, journals and reference books. There is a separate space for accessing e-resources. The teachers have their own space for reading in the library. Both the teachers and students can use internet-linked computers, copiers and printers. The teachers can get access to INFLIBNET, a database for academic resources. Total number of books in the library is 5120 and total number of titles is 2348. The library has a website and the library automation has been done. It participates in resource sharing network like INFLIBNET. Total number of books added during last three years is 3132. Printing and downloading can be done in the library. The college has a Campus LAN and the library is part of our campus network. The Campus Network/Library Network is connected to Internet. There are different kinds of furniture, electrical equipments, water purifying and cooler machines, office equipments, ceiling fans, generator and computers which are worthy to be considered as existing infrastructural facilities. In the last four years, library has been digitalized, Water Purification System has been installed for the students and employees, free internet has been possible through Wi-Fi for the students and a smoke free and soundless generator has been purchased. So far infrastructural enrichment and the expansion of buildings are concerned; we have plans to make arrangements for more classrooms, common rooms for both boys and girls students, hostel for the girls and socially underprivileged students, a bicycle stand for the students and a separate administrative block. There is no residential facility like hostel for the girls students. In cases of emergency the college provides first-aid facility to the ailing students. There is a separate space allotted to an Internal Quality Assurance Cell (IQAC) with furniture and required devices like computer and printer. The cell which includes in it as members the Principal, some senior faculty members, and few external members conducts meetings and functions with the purpose of recording, approving and monitoring academic and research activities in tune with the objectives of the institution. There is a Grievance Redressal unit in the college which considers it as its duty to assess the complaints coming from the students, if there is any. Similarly two more cells for Women and addressing the cases of sexual harassment have been formed. There is a canteen in the college premise catering to the need of students coming from distant places. An alumni association has been formed though it has not been possible to allot separate space for its functioning. There are high-quality water purifiers for the students and the staff as well. The Library Subcommittee recommends books and journals to be kept in the library on the basis of the observations coming from the concerned Head of the

Departments and appeals to the appropriate authority to take the decision whether to purchase those. Computerization of Salary Accounting (COSA) has recently been introduced in the college. Now for preparing the monthly salary bills for all the employees the COSA software is being successfully used. The system of online admission has been successfully introduced in the college. So far as the allocation and utilization of the financial resources are concerned, there are internally formed subcommittees like the Finance subcommittee and the Purchase subcommittee who play their assigned roles. For the allocation of funds, the college depends on government/UGC grant. The large water purifying machine for the students is already included in annual maintenance programme.

### **Criterion V: Student Support and Progression**

The Institution publishes its updated Prospectus every year which is issued to the applicants at the time of admission. It provides information regarding the employees, the administrative policy, regulations, the nature of different courses, Honours subjects and General combinations offered by the college, and the fee structure. The college publishes a directory kept in the library where one can get the contact numbers of all those associated with the college. The college provides a list of holidays approved by the Governing Body of the College. Most of the important facts regarding admission, examination, and the continuation/suspension of classroom activities are mentioned both in the college notice board and in the college website. Central government, state government and other agencies offer scholarships for the students. The college offers free and half-free studentships. It is through the use of the college notice board and the college website that the authority keeps the SC/ST students informed about facilities offered by the Government, the University of Kalyani and other institutions. The Institution ensures transparency in securing the rights and the legitimate claims of the students from SC/ST, OBC and economically weaker sections as far as the admission of the students and the distribution of grants and scholarships are concerned. Students' Aid Fund is used to extend financial assistance in the form of examination fees and for medical reasons to the economically weaker students. The college organizes seminars at regular intervals that expose students to recent trends in scholarship. During the UGC sponsored seminars, special lectures and departmental seminars the students get the opportunity to listen to experts coming from other colleges, state and central universities. Departmental wall magazines have been prepared by the students of the college. The students' participation in the management of national-level seminars,

annual sports and cultural programmes help them to rediscover their leadership qualities and communicative ability. The college supplies sports materials and dress for students participating in annual sports and representing the college at university-level and state-level competitions. There is a Career Counselling Cell, a Women's Cell, a Cell for addressing the cases for sexual harassment, an Anti-Ragging Cell, a Grievance Redressal Cell. The college is always willing to execute the welfare schemes sanctioned by the Government for underprivileged students, if and whenever found applicable. For instance, a bicycle distribution event took place in the college campus on 19.07.2014. Intense classroom activities, maximum utilization of the given schedule and the incorporation of the recent research in teaching have gone into the making of an academic scenario in which many of our students after finishing their studies here prefer to concentrate on postgraduate studies in the affiliating university and other universities as well. In the previous years many of our students have successfully completed the postgraduate studies at the university level which also to a certain extent gives testimony to student progression to higher level of education. The teachers identify slow learners in the classroom, talk with them, give them separate assignments and try to stimulate in them a sense of confidence. The students have prepared the departmental magazines. The annual cultural festival is mostly organized by the Students' Union of the college. Annual Sports are organized each year. The members of the IQAC, The Teachers' Council and the Principal himself exchange their views on the stakeholders' feedback and try to adopt measures, whenever needed. In 2011 a departmental magazine of English department named "Lyre" was prepared as a mutual effort of the teachers and the students. On January 3, 2015 a departmental wall magazine of history was prepared by the teachers and the students. A Students' Union formally constituted through an election actively functions in the college. IQAC, Anti-Ragging Committee and Annual Festival Organizing Committee incorporate representatives of the students as members.

### **Criterion VI: Governance, Leadership and Management**

The Principal keeps in touch with the conveners of the different internally formed sub-committees and the Heads of the departments. As far as the approval of the plans and the administrative matters are concerned, the Governing Body holds supreme authority. Regarding academic issues which demand the engagement of all the full-time teachers, discussions are initiated in the internally formed Academic Council which incorporates as its members all the Heads of the departments. In forming the policy statements and executing them the principal closely interacts with

the Governing Body, the IQAC and the Teachers' Council. Keeping in mind the observations of subcommittees, the Teachers' Council assists the Principal in evaluating quality policies and plans in academic matters. The IQAC arranges for feedback responses from students for quality enhancement, develops and applies innovative practices in activities leading to quality enhancement and acts as a nodal unit of the college for augmenting quality-related activities through the institutionalization of the quality enhancement policies and practices. The Heads of different departments are entrusted with the responsibility for monitoring the regular activities and functioning of the departments. The students are in a position to test and explore their leadership potential while participating in the NSS activities. There are non-teaching staff members in the Governing Body of the college. The various subcommittees like the Purchase Committee, Finance Subcommittee, Library Subcommittee, Building Subcommittee and Cultural Subcommittee on the basis of their review of the state of affairs make certain recommendations in the relevant fields of action. For the academic development the college has plans to open honours courses in new subjects like Education, Political Science and Philosophy. The non-teaching staff have a signal contribution to the smooth functioning of the official activities. The students of the College participate in community work as members of the NSS wing of the College. They also organize the events like the annual cultural programme, the programme for welcoming the freshers and the Teachers' Day. Along with the subcommittees the Teachers' Council and the Internal Quality Assurance Cell testify to the activities of the teachers so far as the act of reinforcing effective institutional practices is concerned. The non-teaching staff members also function in different subcommittees apart from executing the official assignments. The meetings of subcommittees, the Teachers' Council and the Governing Body are held at regular intervals to make a review of the activities done in accordance with the previously taken decisions. IQAC in the college provides feedback forms to the final year undergraduate students so that they can evaluate the infrastructural facilities of the College and also the performance of the teachers of the respective departments. The filled up forms are analyzed by the IQAC and the Principal and necessary steps are taken for the betterment of the situation. The research committee encourages the faculty members to undertake UGC-sponsored minor research projects. To keep pace with changing time, the non teaching staff are made familiar with the technique of using modern technology in preparing salary bill, keeping accounts, data related to the students and the institution in general. The faculty members of the college are also engaged as head examiners, examiners, paper setters, scrutiners and coordinators of various programmes which prove their

abilities in the field of academic leadership. The college makes every attempt to ensure regular auditing of the College accounts. Statutory Audit by the Principal Accountant General, West Bengal is executed at regular intervals as per Government Finance Rules. The last Government audit was done in September 2015. The college has initiated the Daily Self Appraisal System in which each member of the faculty can keep record of the time of attendance, time of departure, the number of classes allotted, the number of classes taken and the nature of other academic as well as administrative assignments, if any. Following the suggestions of the IQAC the college library has already been digitalized, separate room has been allotted for IQAC and the work is in progress as far as the boundary wall is concerned. The IQAC has external members on its committee and they significantly contribute to its functioning.

### **Criterion VII: Innovation and Best Practices**

What is so striking about the campus is that just adjacent to the college building there is a stream. The environment is mostly pollution-free. Tree plantation programme is initiated both by the local administrative body and the NSS unit. To create a polythene-free zone, the college authority motivates the students and the employees alike not to carry polythene bags. Every attempt is made to ensure that the college canteen does not get transformed into a smoking zone. The students and the employees get purified water for their personal use. We have introduced smoke-free, soundless generator. Cleanliness Drive Day was observed on 04. 11.2015 in the college campus. Notices are permanently displayed in the corridor and classrooms in order to create a situation in which all the employees and the students can feel motivated to unplug appliances when not in use. Interdisciplinary mode is encouraged in the field of academic activities especially in terms of arranging interdepartmental classroom activities and choosing topics for UGC sponsored seminars in a way so that they can attract scholars from various disciplines. As one of our best practices we have established a garden of medicinal plants. Our goal is to foreground the cost-effective nature of the alternative types of healing traditions like the Ayurveda and Kabiraji involving the use of medicinal plants. The goal is also to create awareness regarding the act of maintaining greenery in the campus as a metaphoric gesture for the protection of environment and ensuring sustainable development. Measures have been taken to protect the plants and photographs have been taken as a sort of documentation of the progress achieved in each steps of its completion. Only biological fertilizers are being used. A survey of the existing medicinal plants in the neighboring places is done. A survey of the nature of the use

of those plants by the local people and the rate of occurrence of common diseases like cold, fever and diarrhea in the neighboring communities is also done. The purpose is to create a garden of medicinal plants of at least 20 medicinal plants. There are display boards containing relevant information about the garden. The other best practice is arranging special talks. The goal of this practice is to create awareness about the socially relevant issues among the students in particular. The goal is also to expose the students to experts coming from other institutions. In designing the talks what has been kept in mind is the need and aspiration of the students. A series of special talks organized by the college includes a talk delivered by Dr. Krishnogopal Roy, Principal and faculty, Department of Bengali, Chapra College, two talks by Dr. Niladri Ranjan Chatterjee, Professor, Department of English, University of Kalyani, and a talk by Shri Sujato Bhadra, an eminent Human Rights activist and Associate Professor in History, Shibpur Dinabandhu Institution (College). All the talks were hugely attended by students, non-teaching staff and the teachers. There were enriching interactive sessions testifying to the success of this best practice.



**STRENGTH-WEAKNESSES-OPPORTUNITIES-CHALLENGES (SWOC) ANALYSIS****Strengths**

1. There is a transparent admission process
2. The college contributes to the social empowerment of the underprivileged sections of the society as the student population largely consists of SC, ST and OBC students
3. The faculty members can get access to INFLIBNET, a digital resource for academic activities
4. White board in a number of classrooms to contribute to a dust-free climate
5. Safe drinking water for the faculty and the students as well
6. Internet-connected computers at different segments of the college
7. UGC sponsored national-level seminars organised by different departments
8. A series of lectures given by eminent academicians coming from other institutions
9. Participatory decision making process ensured through the activities of the different subcommittees
10. There is an active NSS unit organising special camps in selected villages
11. A healthy relationship between the students and the faculties
12. A ragging-free state of affairs in the college
13. The college library has just been digitalized

**Weaknesses**

1. Because of insufficient number of full time faculty members the academic activities badly suffer
2. Absence of a full-time librarian in the college library
3. The college has not yet been able to arrange common rooms for the boys and the girls students
4. The college does not have any girls' hostel as well as residential staff quarters.
5. Though we have immediate plans to make more infrastructural reforms in the library, as far as the current situation is concerned, the library does not offer adequate physical space for the students and the members of the faculty
6. Till date there is no boundary wall
7. There is a strong need for strengthening the Alumni association which has just began its journey
8. The career counseling cell should arrange more programmes for ensuring meaningful encounter of the students and the representatives of the job market
9. The college needs to procure more subject-specific journals in the college library

10. The college needs to publish a college magazine enriched with the writings of both the students and the faculty members
11. The college does not have a formidable fund
12. Since the college is located in a comparatively remote area it faces various problems in attracting students and experts from other institutions.
13. The college requires to upgrade a particular room as a seminar room equipped with proper technological appliances
14. There is no bicycle stand in the college

### **Opportunities**

1. There is an opportunity for maintaining the existing climate so that the experts coming from other institutions feel encouraged to participate in the academic activities of the college.
2. The college has substantial potentiality for enriching the library resources
3. The college can set a target for publishing the special lectures delivered by experts coming from other institutions

### **Challenges**

1. Making infrastructural reforms is a major challenge as there is an acute shortage of classrooms, shortage of physical space in the library and shortage of space for the students willing to be engaged with indoor games and other recreational activities. Teachers of all the faculties share a single small-sized teachers' room. The college needs to allot separate space for each department for the purpose of academic and research activities
2. The plans for introducing honours courses in new subjects and successfully running them in the long run depend on the advances to be made in the field of infrastructural reforms in the following months
3. For fund generation the college can make proper arrangements to let the fishes grow in the stream adjacent to its campus and sell them in the market
4. The academic performance of the students is good, yet there remains further scope for improvement.

**PROFILE OF THE COLLEGE [given format to be filled up]**

## 1. Profile of the Affiliated/ Constituent College

## 1. Name and Address of the College:

Name:	Asannagar Madan Mohan Tarkalankar College	
Address:	Vill. + P.O- Asannagar, Dist. – Nadia	
City:	Pin: 741161	State: West Bengal
Website:	www.ammtcollege.in	

## 2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	Dr. Asok Kumar Das	O: 03472-264400 R:03472-253483	9434199430 9475437152	03472-264400	collegemmt@gmail.com katharoop@gmail.com
Vice Principal		O: R:			
Steering Committee Co-coordinator	Md. Monirul Islam	O: 03472-264400 R: 9163074304	9163074304	03472-264400	collegemadamohan@gmail.com mi.moni23@gmail.com

## 3. Status of the Institution:

Affiliated College

Constituent College

Any other (Specify)

√

## 4. Type of Institution:

## a. By Gender

i. For Men

ii. For Women

iii. Co-education

## b. By Shift

i. Regular

ii. Day

iii. Evening

5. It is a recognized minority institution?

Yes

√

No

If yes, specify the minority status (Religious/ Linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

--

Grant-in-aid

√
---

Self- financing

--

Any other

--

7. a. Date of establishment of the college: 15/06/2007

b. University to which the college is affiliated / or which governs the college (If it is a constituent college)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	11-04-2014	
ii. 12 (B)	11-04-2014	Permanent Affiliation

(Enclose the Certificate of recognition u/s 2(f) and 12 (B) of the UGC Act)

d. Details of recognition/ approval by statutory/ regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): N.A

Under Section/ Clause	Recognition/ Approval details Institution/ Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/ approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

--

No

√
---

If yes, has the college applied for availing the autonomous status?

Yes  No

9. Is the college recognized

a. By UGC as a college with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition: ..... (dd/ mm/ yyyy)

b. For its performance by any other government agency?

Yes  No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/ mm/ yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq.mts.	15236 Sq.Mts
Built up area in sq.mts.	1105.24 Sq.Mts

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the Campus (Tick the available facility and provide numbers or others details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/ seminar complex with infrastructural facilities
- Sports facilities
  - Play ground
  - Swimming pool
  - Gymnasium
- Hostel
  - Boys' hostel
    - i. Number of Hostels
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)
  - Girls' hostel
    - i. Number of Hostels
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)

- Working women’s hostel
  - i. Number of inmates
  - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)
- Cafeteria – College Canteen
- Health centre –

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance .....

Health centre staff –

Qualified doctor	Full time	<input type="text"/>	Part-time	<input type="text"/>
Qualified Nurse	Full time	<input type="text"/>	Part-time	<input type="text"/>

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management/ regulation of electricity and voltage. ✓
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

Sl. no.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved student strength	No. of students admitted
	Under-Graduate	B.A Honours & General	3 Years	H.S (10+2)	Bengali	University of Kalyani	1551
	Post-Graduate						
	Integrated Programmes PG						
	Ph.D.						
	M.Phil.						

Certificate courses							
UG Diploma							
PG Diploma							
Any Other (Specify and provide details)							

13. Does the college offer self-financed programmes?

Yes

No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes

No

Number

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes.

Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (E.g. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts	Bengali, English, History, Sanskrit, Political Science, Philosophy, Education, Physical Education	√	N/A	N/A
Commerce				
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like B.A, B.Sc, M.A, M.Com...)

a. Annual system

b. Semester system

c. Trimester system

17. Number of programmes with

- a. Choice Based Credit System
- b. Inter/ Multidisciplinary Approach
- c. Any other (Specify and provide details)

18. Does the college offer UG and / or PG programmes in Teacher Education?

Yes  No

If yes,

a. Year of Introduction of the programmes (s) .....(dd/ mm/ yyyy)  
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/ mm/ yyyy)

Validity: .....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes  No

19. Does the college offer UG or PG programme in Physical Education?

Yes  No

If yes,

a. Year of Introduction of the programme (s) ..... (dd/ mm/ yyyy)  
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: ..... (dd/ mm/ yyyy)

Validity: .....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes  No

20. Number of teaching and non-teaching position in institution

Positions	Teaching Faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
<i>Sanctioned by the UGC / University / State Government</i>	-	-	-	-	04	02	05	02	-	-





24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	100%				100%
Students from other states of India	0%				
NRI student	0%				
Foreign Students	0%				
Total	100%				

25. Dropout rate in UG and PG (average of the last two batches)

UG  PG

26. Unit Cost of Education

*(Unit cost = Total annual recurring expenditure (actual) divided by total number of students enrolled)*

a. Including the salary component	Rs. 4672.31/-
b. Excluding the salary component	Rs. 2060.22/-

27. Does the college offer any programmes in distance education mode (DEP)?

Yes  No

If yes,

a) Is it a registered centre for offering distance education programmes of another university

Yes  No

b) Name of the University which has granted such registration

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/ course offered (Data for the session 2014-15)

Programme Level	Name of the Programme/ Course	Student Teacher Ratio
UG	Bengali (H)	41:1
	English (H)	36:1
	History (H)	41:1
	Sanskrit (H)	25:1
	B.A. (G)	40:1

29. Is the college applying for

Accreditation: Cycle1

Cycle2

Cycle3

Cycle4

Re-Assessment:

*(Cycle 1 refers to first accreditation and Cycle2, Cycle3, Cycle4 refers to re-accreditation)*

30. Date of accreditation \* (applicable for Cycle2, Cycle3, Cycle4 and re-assessment only)

Cycle 1:..... (dd/mm/ yyyy) Accreditation Outcome/ Result .....

Cycle 2:..... (dd/mm/ yyyy) Accreditation Outcome/ Result .....

Cycle 3:..... (dd/mm/ yyyy) Accreditation Outcome/ Result .....

*\*Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year.

259

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

201

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 30/11/2013

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

Not Applicable

35. Any other relevant data (not covered above) the college would like to include.

(Do not include explanatory/ descriptive information)

No.

## CRITERIA-WISE INPUTS

### CRITERION1: CURRICULAR ASPECTS

#### 1.1 Curriculum Planning and Implementation

##### 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

###### **Vision:**

The vision of the college is to inculcate human values and rational spirit among its students and to offer quality education without making any religious or gender discrimination. The college was built to expose the pupils living in remote villages to the realm of higher education, most of whom belong to the underprivileged communities and live in abject poverty. The college aspires to fulfill the academic aspiration of pupils belonging to scheduled tribes, scheduled castes, other backward communities, and religious minorities.

###### **Mission:**

1. To ensure the holistic development of the students of the college through prioritizing the activities run by the NSS unit which bridges the gap between the students and the community people.
2. To provide quality higher education
3. To broaden the vision of the students by means of exposing them to experts coming from other institutions and also exposing them to both physical and electronic resources
4. To ensure student-centric learning
5. To ensure participatory mode of management for the functioning of an inclusive and democratic set-up in the affairs of college administration
6. To generate environmental awareness among the students

The objective of the college is to stick to the stated vision and mission statements through various activities.

The vision, mission and objectives are communicated to the students through the website, the circulation of the prospectus and through the interactive sessions involving the students and the teachers organized at regular intervals.

Interactive sessions entitled 'Meet the parents' are continually organized for developing a mutually enriching relation between the parents and the college authority. During those sessions marked by the active presence of the principal, faculty members, students and the guardians emphasis is placed on fruitful exchange of ideas as to the objectives and vision of the institution and how those can be translated into reality.

All Staff Meetings are continually organized to frame strategies and policies regarding different events and programmes in the college. In those meetings they exchange ideas with the purpose of planning those events in tune with the objectives of the institution.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

Since AMMT College is affiliated to the University of Kalyani it follows the curriculum designed by the concerned University. As far as the implementation of the curriculum is concerned, all the departments divide the curricula into minutely designed modules which is displayed on the notice board at the beginning of the session and is also directly distributed in a printed form among the students. The curricula contained in the modules which are uploaded in the college website for free dissemination are made effective through classroom teaching functioning in conformity with the details of the module. The students get an idea of the nature of the teachers' assignment, the total number of classes being allotted to the study units and the suggested reading materials especially available in the college library. The College prospectus and the academic calendar of the college also keep them informed about the materialization of the curriculum. These documents are reviewed and renewed by the teachers whenever they feel the need to do so.

### **1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The teachers of the various departments in the college regularly attend Refresher Courses, Orientation Programmes and Seminars funded by UGC where they get a chance to share with others their ideas and strategies relating to teaching practices. The University of Kalyani to which the college is affiliated has organized workshops on best practices in higher education. Apart from participating in all these the teachers of the College have also vigorously participated in the meetings organised by the various departments of the University of Kalyani concerning the revision of the syllabus. The teachers of our College have contributed to those revisions and coming back to the College they make the students aware of those changes whenever they feel it necessary and also equip the students so that they can negotiate with the process of transformations that are constantly taking place as far as the question of translating the curriculum is concerned.

### **1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

For an effective and enriching curriculum delivery the teachers of the College make use of projectors, audio-visual presentations, power point presentations and film shows whenever they feel it needed. In the meetings among the faculty members of a department the members share their views regarding the problems they face and the measures they are adopting in relation to an effective delivery of curriculum. During the interactive sessions, the response coming from the students also help the teachers to understand their aspirations and the difficulties they are experiencing while encountering particular ways of implementing the curriculum in the classroom. Moreover, the class tests constituting the system of continual evaluation, Mid-term test and Test examinations prior to the final University examination are arranged throughout the entire course across first, second and third year also give the teachers an opportunity to assess the effectivity of the measures aimed at a meaningful implementation and delivery of the curriculum. The University examinations at the completion of the curriculum, however, finally function as testimony to the materialization of the objectives of the existing curriculum.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

The teachers in the College are associated with different departments of the Universities and projects funded by UGC as researchers which not only enable them to fulfill their individual academic aspirations but also matures them as performers in the classrooms and make them alert to the subtle nuances of an effective operationalisation of the curriculum.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)**

At present there is a single teacher in the College who represent on the Board of Studies in the concerned subject in the University of Kalyani and regularly attends the meetings organized by the affiliating university to discuss issues, analyze proposals coming from the teachers of the affiliated colleges and participates in framing policies regarding the development of the curriculum on the part of the affiliating University. The feedback from the 3RD year students of the College is usually received immediately before the final University examination as by then they attain certain maturity and can really have their substantial opinions about the implementation of the syllabus. Meeting the parents gives us an opportunity to get the feedback of the guardians as they function as one of the most significant sections of stakeholders of the institution.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

The Institution does not offer any course on its own apart from those courses offered under the purview of the affiliating university. Therefore, it is not in a position to develop curriculum for any such courses.

### **1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The keen interest of majority of the students of this College to pursue higher education bears testimony to the fact that the objectives of the curriculum have been achieved. It is noteworthy that many former students of this College have attained worthy placements in the job market in which they are successfully demonstrating their knowledge and skill. The feedback from the students and their parents also help us to evaluate the existing system and adopt self-correcting measures.

## **1.2 ACADEMIC FLEXIBILITY**

### **1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.**

Being a Government-aided college affiliated to the University of Kalyani, there is hardly any scope for academic flexibility. However, a course on Computer Literacy has been introduced in the College. We have plans to introduce enrichment courses like Creative Writing in days to come.

### **1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.**

There is no provision for dual degree under the regulations of University of Kalyani.

### **1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.**

Initially the students choose their Honours and General subjects. The College offers options for a considerable number of general subjects combinations as extended by the University for the benefit of the students. They are also allowed to change their subject combination according to their preference within one month from the date of their admission to First year classes. The teachers prepare modules in accordance with the course structure, hand it over to the students at the outset and try to



rigorously follow that throughout the academic sessions. The intensive use of the College library, the access to internet-linked computers, the Computer Literacy Programme, an active NSS unit, a need-based and fruitful mix the traditional and the audio-visual mode of learning and an active Career Counseling Cell in the College contribute to the students' academic mobility and skill development, thereby increasing their potential for employability.

The subjects offered by the College are schematically represented below.

### SUBJECTS OFFERED

Subjects are chosen as per the following column (in case of Honours students the can choose two pass subjects from the respective Honours column only)

GROUP	HONOURS	PASS (1)	PASS (2)	PASS (3)
A	BNGH	HISG/EDNG	SANG/PLSG	ENGG
B	ENGH	HISG/EDNG	SANG/PLSG	BNGG/PHIG
C	HISH	BNGG/PHIG	SANG/PLSG	ENGG
D	SANH	HISG/EDNG	BNGG/PHIG	ENGG

For General Category (One subject is chosen from any three groups)

A	B	C	D
BNGG/PHIG	HISG/EDNG	SANG/PLSG	ENGG/PEDG

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

The institution is not in a position to introduce self-financed programmes.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

The College offers a Computer Literacy programme for the students.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?**

No, there is no provision for such flexibility under the regulations of the University of Kalyani.

### 1.3 CURRICULUM ENRICHMENT

#### 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Through interactive classroom activities the University curriculum is adapted to the goals of the institution. The exposure of the students to special talks, seminars and library facilities widen their horizon beyond the confines of a given syllabus. They are also encouraged to perform in cultural events and to participate in programmes run by NSS.

#### 1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

A Career Counseling Cell in the College supports the students with the aim of acting as a liaison between the College and the Industrial houses. Though newly formed, it has already arranged a meeting in which a renowned Corporate Houses has extensively talked with the students of the College regarding job opportunities and placement in the job market.

The College also inspires the students to actively involve themselves in the Annual College Festival which helps them developing leadership qualities and communication skills.

#### 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.

A course on Environmental Science, specified by the affiliating University, is mandatory for all the Undergraduate Final year students. There is a Women's Cell and a Cell addressing the cases of sexual harassment in the College for the purpose of receiving complaints, listening to students' problems, if there is any, and addressing the gender-related issues in relation to their specific impact on the campus. In the reading room of the College library magazines on environment are kept to make the students aware of the recent investigations and analysis. On 16.03.2015 a seminar was organized to make the students aware of how women can get access to legal

aids in relation to cases of sexual harassments and the related issues. The national level seminar entitled “1914 and Beyond: Literary Reflections of War” organized on 26th and 27th November, 2015 has also addressed issues linked up with the matters of human rights violation.

#### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

For ensuring an empathic relationship between the students and the community, the College is involved in an actively conducted National Service Scheme (NSS). Please see 3.6.4 for details.

#### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

Feedbacks are formally taken on a regular basis from the students of the final year. Faculty members of each department interact with the students to get their comments on the effective delivery and implementation of the curriculum. Guardians/parents who have a vital role in the growth of the Institution are also encouraged so that they can freely interact with the faculty members regarding the enrichment of the curriculum. Taking note of the observations of the parents and the students the faculty members talk with the teacher representatives who actively function in the policy making bodies like the Academic Council and the Governing Body.

#### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

For the overall quality assurance there are different sub-committees in the College. This apart, Teachers’ Council plays a crucial role in this regard. These committees are set up and reorganized primarily on the basis of proposals coming from the Teachers’ Council and are finally sanctioned in the Governing Body meeting for setting up guidelines for an effective functioning of the Institution. The IQAC cell now operates as a very important unit for monitoring the academic activities in each department and suggesting changes in its meeting, if required.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

The teachers who are members of the Under Graduate Board of Studies in the University of Kalyani have given valuable suggestions regarding the remaking and the enrichment of the curriculum. The teachers who act as guest faculties in other universities are in a position to compare different curriculum structures and their interaction with the members of the Board of Studies in the affiliating university contributes to the development of the curriculum.

### **1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

There is a regular and well structured mechanism in the College to obtain feedback from students and other stakeholders on different academic and infrastructural issues.

Student feedback concerning the implementation of the syllabus is taken at the final year. The Board of Studies members observe the findings of those meetings to represent those ideas in the meetings conducted by the affiliating university. The feedback from students and parents are talked about in the meetings of the Academic Council and the Teachers' Council.

### **1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the college would like to include.**

During the last four years no Honours/pass course for the students of the undergraduate level been introduced in the college. The college has plans to introduce Honours courses in Education, Political Science and Philosophy.

**CRITERION II: TEACHING LEARNING AND EVALUATION****2.1. Student Enrollment and Profile****2.1.1. How does the college ensure publicity and transparency in the admission process?**

Since its inception the college admits students through Open Counselling in keeping with the guidelines of the state government and University of Kalyani. From Session 2015-16 all admission is done online. The dates and other related issues regarding admission is published in the college notice board, college website and college prospectus well in advance. The publicity of the admission is also done through the local cable network.

**2.1.2. Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution**

Students are admitted on the basis of merit. A merit list is prepared on the basis of the higher secondary marks and students are admitted maintaining reservations criteria prescribed by the government.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

**Affiliating University's Criteria on the basis of which college admits students**

B.A. General		B.A. Honours	
Category	Marks required	Category	Marks required
General	30%	General	250 (50%) in best 5 and 45 in relevant subject or 225(45%) in best 5 and 55 in relevant subject
Scheduled Caste	30%	Scheduled Caste	225(45%) in best 5 and 40 in relevant subject or 200(40%) in best 5 and 50 in relevant subject
Scheduled Tribe	30%	Scheduled Tribe	225(45%) in best 5 and 40 in relevant subject or 200(40%) in best 5 and 50 in relevant subject
OBC	30%	OBC	250 (50%) in best 5 and 45 in relevant subject or 225(45%) in best 5 and 55 in relevant subject
PH	30%	PH	250 (50%) in best 5 and 45 in relevant subject or 225(45%) in best 5 and 55 in relevant subject

## COMPARATIVE CHART FOR ENTRY LEVEL ADMISSION DATA IN 2014 IN UG (HONOURS) COURSES

### Assannagar MadanMohan Tarkalanakar College (AMMTC)

Krishnagar Government College (KGC)

Dwijendra Lal College, Krishnagar (DLC)

Krishnagar Women's College (KWC)

Sl. No.	Proramme	College	Highest Percentage (Unit in %)	Lowest Percentage (Unit in %)
1.	Bengali	AMMTC	75.66	43.83
		KGC	83.6	59.0
		DLC	78.0	60.3
		KWC	78.1	44.5
2.	English	AMMTC	86.16	47.33
		KGC	90.3	56.1
		DLC	83.3	68.5
		KWC	89.5	53.5
3.	Sanskrit	AMMTC	73.8	43.5
		KGC	82.8	58.3
		DLC	80.8	68.5
		KWC	73.5	46.5
4.	History	AMMTC	83.66	42.83
		KGC	89.0	56.5
		DLC	78.6	45.1
		KWC	79.6	48.8

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

There is an Admission Committee selected annually, which conducts and monitors the entire admission process. The Admission Committee is chaired by the Principal and comprises of selected teaching staff, non-teaching staff and representatives of the Students' Union. Frequent meetings are held among the members to ensure that the framed policy is in consonance with the criteria laid down by the affiliating university as well as with the norms of the state government and the Central Government. The recommendations made by the departmental Heads in view of the experience of the previous years are taken into consideration. Suggestions from other stakeholders are also seriously considered. It is the healthy practice of the college that through constant interaction among the members of the Admission Committee all admission related decisions are made.

The student profiles are reviewed from the feedback obtained from the Departmental Heads. The number of vacancies in the departments is reported to the Admission Committee and decision to hold second counselling is made from these reviews.

In fact, the entire process of democratic review system facilitates the initiative for quality improvement of the institution. Transparent admission process is one of the major indicators of excellence in any educational institution and our college is surely ensuring it with complete sincerity.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

To maintain diversity and inclusiveness reservation criterion prescribed by the University and government is strictly adhered to during the admission process. There is no reservation for women and minorities, but a section of the minorities are covered under OBC A category. The college does not have a mechanism to help the economically weaker sections. However, the college helps anybody in need by providing assistance in the form of half free or full free studentships once they are admitted.



**Category Wise Percentage of Students admitted in 2015-2016**

	SC	ST	OBC-A	OBC-B	MINORITY	GENERAL
<b>B.A General</b>	39.54	0.90	2.27	17.04	10.15	38.63
<b>B.A Hons. Bengali</b>	30.50	1.69	6.77	27.11	6.77	32.20
<b>B.A Hons. English</b>	32.00	00	2.00	20.00	6.00	46.00
<b>B.A Hons. History</b>	48.48	1.51	6.06	16.66	4.54	27.27
<b>B.A Hons. Sanskrit</b>	25.00	00	00	25.00	4.54	50.00

**Last Four Years Admission Record (Category Wise)**

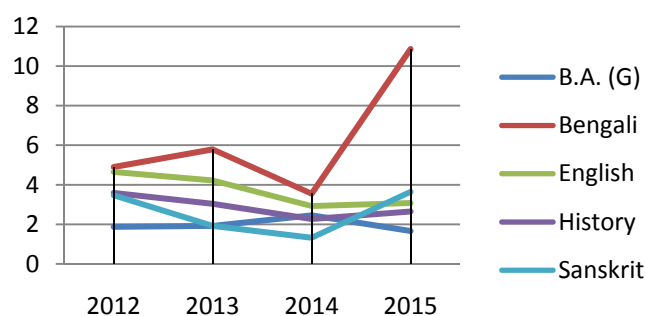
Year	CATEGORY		CATEGORY		CATEGORY		CATEGORY		TOTAL	TOTAL 2	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		MALE	FEMALE
2010-11	155	75		01			34	09	274	189	85
2011-12	246	147	03	03	-	-	46	13	458	295	163
2012-13	317	140	06	03	-	-	60	22	548	383	165
2013-14	234	156	01	01	-	-	40	10	442	275	167
2014-15	124	97	8	3	178	116	31	14	571	341	230
<b>TOTAL</b>	<b>1076</b>	<b>615</b>	<b>18</b>	<b>11</b>	<b>178</b>	<b>116</b>	<b>211</b>	<b>68</b>	<b>2293</b>	<b>1483</b>	<b>810</b>

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

During the last four years the following programmes have been offered.

Subject	Number of applicant	Number of students admitted	Demand ratio	Highest	Lowest
<b>2012</b>					
1 B.A. General	998	532	1.87:1	364	151
2 Bengali Hons.	224	45	4.9:1	486	269
3 English Hons.	186	40	4.65:1	504	279
4 History Hons.	194	54	3.59: 1	503	254
5 Sanskrit Hons.	132	38	3.47: 1		
<b>2013</b>					
1 B.A. General	904	470	1.92:1	----	----
2 Bengali Hons.	249	43	5.79: 1	462	239
3 English Hons.	169	40	4.22: 1	498	275
4 History Hons.	149	49	3.04: 1	470	259
5 Sanskrit Hons.	75	39	1.92: 1	454	251
<b>2014</b>					
1 B.A. General	1237	501	2.46:1	----	----
2 Bengali Hons.	245	69	3.55: 1	454	263
3 English Hons.	135	46	2.93: 1	517	284
4 History Hons.	157	69	2.27: 1	502	257
5 Sanskrit Hons.	61	46	1.32:1	443	261
<b>2015</b>					
1 B.A. General	647	388	1.66:1	447	150
2 Bengali Hons.	641	59	10.86:1	492	273
3 English Hons.	139	45	3.08:1	517	298
4 History Hons.	167	63	2.65:1	509	264
5 Sanskrit Hons.	146	40	3.65:1	494	270

Ratio chart showing admission status for last four years for all programmes offered



As the above data chart indicates there had not been much increase or decrease in number of applicants in all subjects, particularly in Sanskrit.

## **2.2. CATERING TO THE STUDENTS DIVERSITY**

### **2.2.1. How does the institution cater to the needs of differently able students and ensure adherence to government policies in this regard?**

The college follows the reservation policy laid down by the government to give equal opportunity to differently able students. A ramp will be built at the entrance to the college building for easy entry of the students. However, very few differently able students are there in the college.

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.**

There is no such mechanism in place.

### **2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice**

There is no particular strategy to bridge the knowledge gap of the enrolled students. However, we are thinking of introducing an entry level course for those who are admitted to English Honours to improve the command of English language of the students.

### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

There is a cell for addressing cases of sexual harassment in the college who organize seminars and programmes on gender equality. Through classroom teaching, various projects and awareness campaign the teacher of the compulsory Environmental Studies sensitize the students on environmental issues.

### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

There is no particular scheme laid down for the needs of the advanced students, but individual teachers help the advanced learners by providing books and other reading materials.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The annual performance in various university examinations is analysed in the academic audit reports of the departments and attempts are made to frame policy to identify the loopholes.

However, for the academic performance of the students from the disadvantaged sections of society, physically differently-able, slow learners, economically weaker sections etc. that do not seem to cope up with the pace of learning and sometimes seem at risk of drop out are identified by the faculties and the following strategies are adopted for improving academic performance of these students:

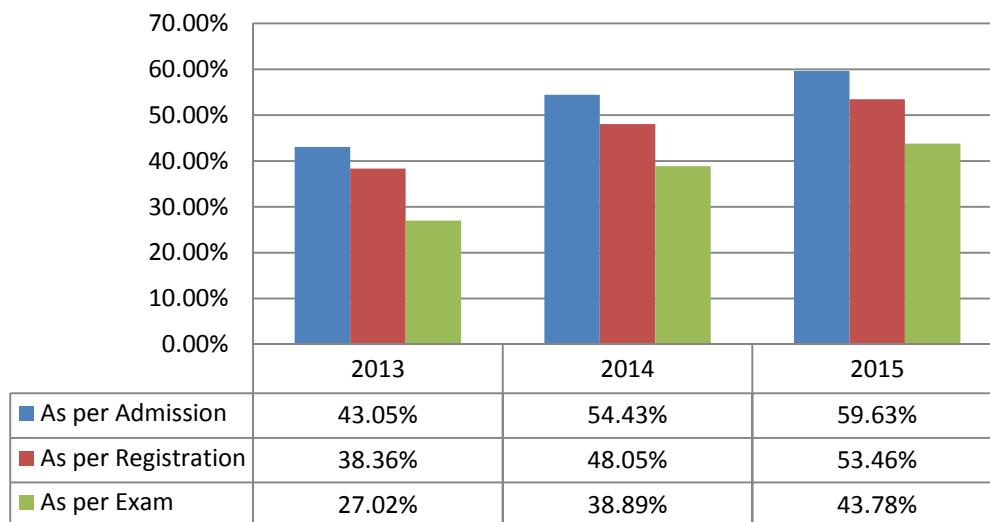
- Repetition & revision of a topic.
- Encouraging students to participate in classroom interactions.
- Delivering simple summary of the lecture.
- Using teaching aids.

There is no mechanism in place to do a caste, class, gender based study of dropout. Most of the students of this college are from economically backward sections of the society belonging to the scheduled caste and scheduled tribe community and dropout rate is quite high. The male students' dropout rate is higher than the female students' dropout rate. The male student often takes different types of jobs to support their families and they are forced to leave their studies. In case of the female students marriage is also a reason of dropout

### Data Table on Dropout

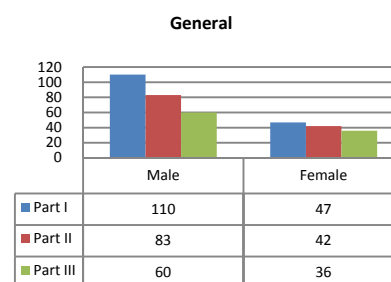
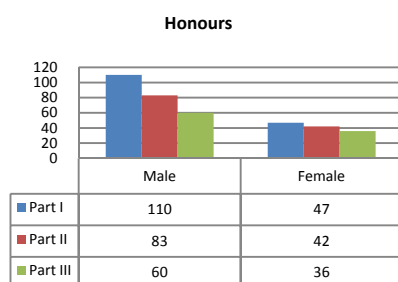
Session	Admission No. of B.A. Part I	Registration	Appeared in B.A. Part I Exam	Exam Year of Part III	No. of Students Appeared in B.A. Part III	Pass out	Fail	Appeared in B.A. Part II Exam as casual	Appeared in B.A. Part I Exam as casual	Remarks
2010-11	460	425	359	2013	205	159	46	48	09	262
Dropout	56.95% 43.05%	61.64% 38.36%	72.98% 27.02%							
2011-12	700	614	522	2014	203	146	57	111	05	319
Dropout	45.57% 54.43%	51.95% 48.05%	61.11% 38.89%							
2012-13	738	640	530	2015	218	175	43	76	04	298
Dropout	40.37% 59.63%	46.56% 53.46%	56.22% 43.78%							

### Dropout Rate



### Dropout Chart of male and female students 2010-13

Hons	Part I	Part II	Part III	General	Part I	Part II	Part III
Male	110	83	60	Male	218	113	52
Female	47	42	36	Female	141	77	36



## 2.3 TEACHING-LEARNING PROCESS

### 2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The college follows the academic calendar prescribed by the university. At the beginning of each session the assignments of each teachers are announced and each of the teachers frame their teaching plan which are notified to the students in advance. We also have an evaluation policy in place. We take class test at regular intervals to analyze the progress of the students, apart from taking a Mid-term and a Test Examination covering the whole syllabus before the commencement of the University examinations.

#### Academic calendar for B.A./B.Sc/B.Com Courses for the Academic Year 2015 – 16

Courses (B.A./B.Sc/B.Com)	Admission/ Enrollment	Commencement of classes	Submission of Registration form to the University	Sending of Examination forms to the Colleges	Submission of Examination form to the University	Commencement of University Examination	Publication of Results
Part-III	1st week of December, 2015	5th October, 2015	-----	3rd week of January, 2016	3rd week of February, 2016	Last week of March, 2016	1st week of June, 2016 (Hons)
1st week of July, 2016 (Gen)							
Part-II	3rd week of December, 2015	1st week of December, 2015	-----	3rd week of April, 2016	2nd week of May, 2016	1st week of June, 2016	2nd week of September, 2016 (Hons)
1st week of October, 2016							

### 2.3.2 How does IQAC contribute to improve the teaching –learning process?

1. IQAC of the college invites feedbacks from students regarding teaching learning process in the college
2. IQAC looks after the faculty strength of each academic department and suggests measures for the same.
3. IQAC looks after the latest technological developments in teaching learning process.
4. IQAC ensures the implementation of academic routine of the college.
5. It holds deliberation with various departments formally and informally as and when required.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

The teachers make learning student centric by encouraging the students to participate in the learning process. Lecture on a particular topic is followed by interactions with the students. An oral feedback of the students is taken to guess the level of their understanding and to see who are lagging behind.

The college has a decent library though not a large one where books are purchased with greatest care to suit the need of the students as well as of the teachers keeping in view the prescribed syllabi.

Students are encouraged to visit the library and accession number of the books is provided to the student that they may easily locate the books related to the topics that are taught.

The IQAC encourages the teachers to do inter-departmental teacher exchange where a teacher in the particular department visits and takes classes in the other department.

The students are encouraged to make maximum use of the library and online resources as they are made members of the N-list.

### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

The views of the students in the classroom or in the campus are valued and respected. They are inspired to substantiate their own opinion and views.

Students are encouraged to join NSS and other community extension programmes as volunteers so that they may develop their thoughts on the various aspects of the society.

Students are protected against excessive obsession with examinations and results, and they are encouraged, instead, to stay focused on growing through learning.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? E.g.: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The college has a decent library though not a large one where books are purchased with greatest care to suit the need of the students as well as of the teachers keeping in view the prescribed syllabi.

The college is member of N-LIST and the teachers have access to a large body of books and journals.

The teachers can make use of the ICT and multimedia to enhance the effectiveness of their teaching.

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

Seminars are arranged at the departmental level, college level and national level to introduce the faculties and the students to the various advances in the related fields of knowledge.



**National Seminar in the Department of Sanskrit**



**List of Seminars held in the departments**

Name of the Department	Topic of the seminar	Level	Resource Persons attended
Bengali	Janma Sat Barshe Adwaita Mallabarman	National	Dr. Nandini Bandyopadhyay Dr. Milan Kanti Biswas Dr. Saroj Kumar Pan Dr. Aditya Kumar Lala Dr. Pallab Mukhopadhyay Dr. Tapan Kumar Mondal A.R. Gaji Dr. Krishna Gopal Roy
English	1914 and Beyond: Literary Reflections of war.	National	Prof. Sarbani Chowdhury Smt. Sharmila Majumdar Prof. Abrona Lee Aden Dr. Argha Kumar Banerjee
Sanskrit	Puraner Nabo Nirman: Sampratik Sahitye	National	Dr. Ayan Battacharya Dr. Sekh Sabir Ali Dr. Narayanchandra Das Dr. Kuheli Biswas Dr. Sujit kumar pal Dr. Gourango Dantpath Dr. Subhrajit sen Shri Hemanta Bhattacharya Dr. Mrinal Chandra Das Shri Prasun Dutta Singha Shri Sanjeeb ananda Dr. Shampa Battacharya
History	“Madan Mohan Tarkalankar: Itihaser Ek Upekhito Byaktitto”	Departmental	Shri Bimalendu Singha Roy

Special talks are also arranged in the various departments of the college. Please see 7.3.1

### **2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advise) provided to students?**

#### **1. Academic support is provided:**

- Providing remedial classes
- New technology introduced for imparting lessons
- Library is strengthened by providing moderate space for reading room.
- E-library accessible to students

#### **2. Professional counseling**

- Teachers guide the students in selecting different careers after the completion of graduation

#### **3. Non-academic support**

- Financial assistance to the needy students
- Free health check up organized from time to time
- Offering opportunities to participate in various literary, cultural and sports activities.
- Opportunities are created for participating in different sports events at different level
- Sports competitions of different levels are organized by college such as intra-college football, volley ball, athletics meet etc.

No proper data is maintained. However, there is a Career Counseling cell in place in the college headed by two of our teachers and the students may turn to them whenever in need. The IQAC also provides information on various career options and career openings on its notice board.

### **2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

Within the bounds of the prescribed curriculum the college facilitates the individual teachers to adopt and adapt new modes and methods. Use of ICT and Multimedia is encouraged and ensured. A blog of the department of English is there to interact with the students and to keep the dialogue going between the students and teachers outside the classroom.

**2.3.9 How are library resources used to augment the teaching learning process?**

The students can use the library while in the college and they can also borrow books. While we prepare the course module we provide the accession number of the books necessary for handling a particular part of the syllabus. The students have also access to the resources in the N-list and they can access it from the college computer centre and also form home.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

There are many challenges faced by the college in completing the curriculum within the planned time-frame. The primary challenge is the lack of fulltime faculty in the college. The college has only 6 fulltime teachers.

The college has engaged temporary guest teachers to meet the shortage of teachers.

To overcome the loss of teaching days we organize classes during the examination days but conducting full classes is not possible due to the invigilation duty of the teachers and the unavailability of rooms. We also organize classes in the slack session to make up for the lost classes.

**2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

1. Through the feedback system (All teachers have their own ways of obtaining feedback from students).
2. Through discussion in the meeting of the academic council
3. Through Teachers Council meetings which discuss, debate and decide on changes in curricular and teaching learning practices.

## 2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Permanent full time teachers are recruited by the West Bengal College Service Commission. While recruiting the Guest Teachers the college looks for teachers having NET/SET and PhDs. The teachers attend refreshers course and seminars on curriculum to meet the changing requirements of the Curriculum.

### Teachers' qualification

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc. / D.Litt.							
Ph.D.					01	02	03
M.Phil.							
PG					03	00	03
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.						01	01
M.Phil.							
PG						00	00

#

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years

The college does not have any science courses and some traditional subjects of Humanities and languages are taught and therefore, it does not face any major challenge in this front.

**2.4.3. Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

**a. Nomination in the staff development programmes**

<b>Refreshers Courses</b>	<b>04</b>
<b>HRD programmes</b>	<b>0</b>
<b>Orientation Programmes</b>	<b>03</b>
<b>Staff Training conducted by the University</b>	<b>00</b>
<b>Staff training conducted by Other institution</b>	<b>00</b>
<b>Summer/ winter schools, workshops etc.</b>	<b>00</b>

**b. Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning**

No such programmes have been organized so far.

**c. Percentage of faculty invited as resource person**

\*More than 40 % of the teachers have been invited as resource persons in seminars workshops and conferences.

\* More than 90% percent of the teachers have attended National and International Conferences

\* More than 90% percent of the teachers have presented papers in National and International Conferences (For instance, Md. Monirul Islam, Asst. Professor, Department of English, presented paper at 2<sup>nd</sup> International Congress of Bengal studies at Dhaka University, December 17-20, 2011 and Dr. Snigdha Chattopadhaya, Asst. Professor, Department of Bengali presented paper at 4<sup>th</sup> International Congress of Bengal studies in Tokyo University of Foreign Studies, December 12-13, 2015)



**Dr. Snigdha Chattopadhyaya, Asst. Professor, Department of Bengali in the 4<sup>th</sup> International Congress of Bengal Studies in Tokyo University of Foreign Studies, December 12-13, 2015**

**2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

- There is a Research Committee in the college to promote research activities among the teachers.
- Teachers are granted leaves to participate in various orientation courses and refresher courses in their respective subjects.
- Teachers are granted leave to participate in various seminars, conferences and workshops etc.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

No such awards have been received so far. However, we hope that the dedicated faculty members will accomplish such feet in near future.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Feedback from the students is taken in regard to the teaching of the faculty members, but no external peer review of the teachers is conducted. However, during the promotion under CAS Scrutiny or Expert Committee reviews the performance of the teachers on various aspects.

## **2.5 EVALUATION PROCESS AND REFORMS**

### **2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

- The evaluation guidelines as prescribed by the affiliating university is published in the college prospectus
- The guidelines are also circulated to all the departments separately
- Any changes in the guidelines are uploaded on the website by the university which is also circulated to the departments of the college for information and necessary action.
- The evaluation processes are discussed by the respective departments in presence of the concerned students.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The institution does not have the authority to undertake major evaluation reforms. However, from the academic year 2007-08, the affiliating University (the University of Kalyani) has introduced major revision in the evaluation pattern. Thus excepting for Compulsory English, Major Indian Language and Environmental Studies, 15 % of total marks have been kept for internal assessment till 2011 -2012. From 2012-2013 the University of Kalyani again restructured the question pattern and assessment system, where the University has abolished the internal assessment and the earlier system of 100% answer at final examinations has been re-introduced. To ensure effective implementation of this reform, the institution communicates the students about the university notification and the faculty members are to take class-tests and terminal examinations following this new pattern.

### **2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

Examination system of the college involving syllabus designing, setting of question papers, and conduct of examination is according to the pattern of the university. In-house Test examinations are conducted for the students prior to the final examination and class tests taken by the departments to prepare them for the impending tests examination.

#### 2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

**Formative Assessment** is carried out by the evaluation of the students through class tests, tutorial tests, performance of the students in the class etc. Evaluated scripts are shown to the students so that they could identify as well as rectify their mistakes.

**Summative Assessment** is carried out through the university examinations which are held annually in the UG Courses (1+1+1 Pattern).

**Formative Assessment** process has definitely helped the students to identify and rectify their mistakes, to instill confidence within them and ultimately to excel in different examinations.

The following case may be cited as example where some student excelled through constant monitoring and the aforementioned assessment process

##### Session: 2013-2014

Sl. No.	Roll	Year	Name of the student	Internal Evaluation/ College Test			University Examination		
				Paper-1	Paper-2	Total-200	Paper-1	Paper-2	Total-200
1	434	1 <sup>st</sup>	Bappi Baddi	59	65	124	53	60	113
2	480	1 <sup>st</sup>	Tarun Mondal	60	61	121	53	63	116

##### Session: 2014-2015

Sl. No.	Roll	Year	Name of the Student	Internal Evaluation/ College					University Examination				
				Paper V	Paper VI	Paper VII	Paper VIII	Total 400	Paper V	Paper VI	Paper VII	Paper VIII	Total 400
1	6	3 <sup>rd</sup>	Debabrat Barman	54	38	49	54	195	59	63	41	63	226
2	10	3 <sup>rd</sup>	Rinkan Biswas	45	42	52	56	195	56	59	58	56	229

#### 2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Rigor and transparency in the internal examination is scrupulously maintained by the constant monitoring by the departmental teachers. The marks of internal examinations are maintained by the individual departments.

Behavioral aspects, independent learning, communication skills etc. of the students are monitored by the departmental teachers. The Principal takes steps only when the issues become very serious and cannot be handled by the departmental staff and



committee members. The Principal remains accessible to the students and the Students' Union and resolving problems. He strictly monitors the behavioral discipline in the college with the help of the Disciplinary Committee and the Anti-Ragging Squad. There is, however, no system of assigning weightages for the above mentioned aspects and skills

**2.5.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students? The graduate attributes of the college are specified in the stated goals and objectives of the college:**

The graduate attributes of the college are specified in the stated goals and objectives of the college:

- To impart quality based higher education with an aim to acquire knowledge and development skills among the students to face the national and global challenges.
  - To develop responsible and sensitive youths on integration from diverse cultural, linguistic and religious groups who have social commitments and have panoramic view of the society.
  - To create accountability within to ensure accountability to the society at large.
- The college ensures the attainment of these by the students by the following ways:
- Providing a harmonious ambience within the institution where students can fulfill their potentialities.
  - Making the students aware of the specific learning outcomes.
  - Ensuring the basics of discipline among the students.
  - Organizing and promoting value based lectures and discussions to sensitize the young minds of the necessity for value based education.
  - Emphasizing co-curricular and sports related activities to inculcate the importance of holistic view of education among the students.
  - Encouraging the students to participate in extension activities like organizing blood-donation camps, adoption of villages etc



**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

Grievances related to evaluation in the college examinations are sorted out departmentally. Answer scripts are shown to the students and if they are not satisfied with the evaluation process, then they could contact the examiner to raise their queries. The respective teacher then explains the evaluation in one-to-one basis. If the students are still not satisfied, they can contact the departmental Heads and the matter is resolved there.

Grievances related to evaluation in the university examinations have to be sorted by the university. The aggrieved student can apply for scrutiny and/or review of the papers. The applications are endorsed and forwarded by the Principal. The Office of the Principal processes the application. The Review/Scrutiny results are sent by the university and the results are properly displayed in the college notice boards. In some cases, the students individually have used the RTI Act to redress their grievances at the university level

## 2.6. STUDENT PERFORMANCE AND LEARNING OUTCOME

### 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The college has clearly stated learning outcomes. These are enshrined as the vision, mission and objectives of the college.

The teachers and students are made aware of these outcomes through their publication in the college prospectus. Further, these are formally or informally discussed in various gatherings in the college. The new comer students are introduced to these outcomes at the time of admission as well as on the day of fresher's welcome and annual cultural programme.

### 2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The progress of the students throughout the duration of the course is monitored through in-house test, discussion, seminars, mid-term examinations etc.

#### Final Examination Results (B.A. General)

Session	Programme	Appeared	Passed	Pass Percentage
2011-12	B.A (Annual System)	259	251	96.91%
2012-13	B.A (Annual System)	235	214	91.06%
2013-14	B.A (Annual System)	251	226	90.03%
2014-15	B.A (Annual System)	278	239	85.97%

**Table of result for Hons. Students**

Session	Programme	Appeared	Passed	Pass Percentage
<b>BENGALI</b>				
2011-12	Part I	46	42	91.30%
	Part II	36	29	80.55%
	Part III	21	21	100%
2012-13	Part I	54	49	90.74%
	Part II	38	32	84.21%
	Part III	32	31	96.87%
2013-14	Part I	42	37	88.09%
	Part II	52	36	69.23%
	Part III	32	27	84.37%
2014-15	Part I	60	**	**
	Part II	31	**	**
	Part III	39	32	82.5%
<b>ENGLISH</b>				
2011-12	Part 1	37	31	83.78%
	Part II	26	25	96.15%
	Part III	23	21	91.30%
2012-13	Part 1	43	28	65.11%
	Part II	34	26	76.47%
	Part III	25	18	72%
2013-14	Part 1	51	43	84.31%
	Part II	29	13	44.82%
	Part III	31	18	58.06%
2014-15	Part I	65	**	**
	Part II	37	**	**
	Part II	25	4	16%
<b>HISTORY</b>				
2011-12	Part 1	50	41	82%
	Part II	43	27	62.79%
	Part III	35	24	68.57%
2012-13	Part 1	48	40	83.33%
	Part II	45	39	86.66%
	Part III	45	37	82.22%
2013-14	Part 1	51	46	90.19%
	Part II	41	34	82.92%
	Part III	44	33	75%
2014-15	Part I	67	**	**
	Part II	47	**	**

	Part III	40	36	90%
<b>SANSKRIT</b>				
2011-12	Part 1	36	33	91%
	Part II	32	24	75%
	Part III	18	16	88.88%
2012-13	Part 1	35	32	91.42%
	Part II	37	30	81.08%
	Part III	24	18	75%
2013-14	Part 1	37	34	91%
	Part II	39	26	66.66%
	Part III	39	30	76.92%
2014-15	Part I	36	**	**
	Part II	40	**	**
	Part III	25	13	52%

[NOTE: \*\* indicates Result yet to be declared]

### 2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies for achieving the desired outcomes are as below:

- Internal examinations like class test, group discussion, seminar, departmental talks etc.
- Mid-term examinations
- Extra-Curricular activities include NSS
- moderately-equipped library and classrooms
- One Smart Class room
- Special care for the slow learner students

### 2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

To make the students employable we could not do much. However, within our limited means we have developed following strategies:

1. Making the students aware of the current affairs
2. Giving the students suggestions on future career prospects through Career Counseling Cell
3. Job openings in various sectors are announced on the IQAC Notice Board
4. We arranged one camping event.

In addition to these, we have opened a computer center in the college to make the students tech-friendly. We also hope to open a coaching center for various competitive examinations in the near future.

#### **2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

The academic sub-committee and IQAC collect and analyze data on student learning outcomes. Each department prepares an academic audit report which is analyzed in the meeting of the IQAC and members suggest necessary measures to address the problems. Data is used -1. to find out separate strategies for advanced and slow learners and 2. to implement the strategies for effective learning outcome.

#### **2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

The examination sub-committee monitors the performance through a careful scrutiny of attendance records which are displayed on the departmental notice boards. Mid-term and Selection Tests are conducted and results are displayed on the departmental notice boards. The answer scripts are also shown to the students to help them to analyze their mistakes. Results of the College and University examinations are analyzed in the departmental meetings as well as in the Teachers' Council meetings. Departments take care of the slow learners.

#### **2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Yes, the individual teachers adopts the following techniques to evaluate students' performance

- Class test on the concerned paper/subject of the teacher
- Question-Answer session held specially by the individual teacher
- Class room performance
- Test of communication skill through discussion
- Students' active participation in the celebration of various college functions.
- Internal examination held periodically

**Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

Nil

**CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION****3.1 PROMOTION OF RESEARCH****3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**

The College does not have research centres recognized by the affiliating University. Many teachers, however, have been associated as research scholars with the affiliating University. Teachers are actively involved in research work which is evident in the list of doctoral projects, and minor research projects initiated or concluded in the recent years and in the list of publication as well. Dr. Snigdha Chattopadhyaya of Bengali department is now engaged with research for obtaining D.Litt degree from the affiliating University.

**3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

The College has a Research Committee formed on 05.12. 2015 in accordance with UGC XII plan guidelines.

The composition of this new Research Committee formed on 05.12. 2015 is as follows.

1. Principal/T.I.C
2. Coordinator, IQAC
3. External Member, Governing Body
4. Head/In-Charge of the Department

Before the formation of this new Committee, there was another Committee to monitor and address the issues of research. That Committee was also engaged with the activity of informing the teachers about the research schemes and projects, and motivating them in applying for the same. Whenever required, the Committee gave sanctions in the process of sending project proposals to the concerned funding authorities. A UGC-sponsored Minor Research Project entitled 'Biswaner Prekhapote Birbhum Jelar Loksanskriti: Bartaman O Bhabisyat'(The Folkculture in the District of Birbhum in the Context of Globalisation) is currently being undertaken (started on 03.02.2015) by Dr. Snigdha Chattopadhyaya, Assistant Professor, Department of Bengali that testifies to the role of the concerned Committee in promoting the research-related activities in the College.

The composition of the previous committee was as follows:

1. Dr. Snigdha Chattopadhyaya Teacher In-Charge
2. Md. Monirul Islam, Assistant Professor, Department of English
3. Dr. Amrita Sihi, Assistant Professor, Department of Sanskrit
4. Sri Nilendu Biswas, Assistant Professor, Department of History
5. Sri Sujit Kundu, Assistant Professor, Department of History

### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**

The institution takes following measures for facilitating smooth progress and implementation of research schemes/projects:

1. The strategies and intention of the investigator is privileged.
2. There is a policy for not causing any delay in sanctioning the proposal from the end of the Research Committee and releasing fund for the purpose, if and whenever required.
3. The College offers fundamental infrastructural facilities like the library which offers a precious collection of books and other reading materials, a separate space for the teachers and an access to INFLIBNET, a digital database of academic resources.
4. To facilitate research activities the number of internet-linked computers in the library has been increased.
5. There is a policy for granting leaves for the faculty members involved in research subject to the directives of the affiliating University and the approval of the Directorate of Public Instructions.
6. Researchers are assisted in matters relating to the timely submission of Utilization Certificate to the funding authorities.
6. There have been sincere efforts on the part of the authority so far to reduce the teaching load of teachers actively involved in research in spite of the problems resulting from the acute scarcity of full-time teachers in the College.

### 3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The presence of science departments could have caused a major impact in this regard. But till now there is no such department in the College. Nevertheless, the students can develop the research culture and aptitude through participating in the interactive classroom situations and attending the UGC sponsored seminars and the departmental seminars in the College. While listening to the invited talks from experts organized at the College they get a chance to develop the ability to put forward an argument, defend it and reshape it whenever required.

### 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

Some of the faculty members are actively involved in research activities which serve both the students and the community at large.

#### Research activities by faculty members

Sl No.	Name of the Faculty Member	Department	Title of Research	Nature of Research	Duration
1.	Dr. Snigdha Chattopadhyay	Bengali	a/ "Birbhum Jelar Loksanskriti O Loksahitya"  b/ "Biswayaner Poriprekhiste Birbhum Jelar Loksanskriti"  c/ "Desh-Kal-Samajer Poriprekhiste Tin Bandyopadhyayer Upanyase Nari Monostatwa"	PhD  Minor Research Project  D. Lit	8 Years  Ongoing  Ongoing
2.	Md. Monirul Islam	English	"Oriental Wells: The East and the Early Romantic Poets"	PhD	Nearly 8 Years (Submitted)
3.	Dr. Chirantan Sarkar	English	"Female Sexuality in the Novels of Thomas Hardy"	PhD	Nearly 10 Years



4.	Dr. Amrita Sihi	Sanskrit	“Purana Vyakarana Prasanga”	PhD	3 Years
5.	Bimal Rakshit	Sanskrit	“Dhatwartha-vimarsah”	PhD	Ongoing
6.	Dr. Sudipta Chakraborty	Bengali	“Achintya Kumar Sengupta: Kobi O Kathashilpi”	PhD	3 Years
7.	Santanu Chakraborty	Bengali	“Paschimbanger Samajik O Rajnaitik Bibortoner Patobhumi O Bangla Kobita”	PhD	Ongoing
8.	Dr. Suman Mazumder	Sanskrit	a/ “Edition of Raghavayadviya Mahakavya by Vinjumuri Someswar”  b/ “Edition & Study of Kiratarjuniya’s Tattvachandrika”	M Phil  PhD	1 Year  3 Years
9.	Dipanjan Ghosh	English	“The Great Bengal Famine: History, Politics and Literary Representations by Bibhutibhusan Bandopadhyay and Gopal Halder”	PhD	Ongoing

**3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

The following programmes have been organized in the college.

1. A Seminar on Legal Aid on 16/03/2015
2. A Talk on Human Rights: Indian Scenario on 21-12-15. Resource person: Eminent Human Rights Activist: Dr. Sujato Bhadra
3. A Talk on Gender Discrimination on 22-12-2015, Resource person: Eminent Academician: Professor Niladri Ranjan Chatterjee.
4. A Talk on Trafficking of Women on 9-12-15, Resource person: Mr. Subhash Chandra Rudra (PLV), Mrs. Jaya Chowdhury (PLV)

**3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

**Prioritized Research Areas**

Sl. No.	Department	Name of the Teacher	Area of Interest/Specialization
1.	Bengali	Dr. Snigdha Chattopadhyay	Folk Culture & Women's Studies
2.	Bengali	Dr. Sudipta Chakraborty	Novel & Short Stories
3.	Bengali	Santanu Chakraborty	Bengali Poetry
4.	Sanskrit	Dr. Amrita Sihi	Sanskrit Literature
5.	Sanskrit	Bimal Rakshit	Grammar of Panini
6.	Sanskrit	Dr. Suman Mazumder	Sanskrit Kavya and Manuscript
7.	English	Md. Monirul Islam	Romantic Literature, Travel Writing
8.	English	Dr. Chirantan Sarkar	Sexuality Studies
9.	English	Dipanjan Ghosh	Indian Literature in English: Short Stories
10.	History	Nilendu Biswas	Representation of the Tribals in Postcolonial India

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

Experienced faculty members from different state Universities and Central Universities along with the senior teachers in various colleges have visited the College and interacted with teachers and students during the UGC sponsored seminars. These apart, a series of invited talks by researchers of eminence in their respective fields have also been organized in the College.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

The faculty members are strongly encouraged to avail sabbatical leave for research. Nobody has yet availed this benefit perhaps because the College has got the required

UGC affiliation not earlier than in 2013. Since there is an acute shortage of full-time teachers, they often find it very difficult to suspend their regular academic activities in the College in order to study or travel.

The students can get access to magazines and subject-specific journals that keep them abreast of the recent trends in research and scholarship. For an effective transfer of the findings of the research conducted by the in-house faculty members, the copies of their research publications are kept in the College library. The post-seminar publications of seminars organized by the College are also kept in the College library so that the students and scholars can get access to them. There is a booklet published by the College foregrounding the early history of the establishment of the institution which involves the incredible commitment and dedication of a fundamentally rural and underprivileged community. That booklet is also kept in the College library to make the newcomers aware of what their predecessors have done in building up an institution for higher education in an obscure and remote village.

### **3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land )**

1. Though the institution does not conduct any research on its part, it encourages the faculty members to share the findings as individual researchers with the students and keep the concerned materials in the college library.
2. The institution has created infrastructure so that the students can get access to digital website of academic resources.
3. As far as the practice of maintaining a garden of medicinal plants is concerned, the college has conducted a survey among the neighboring villagers as to their familiarity with and use of available medicinal plants. They can also visit the institution to watch the garden and have a look at the placards displaying facts about the plants and their utilities.

## **3.2 RESOURCE MOBILIZATION FOR RESEARCH**

### **3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

Assannagar Madan Mohan Tarkalankar College, a Government-aided institution is not in a position to make any budgetary allocations for research on its own.

### **3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

There is no provision in the institution for providing seed money to the faculty for research.

### **3.2.3 What are the financial provisions made available to support student research projects by students?**

There is no provision for student research project at the undergraduate level.

### **3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

There have been some efforts to ensure inter disciplinary activities so far as classroom situation is concerned. For instance, Dr. Snigdha Chattopadhyay, Assistant Professor in Bengali, delivered lectures on Tagore's play Sacrifice before the students of the English honours course. Similarly Md. Monirul Islam, Assistant Professor in English, offered to the students of the Bengali honours course an overview of the history of English literature.

### **3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

#### **3.2.6**

The students and the teachers can get access to internet-linked computers in the library. While teaching, the teachers adopt audiovisual technology through using laptops and projectors whenever they feel it necessary. Log books are maintained for

use of devices and internet. The teachers also have access to INFLIBNET, a digital database of academic resources.

### 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The college has not received any special grants or finances from the industry for developing research facility. However, some faculty members have undertaken/applied to undertake research projects funded by UGC.

### 3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The Principal ceaselessly encourages faculty members to apply for research projects. The Research Committee also keeps the teachers informed about Research schemes and Fellowships and functions as a primary approving authority in the process of submitting the research proposals.

#### Details of ongoing and completed projects and grants received during the last four years.

Sl. No	Nature of the project	Duration Year From To	Title of the project	Name of the principle investigator & Department	Name of the funding agency	Total Grant		Total grant received till date
						Sanctioned	Received	
1	Minor	2 years 2015-17	Biswaner Prekhhapote Birbhum Jelar Loksanskriti	Dr. Snigdha Chattopadhyaya Department of Bengali	UGC	1,80,000		1,50,000

## 3.3 RESEARCH FACILITIES

### 3.3.1 What are the research facilities available to the students and research scholars within the campus?

A library that is steadily developing, internet-linked computers, a digital database of academic resources and separate reading space in the library are among the research facilities available to the students and faculty members within the campus.

### **3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

In the library there are books on new and emerging areas of research like the subaltern consciousness, eco criticism and rewriting of postcolonial experience. A digital database of academic resources keep the faculty members connected to the current trends in research in social sciences.

### **3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/ facilities created during the last four years.**

The college has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

### **3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

The students at the undergraduate level have hardly any formal scope in getting engaged with research activities. There is no such facility currently made available to them.

### **3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers.**

The faculty members as researchers can use internet-linked computers, printer, scanner and copier machine in the college library.

Both the computerized catalogue and the traditional mode of using manual catalogue are available in the library.

Though the college has started receiving UGC grants only a few years back, apart from purchasing books directly related to the specific need of the students, the authority has allowed to collect books that can be really helpful for the faculty members as researchers of various disciplines.

The library subscribes to national and international journals.

The researchers have access to online journals and e-books through INFLIBNET.

**3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

There are no such collaborative research facilities.

### **3.4 RESEARCH PUBLICATIONS AND AWARDS**

#### **3.4.1 Highlight the major research achievements of the staff and students.**

The teachers regularly publish in journals and edited books. Please see the respective departmental profiles

Following is a list of books published by the college:

1. *Asannagar Madanmohan Tarkalankar College Sthaponer Sankhipto Itibritto 2007-2010* (A Short History of the Foundation of Asannagar Madanmohan Tarkalankar College 2007-2010).
2. *Madanmohan Smarane* (Remembering Madanmohan) published by the Department of History, Asannagar Madanmohan Tarkalankar College on January 3, 2015.
3. *Bratyajaner Srijon: Adwaita Mallwabarman* (Creative Output of a Marginal: Adwaita Mallwabarman) published by the Department of Bengali, Asannagar Madanmohan Tarkalankar College, ISBN 978-93-84729-25-7 [**In Press**]
4. *Puraner Nabonirman: Samprotik Sahitya* (Remaking of Epics in Contemporary Literature) jointly published by the Department of Bengali, Asannagar Madanmohan Tarkalankar College and the Department of History, Asannagar Madanmohan Tarkalankar College, ISBN: 978-43-84729-22-6 [**In Press**]

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

The college publishes no such journals.





The details of publications by the faculty members are mentioned in the respective departmental profiles.

**3.4.4 Provide details (if any) of research awards received by the faculty or recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally or incentives given to faculty for receiving state, national and international recognitions for research contributions.**

No such awards and recognitions have been received

### **3.5 CONSULTANCY**

**3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**

No such system is operative.

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

No such policy is available.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

No such mechanism functions in the college.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

There is no such consultancy service.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

There is no such policy.

### 3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

#### 3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?



**Study tour at Santiniketan**

Through Extension activities run by the college the students take part voluntarily and actively in the institution-neighbourhood-community network. The NSS unit plays a pivotal role in this regard. A study tour was organized by the Department of English on 08/12/2012 in which the students of the department got a chance to visit the archaeological splendour of Hazarduari in the district of Murshidabad and which offered them a glimpse into our cultural past. Students of all the departments along with the teachers and the non-teaching staff joined a Study Tour to visit Santiniketan on 20/02/2015 that exposed many of them for the first time to the place where Tagore tried to build up an alternative educational system and thus began a historically significant project for relating education to community. The institution-neighbourhood-community network is reinforced through the programmes like the Blood Donation Camp organized in association with the District Health Department on 05/12/2012, Thalasemia Detection Camp organized in association with a unit of State Thalassaemia Control Programme, Department of Health and Family Welfare, West Bengal on 14/04/2014 and 19/09/2014, Health Check up & Anemia Detection Camp in association with District Students' Health Home on 17/02/2015. These programmes which addressed the health –related problems of students mostly coming from economically sidelined families were attended by common people living in the adjacent areas. On these occasions, facilities were provided not only to the students of the college but also to the students of the feeder schools and to the local people in general without making any discrimination.

### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The institution has several sub committees like the NSS and the cultural subcommittee which track the students' potential for different kinds of activities and involve them in meaningful ways. The students participate in various outreach activities organized by the NSS wing of the College. They also actively participate in the cultural programmes. The students, under the supervision of their teachers, make efforts to keep the campus clean and green and prepare posters for creating general awareness about environmentalism and social hygiene.

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The teachers of each department hold departmental meetings in which teachers exchange ideas concerning the effective implementation of the curriculum and other related issues. In these meetings they discuss the observations arising out of the faculty members' meetings with the students and the parents/guardians. In the parent-teacher meetings intensive talks are possible over the issues like the attendance and performance of the students in general and the problems faced by a particular student, if there are any. The final year students at the undergraduate level fill up feedback questionnaires on curriculum, infrastructure and other dimensions of the college-level education. This feedback is seriously considered by the faculty members for increasing the effectiveness of the teaching-learning process.

### **3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

It is primarily through the NSS Unit of the College that the college plans and organizes its extension and outreach programmes. The budget of the NSS for the academic session 2012-2013 was Rs.38,400, with Rs. 22,000 for the special camps and Rs.16,400 for other activities. The budget of the NSS for the academic session 2013-2014 was Rs. 22,900 and the budget of the NSS for the academic session 2014-2015 was Rs. 47,750, with Rs. 21,250 for the special camps and Rs.26,500 for other activities.

The extension and the outreach activities exercise definite influence on the students by making them familiar with ecological issues, biodiversity, child health and education and issues related to AIDS and other health hazards.

A list of major extension and outreach programmes organised by the NSS unit is as follows.

#### 2012-2013 sessions

1. Seminar on World AIDS Day organized by the Red Ribbon volunteers of the college on 1st December.
2. Drive for Cleanliness in college campus and surrounding areas in November 2012
3. Special Camp in the last week of March highlighting Child Health and Sanitation.

#### 2013-2014 session

1. Seminar on Geriatric Care on 7th September.
2. Cleaning of College Campus, the adopted village, the Asannagar Hospital Campus and some Primary School premise.
3. Seminar on World AIDS Day organised by the Red Ribbon volunteers of the college on 1st December.
4. Thalassemia Detection Programme on April 14,2014

#### 2014-2015 session

1. Aranya Saptaha and tree plantation programme from 14th July to 20th July.
2. NSS awareness programme on 27th October.
3. Thalassemia Detection Programme on 19th September.
4. Cleaning of College Campus and the Adopted Village on 20th and 21st November
5. Seminar on World AIDS Day on 1st December
6. Health Check up and Anemia Detection Programme on 17th February
7. Special Camp on Child Health, Child Death and Child Education from 25th March to 31st March



The extension and the outreach activities exercise definite influence on the students by making them familiar with ecological issues, biodiversity, child health and education and issues related to AIDS and other health hazards.

### **3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?**

The college promotes the participation of students and faculty members in extension activities through making them aware of the role of these activities in strengthening the institution-neighborhood-community network. It is through the timely circulation of official notices among the students and the faculty members and through those notices being uploaded in the college website that the college makes the primary efforts to ensure their participation in those activities.

### **3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

The NSS unit conducts surveys in the adopted village to collect facts about drop-out students, cleanliness and hygiene and keep them informed about the extension programmes organized by the college in related fields which involve the college-goers, their parents and the community people in general. On 16th March, 2015 a programme for creating awareness about legal aids for women took place in the college involving 110 participants. The bicycle distribution among students in accordance with the terms of the governmental scheme named 'Kanyashree' which took place on 19th July, 2014 can also be cited as an instance in this context. A blood donation camp involving 52 participants was organized in the college campus on 5th December, 2012 and a camp on Right to Education Act was organized on 1ST June, 2013.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**



Since a majority of the students come from economically sidelined communities they cannot afford to live clean, hygienic and stable lives. It is difficult for them to accelerate their academic activities without putting an end to the basic health hazards that often result from an unclean and unhygienic mode of living. In such a context the act of organizing Thalasemia Detection Camp, Health Check-up & Anemia Detection Camp, Blood Donation Camp and camp on Right to Education Act give them support in concrete terms which indirectly contributes to the stabilizations of their psychic space to such an extent that they can concentrate on their studies. The plantation programmes increase their sensitivity so far as the environmental issues are concerned and the health camps too make them respond with care to the community members suffering from or susceptible to serious diseases.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities.**

Apart from the students and the faculty members, the community people have vigorously participated in extension activities like the Blood Donation Camp, Thalasemia Detection Camp, Health Check-up & Anemia Detection Camp. There were 53 participants in the Blood Donation Camp, 85 participants in the first Thalasemia Detection Camp, 164 participants in the second Thalasemia Detection Camp and 152 participants in the Health Check-up & Anemia Detection Camp.

**3.6.9 Give details of the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

While working on outreach and extension activities, the college has been able to build up constructive relationships with the Department of Health & Family Welfare, West Bengal and the Department of Technical Education and Training, West Bengal.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

No such awards have not yet been received.

**3.7 COLLABORATION**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

No such efforts have been made.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

No such MoUs/collaborative arrangements have been possible. However, our college has organized/is going to organize UGC-sponsored national level seminars in collaboration with the Department of Bengali, Manbhum Mahavidyalaya(“Unis O Biser Kobita:Oitijhya O Uttaradhikar”[Poetry in the 19<sup>th</sup> and 20<sup>th</sup> century: Tradition and Lineage]) dated September 30 & October 1, 2015, the Department of Bengali, Sudhiranjan Lahiri Mahavidyalaya(“Iswar Chandra Gupta: Sahitya O Sangbadikata”[Iswar Chandra Gupta:Literary & Journalistic Activities] dated November 29 & 30, 2013 and “Sahityasadhak Dwijendralal”[Dwijendralal as a Literary Artist] dated January 19 & 20, 2016), the Department of Bengali, Dwijendralal College(“Janmosotoborse Bijon Bhattacharya”[Bijon Bhattacharya: Birth Centenary]) dated May 2 & 3, 2015, the Department of Bengali, Panchthupi Haripada Gouribala College(“Dwijendralal: Jibon O Sahitya”[Dwijendralal: Life and Literary Activities]) dated January 16 & 17, 2016, the Department of Bengali, Bidyanagar Mahavidyalaya(“Swadhinata Paroborti Bangla Natoker Gotimukh”[The Direction of Bengali Theatre in the Post-Independence Era]) dated September 26 & 27, 2015, and

the Department of English, Krishnagar Women's College("Modern Short Story: Text and Narrative") dated November 24 & 25, 2011.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment /creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

There is a career counselling cell in the college which organized a meeting between the officials of Inventive Infotech and the students in the college on September 29, 2015 for exposing the students to the opportunities in the job market in a systematic, authentic and well-monitored manner.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Following are the details of seminars organized by the colleges during the last four years and the names of the eminent participants.

1. A national-level seminar was jointly organized by the department of Bengali, Asannagar Madan Mohan Tarkalankar College and Chapra Bangalji Mahavidyalaya on "Janmasatabarse Adwaita Mallabarman"(Centenary Celebration: Adwaita Mallabarman) on 22. 04. 2015 and 23.04.2015. Apart from various participants from colleges the eminent scholars who functioned as experts on the occasion include Dr. Nandini Banerjee, Associate Professor and HOD, Department of Bengali, University of Kalyani, Dr. Milankanti Biswas, Assistant Professor, Visva-Bharati University, Dr. Saroj Kumar Pan, Assistant Professor, Vidyasagar University, Aditya Kumar Lala, Associate Professor, Gourbanga University, Dr. Pallab Mukhopadhyay, Assistant Professor, West Bengal State University and Dr. Nanda Kumar Bera, Assistant Professor, Ranchi University.



2. A national-level seminar was jointly organized by the department of Sanskrit, Asannagar Madan Mohan Tarkalankar College and Nabadwip Vidyasagar College on



“Puraner Nabanirman: Sampratik Sahitye” (The Remaking of Epics in Contemporary Literature) on 24. 06. 2015 and 25.06.2015. Apart from various participants from colleges the eminent scholars who functioned as experts on the occasion include Dr. Ayan Bhattacharjya, Associate Professor, West Bengal State University, Dr. SK Sabir Ali, Assistant Professor, West Bengal State University, Dr. Narayan Chandra Das, Associate Professor, Ramkrishna Mission Abasiya Mahavidyalaya, Sri Hemanta Bhattacharjya, Associate Professor, Nabadwip Vidyasagar College, Sri Prasun Dattasingh, Assistant Professor, Jamshedpur Workers College, Dr. Mrinal Chandra Das, Assistant Professor, Gourbanga University and Dr. Subuddhi Charan Goswami, Professor, Rabindrabharati University.

3. A national-level seminar was jointly organized by the department of English, Asannagar Madan Mohan Tarkalankar College and Nabadwip Vidyasagar College on “1914 and Beyond: Literary Reflections of War” on 27.11. 2015 and 28.11.2015. Apart from various participants from colleges the eminent scholars who functioned as experts on the occasion include Smt. Sharmila Majumdar, Associate Professor, Department of English, University of Kalyani, Dr. Sarbani Chaudhury, Professor, Department of English, University of Kalyani, Dr. Argha Kr. Banerjee, Dean of Arts, Senior Lecturer, Department of English, St. Xavier’s College, Kolkata and Abrona Lee Pandi Aden, Assistant Professor, Department of English, Sikkim University.



**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

**a) Curriculum development/enrichment b) Internship/ On-the-job training c) Summer placement d) Faculty exchange and professional development e) Research f) Consultancy g) Extension h) Publication i) Student Placement j) Twinning programmes k) Introduction of new courses l) Student exchange m) Any other.**

No such MoUs and agreements have been signed.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

The college has no formal tie-up or collaboration.

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

The College intends to approach the higher authority for special grants for these purposes.

## CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 PHYSICAL FACILITIES

#### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college which is lagging behind in terms of physical infrastructure for various unavoidable reasons, has a policy for enhancing infrastructure in order to meet the legitimate demands of the students.

The college has the plan to go for more classrooms and separate common rooms for girls and boys. It also seeks reforms in the spatial arrangement from library and in its existing resources.

#### 4.1.2 Detail the facilities available for

##### a) Curricular and co-curricular activities

There are nine classrooms in a small two-storied building. There is a hanging projector in the class room normally used for talks and seminars. There is no separate seminar hall. In fact we need more classrooms to cater to the need of the students for the regular academic activities. The college is going to apply for a UGC scheme providing grants for free tutorials for the SC, ST, OBC and minority students though for that purpose it does not require more rooms as those tutorials are to take place before the classes for the regular students begin. We are developing a garden for medicinal plants in the campus. We have also plans to protect and take care of the stream flowing down in the backyard which allows the students to mediate, relax and ruminate. Apart from the internet-linked computers and projectors there are no equipments for teaching, learning and research etc.

##### b) Extra –curricular activities

So far as the infrastructure facilities for conducting Extra–curricular activities are concerned mention may be made of a playground available within the campus where annual sports meet is conducted every year. Volleyball and football matches are held in that playground. Students play carom. There is a very active NSS unit that motivates students to participate in plantation programmes, Blood Donation Camp, Thalasemia Detection and Health Check-up programmes which take place in the college campus. The annual college festival is organized each year. We have plans to

initiate a programme for Creative writing which can be possible using the current infrastructural facilities in the college.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

The infrastructure facilities of the College are utilized up to the optimum scale. Class rooms are utilized for holding classes and examinations. On working days classes are conducted in all the rooms from 10.30 a.m. to 4.45 p.m. Library is kept open during summer recess and examination days in addition to working days. Different Government and Non-Government examinations are held in the College building on holidays and Sundays. Since there is no separate seminar hall the seminars and invited talks are held in different classrooms are chosen for such purposes depending on the nature of the programme. For developing infrastructural facilities in keeping with the changing academic scenario the college receives grants from UGC. UGC grant has been utilized for purchasing books in the library. There are different kinds of furniture, electrical equipments, water purifying and cooler machines, office equipments, ceiling fans, generator and computers which are worthy to be considered as existing infrastructural facilities.

**Infrastructure allotment and expenditure of the last 4 years In Rupees**

		2011-2012		2012-2013		2013-2014		2014-2015	
		Allotment	Expenditure	Allotment	Expenditure	Allotment	Expenditure	Allotment	Expenditure
<b>a</b>	<b>Building</b>		1893629.00		1054969.00		Nil		1206260.00
<b>b</b>	<b>Furniture</b>		60798.00		29586.00		176930.00		226920.00
<b>c</b>	<b>Equipments</b>		58500.00		37447.00		71145.00		81120.00
<b>d</b>	<b>Computers</b>		Nil		Nil		130520.00		229775.00
<b>e</b>	<b>Books &amp; Journals</b>		97406.00		49515.00		94161.00		479822.00
<b>f</b>	<b>Sports</b>		67157.00		68420.00		32457.00		46408.00
<b>g</b>	<b>Contingency</b>		21723.00		31464.00		28767.00		60296.00
	<b>Total</b>		2199213.00		1271401.00		533980.00		2330601.00

In the last four years, following facilities have been developed.

1. Library has been digitalized
2. Water Purification System for the students and employees
3. Free internet through Wi-Fi for the students

4. Smoke  
free and soundless generator

#### Amount Spent in Developing the Above-mentioned Facilities in the Last Four Years

Sl no.	Particulars	Expenditure
1	Digitalization of the library	63000.00
2	Water purifier (Aqua guard)	134710.00
3	Wifi Internet	2000.00
4	Generator	320636.00

The plans for infrastructural enrichment and the expansion of buildings are mentioned below.

1. Arrangement for more classrooms
2. Arrangement for common rooms for both boys and girls students
3. Arrangement for Hostel for the girls and socially underprivileged students
4. Arrangement for a bicycle stand for the students
5. Arrangement for a separate administrative block

**For the master plan and for existing physical infrastructure. See Annexure IV**

#### 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Efforts are being made to construct ramps for the students with physical disabilities.

#### 4.1.5 Give details on the residential facility and various provisions available within them:

There is no residential facility at present.

#### 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

In cases of emergency the college provides first-aid facility to the ailing students. There is no separate medical unit in the College. However, students can avail medical facilities from Students' Health Home in lieu of a nominal Annual Membership fee. Registered medical practitioners are consulted in difficult situations.

**4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

1. There is a separate space allotted to an Internal Quality Assurance Cell (IQAC) with furniture and required devices like computer and printer. The cell which includes in it as members the Principal, some senior faculty members, and few external members conducts meetings and functions with the purpose of recording, approving and monitoring academic and research activities in tune with the objectives of the institution.
2. There is a Grievance Redressal unit in the college which considers it as its duty to assess the complaints coming from the students, if there is any. For a better functioning of this cell a complaint box is also installed where students can deposit their complaint in written form.
3. Similarly two more cells for Women and addressing the cases of sexual harassment have been formed though no separate space has been allotted.
4. There is a canteen in the college premise catering to the need of students coming from distant places.
5. An alumni association has been formed though it has not been possible to allot separate space for its functioning.
6. There are high-quality water purifiers for the students and the staff as well.
7. Internet-linked computers are available in the college library both for the use of the students and the faculty members.
8. There is no auditorium and recreational spaces for staff and students.
9. There is a Career Counseling Cell though no separate space has not been allotted for its functioning.

## 4.2 LIBRARY AS A LEARNING RESOURCE

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The Library has a Library sub-committee which comprises of the Principal, the Librarian and some of the full-time teachers. The Committee recommends books and journals to be kept in the library on the basis of the observations coming from the concerned Head of the Departments and appeals to the appropriate authority to take the decision whether to purchase those. The library assistant takes care of the preservation and the lending of the books to the students and the faculty members. They take the advantage of free internet access and lending facility.

### 4.2.2 Provide details of the following:

1. Total area of the Library: 586 sq ft.
2. Total Seating Capacity: 22
3. Working hours of the Library: 10.30 a.m. to 4.45 p.m  
On Week days: 10.30 a.m. to 5 p.m  
During examination days: Same as working days.  
Closed on holidays and during the K.U. Examination  
During Vacation: Closed during Puja Vacation and remains open during Summer Vacation (Monday to Saturday) 10.30 a.m. to 4 p.m.
4. Average number of walk-ins: per day 50
5. Average number of books issued/ returned: per day 30
6. Ratio of Library books to students enrolled: 3:1
7. Average number of books added during last three years: 1040
 

2012-2013	>>	384	Number of copies
2013-2014	>>	492	“
2014-2015	>>	2246	“

### 4. Layout of the library:

The library space is less than adequate. There are no individual reading carrels. Still, the students can use card-holders or browse in the digital catalogue. There is a space





**Amount spent for the purchase of books and journals during last 4 years**

## Number of books per subject

SUBJECT	TOTAL
Bengali	1319
English	883
History	1263
Sanskrit	1156
Political Science	90
Education	135
Physical Education	219
Environmental Science	4
Philosophy	51
Reference	
<b>Grand Total</b>	<b>5120</b>

## Number of titles per subject

	Number of new books purchased	Amount spent on new book	Number of journals purchased	Amount spent on purchased of journals
2011-2012	722	95735.00		
2012-2013	384	54976.00		
2013-2014	492	88928.00		
2014-2015	2246	481173.00		

Subject	Number of title
Bengali	841
English	613
Sanskrit	535
History	411
Philosophy	20
Political Science	31
Physical Education	29
Education	50
<b>Grand Total</b>	<b>2348</b>

Total title of books = 2348

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection.**

1. OPAC: Yes
2. Electronic Resource Management package for e-journals: INFLIBNET-NLIST Programme
3. Federated searching tools to search articles in multiple databases: No
4. Library website: Yes
5. In-house/remote access to e-publications: Yes
6. Library automation: Yes, using KOHA
7. Total number of computers available for public access: 07
8. Total number of printer available for public access: 01
9. Internet band with width/speed: 4 Mbps
10. Institutional repository: No
11. Content management system for e learning: No
12. Participation in Resource sharing networks/consortia (like INFLIBNET): Yes

**4.2.5 Provide details on the following items:**

1. Average number of walk-ins: 50 per day
2. Average number of books issued/returned: 30 per day
3. Ratio of library books to students enrolled: 3:1
4. Average number of books added: 1040
5. Average number of login to OPAC: Newly Installed
6. Average number of login to e-resources: 02 per day
7. Average number of e-resources downloaded/printed:02
8. Number of information literacy trainings organized: Nil
9. Details of "weeding out" of books and other materials: Nil

**4.2.6 Give details of the specialized services provided by the library**

1. Manuscripts: No
2. Reference: Yes
3. Reprography: Yes
4. ILL (Inter Library Loan Service): No
5. Information deployment and notification: Yes
6. Download: Yes
7. Printing: Yes

8. Reading list/ Bibliography compilation: Yes
9. In-house/remote access to e-resources: Yes
10. User Orientation and awareness: No
11. Assistance in searching Databases: Yes, service provided by the library staff
12. INFLIBNET/IUC facilities: Yes

#### **4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

The library staff members help the students and teachers in the ways mentioned below.

1. They help the students and teachers to use the internet and also to search books online.
2. They inform all of the facilities of journals and magazines.
3. The latest stocks of books are available in the computer which is possible due to the efforts of the staff.

#### **4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The library staff assists the differently able students in finding books in the library.

#### **4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

The Third year students give feedback in the prescribed proforma that includes facts about the library service. The teachers get the scope to analyze those observations in the meetings of the Teachers' Council, the departmental meetings and the meetings of the Library Sub-committee. On the basis of all these activities, the Library Sub-committee recommends changes in the nature of library service.

### 4.3 IT INFRASTRUCTURE

#### 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

1. Number of computers with Configuration (provide actual number with exact configuration of each available system): 13

Configuration of computer		Nos. of computers
<b>SET 1</b>		
Processor	Intel Core i5 @ 3.10 Ghz	1
RAM	4 GB	
Hard Disk	500 GB	
OS type	Windows 7 32 Bit	
<b>SET 2</b>		
Processor	Intel Pentium (R) @ 3.00 Ghz	1
RAM	6 GB	
Hard Disk	500 GB	
OS type	Windows 7 32 Bit	
<b>SET 3</b>		
Processor	Intel Pentium (R) @ 2.60 Ghz	1
RAM	2 GB	
Hard Disk	500 GB	
OS type	Windows 7 32 Bit	
<b>SET 4</b>		
Processor	Intel Pentium (R) @ 2.80 Ghz	1
RAM	1 GB	
Hard Disk	500 GB	
OS type	Windows 7 32 Bit	
<b>SET 5</b>		
Processor	Intel Pentium (R) @ 2.90 Ghz	1
RAM	2 GB	
Hard Disk	500 GB	
OS type	Windows 7 32 Bit	
<b>SET 6</b>		
Processor	Intel Pentium (R) @ 3.00 Ghz	7
RAM	2 GB	
Hard Disk	500 GB	
OS type	Windows 7 64 Bit	
<b>SET 7</b>		
Processor	Intel Dual core @ 2.00 Ghz	1
RAM	1 GB	
Hard Disk	500 GB	
OS type	Windows 7 64 Bit	

2. Computer-student ratio: 1:221
3. Stand alone facility: Nil
4. LAN facility: The college has a Campus LAN and the library is part of our campus network. The Campus Network/Library Network is connected to Internet.
5. Wifi facility: Yes
6. Licensed software: Windows XP and Windows 7, Quickheal Antivirus
7. Number of computers with LAN and Internet facility: 06
8. Any other : 7 printers( 2 printer cum scanner among them), 1 scanner, 2 copiers

#### **4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The faculty members and the students can get access to internet-linked computers within the campus. The college website offers Email and other services. The faculty members have their account for the online access through INFLIBNET.

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

Computerization of Salary Accounting (COSA) has recently been introduced in the college. Now for preparing the monthly salary bills for all the employees the COSA software is being successfully used. All the notifications for the teachers and the non teaching staff are regularly uploaded on the website to keep all the sections informed of the ongoing activities of the college. The system of online admission has been successfully introduced in the college. For the convenience of the students and the teachers the authority will propose an on-campus ATM facility.

#### **4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

No fixed provision has been made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution in the last four years. We spend in this field in accordance with the nature of immediate requirements. But the authority is planning to make provision in the annual budget in this regard.

#### **4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The college motivates the staff and the students to use ICT resources. Many classrooms in the college can be used for power point presentations. The projectors are also used during paper presentation in seminars.

#### **4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The students are encouraged to make use of the online literary journals while taking notes in the library as a preparation for the university examination. They also get exposed to the mode of power point presentation through the use of projectors.

#### **4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No. However, the College is a subscriber of the INFLIBNET.

### **4.4 MAINTENANCE OF CAMPUS FACILITIES**

#### **4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

So far as the allocation and utilization of the financial resources are concerned, there are internally formed subcommittees like the Finance subcommittee and the Purchase subcommittee who play their assigned roles. For the allocation of funds, the college depends on government/UGC grant.

### Statement of allotment received and expenditure in rupees of last four years (State Plan Head)

Items	2011-2012		2012-2013		2013-2014		2014-2015	
	Allotment	Expenditure	Allotment	Expenditure	Allotment	Expenditure	Allotment	Expenditure
Building	1893629	1893629	1054969	1054969	-	-	1206260	1206260
Equipment	58500	58500	37447	37447	71145	71145	81120	81120
Computers	-	-	-	-	130520	130520	229775	229775
Furniture	60798	60798	29586	29586	176930	176930	226920	226920
Books and Journal	97406	97406	49515	49515	94161	94161	479822	479822
Sports	67157	67157	68420	68420	32457	32457	46408	46408
Contingency	21723	21723	31464	31464	28767	28767	60296	60296
Total	2199213	2199213	1271401	1271401	533980	533980	2330601	2330601

#### 4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college has decided to bring the relevant devices under the purview of annual maintenance. The large water purifying machine for the students is already included in annual maintenance programme.

#### 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

On the eve of every important examination and at the beginning of each new academic session initiatives are taken to examine the whiteboards, the lights, ceiling fans, water purifiers, copiers, printers, projectors and the computers.

#### 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college takes steps to protect sensitive devices from mechanical and electrical damage, so that they render optimum and assured performances. These are protected from voltage fluctuations and power outages through the use of off-line and dedicated on-line UPS. Efforts have been made to ensure safe drinking water for all concerned.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

Nil

**CRITERION V: STUDENT SUPPORT AND PROGRESSION****5.1 STUDENT MENTORING AND SUPPORT****5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

The Institution publishes its updated Prospectus every year which is issued to the applicants at the time of admission. It provides information regarding the employees, the administrative policy, regulations, the nature of different courses, Honours subjects and General combinations offered by the college, and the fee structure. About the process of the online admission and the status of vacant seats in this regard constant updates are made available in the college website. The college publishes a directory kept in the library where one can get the contact numbers of all those associated with the college. The college provides a list of holidays approved by the Governing Body of the College. Most of the important facts regarding admission, examination, and the continuation/suspension of classroom activities are mentioned both in the college notice board and on the college website.

**5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?****Half Free/Full Free Studentship offered by the college in the last four years**

Year	CATEGORY		CATEGORY		CATEGORY		CATEGORY		TOTAL	TOTAL 2	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		MALE	FEMALE
	SC		ST		OBC		OBC-A				
2010-11	155	75		01			34	09	274	189	85
2011-12	246	147	03	03	-	-	46	13	458	295	163
2012-13	317	140	06	03	-	-	60	22	548	383	165
2013-14	234	156	01	01	-	-	40	10	442	275	167
2014-15	124	97	8	3	178	116	31	14	571	341	230
<b>TOTAL</b>	<b>1076</b>	<b>615</b>	<b>18</b>	<b>11</b>	<b>178</b>	<b>116</b>	<b>211</b>	<b>68</b>	<b>2293</b>	<b>1483</b>	<b>810</b>



### 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

#### Details of Institutional Scholarships issued to student during the last four years

Session	Name of Scholarship/Stipend	No. of Beneficiaries	Total Amount
2011-12	MINORITY	66	316800
2012-13	MINORITY	92	443700
2013-14	MINORITY	45	214200
2014-15	MINORITY	63	302400
2010-11	SC/ST	231	1016400
2011-12	SC/ST	399	1755600
2012-13	SC/ST	466	2050400
2013-14	SC/ST	392	1724800
2014-15	SC/ST	232	1020800
Total			8845100

### 5.1.4 What are the specific support services/facilities available for

#### (a) Students from SC/ST, OBC and economically weaker sections

It is through the use of the college notice board and the college website that the authority keeps the SC/ST students informed about facilities offered by the Government, the University of Kalyani and other institutions. The Institution ensures transparency in securing the rights and the legitimate claims of the students from SC/ST, OBC and economically weaker sections as far as the admission of the students and the distribution of grants and scholarships are concerned. Students' Aid Fund which is used to extend financial assistance in the form of examination fees and for medical reasons to the economically weaker students.

#### (b) Students with physical disabilities

The College has decided to construct a ramp for students with physical disabilities.

#### (c) Overseas students

There has been no overseas student during the last four years.

#### (d) Students to participate in various competitions/National and International

The College encourages and helps the students to participate in various competitions at National, State and University level.

#### (e) Medical assistance to students: health centre, health insurance etc.

The students are advised to come under the purview of the Students' Health Home,

Government of West Bengal, which gives students a scope for free treatment. This apart, the college has organized health check-up camps and Thalassemia detection camps.

**(f) Organizing coaching classes for competitive exams**

The college intends to take initiatives in this regard.

**(g) Skill development (spoken English, computer literacy, etc.)**

The college has started a basic computer literacy programme for the students and it intends to initiate a programme for communicative English.

**(h) Support for “slow learners”**

There is no specific programme being run for the slow learners. But the teachers try to identify them and handle that problem in classroom situations. They also initiate discussion in this regard in the departmental meetings and meeting with the students. For scarcity of full-time teachers it has not been possible to divide students of each year into groups and assign one teacher as mentor for each group to conduct special tutorial classes.

**(i) Exposures of students to other institution of higher learning/ corporate/business house etc.**

The college organizes seminars at regular intervals that expose students to recent trends in scholarship. During the UGC sponsored seminars, special lectures and departmental seminars the students get the opportunity to listen to experts coming from other colleges, state universities, central universities. The national level seminars in the college have witnessed the participation of experts from outside the state.

**(j) Publication of student magazines**

Departmental wall magazines have been prepared by the students of the college. The college has decided to publish a magazine mostly containing the writings of the students and the teachers.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

The students' participation in the management of national-level seminars, annual sports and cultural programmes help them to rediscover their leadership qualities and communicative ability.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

1. The Students' Union involves maximum number of students to organize the annual cultural festival.
2. The members of the cultural subcommittee keep in touch with the students to recognize newcomers with potential and encourage them to sing, dance and perform in relevant ways at the beginning of important events in the college.
3. The students as listeners and volunteers vigorously participate in the management of departmental seminars and UGC sponsored national-level seminars.
4. So far as the continual evaluation through internal class tests is concerned, special provision is made for students desirous to participate in cocurricular and extra-curricular activities during the class hours.
5. The college supplies sports materials and dress for students participating in annual sports and representing the college at university-level and state-level competitions. The College also bears the travel expenses of students for their participation in various activities outside the College campus. The NSS volunteers put on special jackets and caps provided by the college.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

No data is available in this regard.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

1. There is a career counseling cell through which the students get an idea of the situations in the job market. The career counseling cell has organized a meet with the corporate representatives in the college.
2. The college has organized workshop to make the students aware of the legal aids available for women

3. The Women's Cell and the Cell for addressing cases of sexual harassment is ready to address issues related to gender discrimination, if and whenever needed.
4. There is an anti-ragging cell to address complaints coming from the students and the parents.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

Yes. The college has a structured mechanism for career guidance and placement of the students. On September 29, 2015 a Kolkata-based company named Inventive Infotech visited the college to meet the students and make them aware of opportunities in the job market.



**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes, the college has a Grievance Redressal Cell which is supposed to receive applications and address grievances, if there is any. No such grievances have been reported since the formation of the Cell.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The college has organized workshop on legal aids for women. There is a cell for addressing sexual harassment to address complaints related to gender discrimination and sexual harassment. These apart we have also a women's cell.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

There is an anti-ragging cell though no cases have been reported in this regard.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

1. In the college canteen food is available for students coming from far-away places.
2. The college is always willing to execute the welfare schemes sanctioned by the Government for underprivileged students, if and whenever found applicable. For instance, a bicycle distribution event took place in the college campus on 19.07.2014 in the presence of Sri Ujjwal Biswas, Minister in Charge, Department of Technical Education & Training, Sri Bani Kumar Roy, Jila Sabhadhipati and Sri Abani Mohan Joardar, MLA.
3. The college maintains a Students' Aid fund. Needy learners are financially assisted from this fund.
4. In case of any financial necessity of any student for medical reason, fund is created through the generous contribution of the staff members and the other students.

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The college has formed an alumni association though it has not been registered. But the college seriously considers this as one of the top priorities.

## **5.2 STUDENT PROGRESSION**

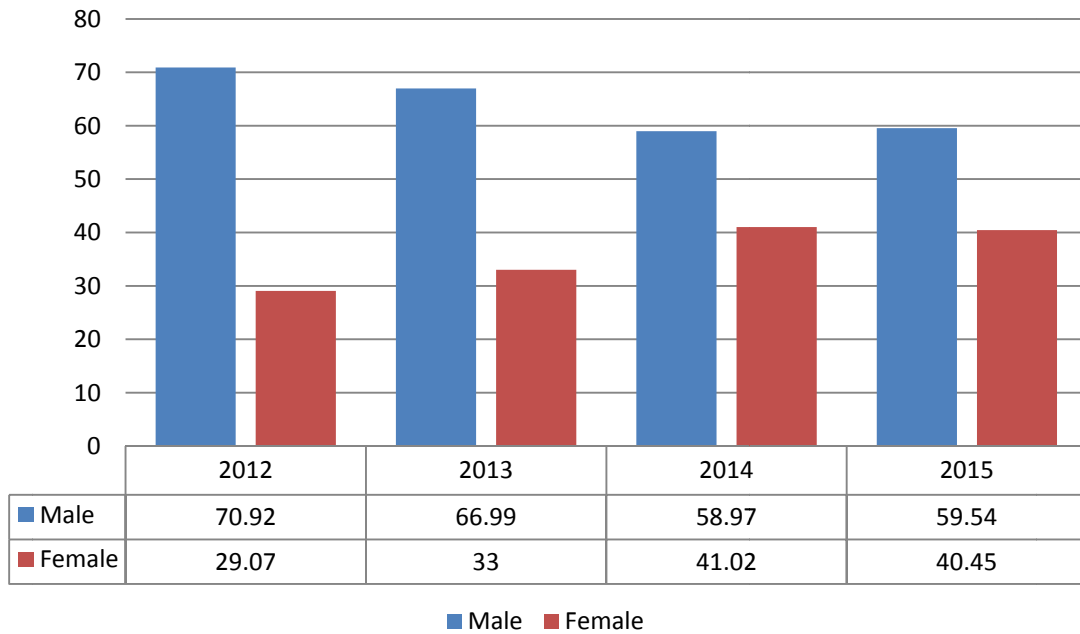
**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

No data is available.

**5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

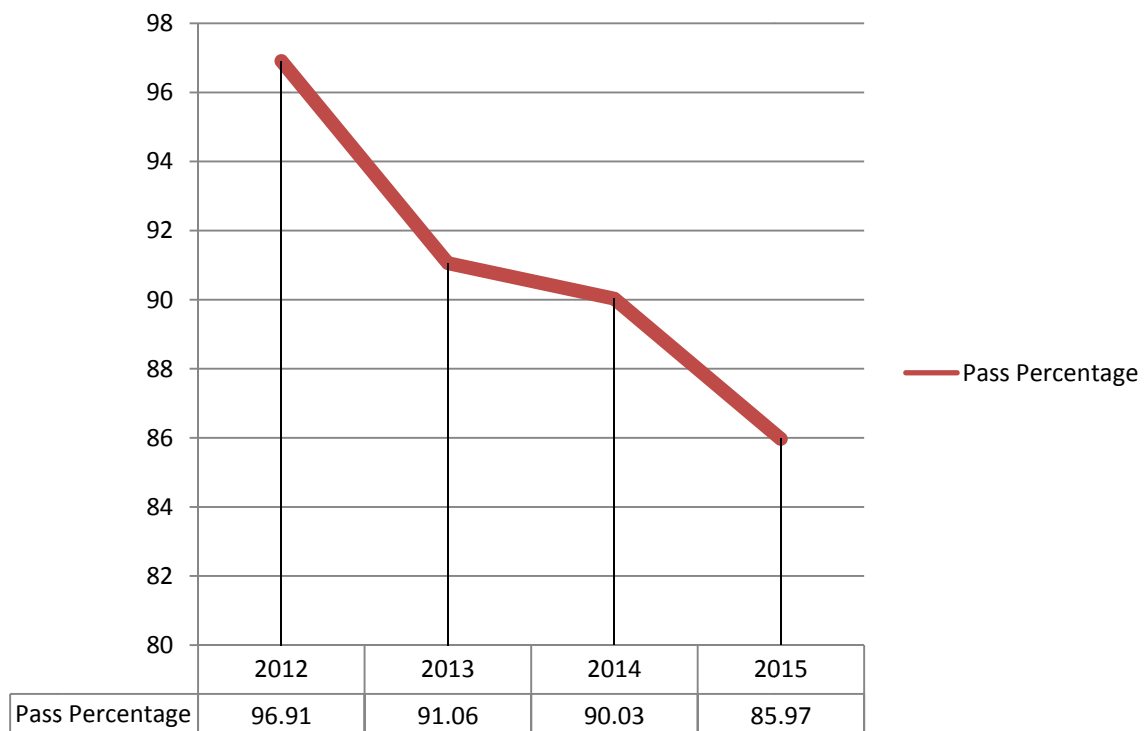
The programme wise pass percentage of the students for the last four years is shown below:

**Pass percentage analysis of Male & Female students.**



**Final Examination Results for B.A. General Students**

Year	Programme	Appeared	Passed	Pass Percentage
2012	B.A (Annual System)	259	251	96.91%
2013	B.A (Annual System)	235	214	91.06%
2014	B.A (Annual System)	251	226	90.03%
2015	B.A (Annual System)	278	239	85.97%



**Table of Results for Hons. Students**

Year	Programme	Appeared	Passed	Pass Percentage
<b>BENGALI</b>				
2011-12	Part 1	46	42	91.30%
	Part II	36	29	80.55%
	Part III	21	21	100%
2012-13	Part 1	54	49	90.74%
	Part II	38	32	84.21%
	Part III	32	31	96.87%
2013-14	Part 1	42	37	88.09%
	Part II	52	36	69.23%
	Part III	32	27	84.37%
<b>ENGLISH</b>				
2011-12	Part 1	37	31	83.78%
	Part II	26	25	96.15%
	Part III	23	21	91.30%
2012-13	Part 1	43	28	65.11%
	Part II	34	26	76.47%
	Part III	25	18	72%
2013-14	Part 1	51	43	84.31%
	Part II	29	13	44.82%
	Part III	31	18	58.06%
<b>HISTORY</b>				
2011-12	Part 1	50	41	82%
	Part II	43	27	62.79%
	Part III	35	24	68.57%
2012-13	Part 1	48	40	83.33%
	Part II	45	39	86.66%
	Part III	45	37	82.22%
2013-14	Part 1	51	46	90.19%
	Part II	41	34	82.92%
	Part III	44	33	75%
<b>SANSKRIT</b>				
2011-12	Part 1	36	33	91%
	Part II	32	24	75%
	Part III	18	16	88.88%
2012-13	Part 1	35	32	91.42%
	Part II	37	30	81.08%
	Part III	24	18	75%
2013-14	Part 1	37	34	91%
	Part II	39	26	66.66%
	Part III	39	30	76.92%

No data is found as to the comparison of the programme wise pass percentage of the college with that of the colleges of the affiliating university within the city/district.



### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

Intense classroom activities, maximum utilization of the given schedule and the incorporation of the recent research in teaching have gone into the making of an academic scenario in which many of our students after finishing their studies here prefer to concentrate on postgraduate studies in the affiliating university and other universities as well. In the previous years many of our students have successfully completed the postgraduate studies at the university level which also to a certain extent gives testimony to student progression to higher level of education. In this context mention may be made of Sri Narattam Biswas who after completing his undergraduate studies in History from this college in the academic session in 2012 got admitted in the University of Kalyani. There he stood first in the postgraduate level in 2014 and then returned to this college as Guest Lecturer in History in 2015. Magazines with focus on national-level and state-level competitive examinations are kept in the college library. There is a career counseling cell in the college that attempts to perform as mediator between the willing students and the job market.

### **5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

Owing to the scarcity of full-time teachers it has not been possible to arrange tutorial classes or additional special classes for slow learners. The teachers, however, identify slow learners in the classroom, talk with them, give them separate assignments and try to stimulate in them a sense of confidence. Teachers also discuss these issues in the departmental meetings and on the basis of those observations take decisions as to the deployment of teaching strategies in the meetings of the Teachers' Council. Whenever reported, the economically weaker students are encouraged to apply for the available scholarships.

### 5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

1. Annual sports are organized each year.
2. There is a playground where throughout the year the students play mostly volleyball and football.
3. The students vigorously participate in the blood donation camps, health check-up camps and thalassemia detection camps.
4. The students participate in workshop on legal aids for women and the national-level seminars organized at the college.
5. The students have prepared the departmental magazines.
6. The annual cultural festival is mostly organized by the Students' Union of the college.

5.3.2 Furnish the details of major student achievements in co curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

#### Participation of the students in co-curricular activities

Session	Subject	Name of Student	Performance
	Physical Education	Department student	Bratochary.
2011	Physical Education	Liton Bine.	2 <sup>nd</sup> Position (800 mt.) West Bengal Inter District College, Sports Championship, 2011 Education Directorate and Higher Education Department, Govt. of West Bengal
2012-13	Political Science	Probal Biswas	Youth parliament Quiz-competition 1 <sup>st</sup> prize Organized by Dept. parliamentary affairs govt. of West Bengal.

	History	Debobroto Barman	Best participation in Mock Parliament.
	Physical Education	Suman Mondal	2 <sup>nd</sup> position (Long Jump) West Bengal Inter District College Sports Championship, 2015 Education Directorate and Higher Education Department, govt. of West Bengal
2013-14	Physical Education	Debashree Mondal	3 <sup>rd</sup> position (Discuss throw) West Bengal Inter District college Sports Championship, 2014 Education Directorate and Higher Education Department, Govt. of West Bengal.
2014-15	Physical Education		College Football team got second position in West Bengal Inter District college sports championship, 2015

### Participation of the students in extra-curricular activities

Sl no	Extra/ Co-Curricular Activities	Date	No. of participants
1	Programme on Swami Vivekanada's Birth Anniversary	12-01-15	150
2	Annual Sports	30-01-12	144
		01-01-13	124
		11-01-14	159
		20-12-14	153
3	Republic Day Celebration	26-01-13	88
		26-01-14	90

		26-01-15	95
4	Independence day	15-08-13	55
		15-08-14	60
		15-08-15	88
5	Madan Mohan Tarkalankar 200 <sup>th</sup> Year celebration	03-01-16	80

### 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Towards the end of their undergraduate course the third year students fill up the feedback form. Their suggestions and observations are seriously dealt with by the IQAC. The members of the IQAC, The Teachers' Council and the Principal himself exchange their views on this feedback and try to adopt measures, whenever needed.

### 5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college appeals to the students to write and publish materials. Preparations are going on to publish college magazine. Following are the details of wall magazines prepared by the students in the previous four academic sessions.

1. In 2011 a departmental magazine of English department named "Lyre" was prepared as a mutual effort of the teachers and the students alike.
2. On January 3, 2015 a departmental wall magazine of history was prepared both by the teachers and the students.

### 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

A Students' Union formally constituted through an election actively functions in the college. As far as the formalities of holding an election are concerned, notification is done in a prescribed manner to inform all concerned about the election schedule. The notice offers facts like the date and time for the filling up of nominations, the posts for which nominations are to be filled and date and time for the withdrawal of nominations. All the regulations and procedures are maintained in carrying out the whole process of the election. All the regulations concerning the constitution of the

Students' Union in a General Degree College affiliated to the University of Kalyani have been followed. The Students' Union plays a role in all academic and extra-curricular activities conducted in the college. In the overall management of events like Independence Day celebration, the annual cultural festival and the annual sports their role is crucial. They organize events like the Teachers' Day, Freshers' Welcome for the First Year students and Farewell for the Third Year students.

### **5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

The following academic and administrative bodies include students' representatives:

1. IQAC
2. Anti -Ragging Committee
3. Annual Festival Organizing Committee

### **5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution?**

The college has formed an Alumni Association. It is well-connected with its former students and faculty members.

Since Asannagar is a place connected with a rich musical tradition many of the students come with the ability to sing folk songs. The cultural subcommittee has plans to spot them and nurture them through exposing them to the folk music in different parts of the world with the aid of the audiovisual technology available in the institution.

**Any other relevant information regarding Student Support and Progression which the college would like to include.**

Nil

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

#### **6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

The college was built up with a humble aim: to help and facilitate the study of poor students, specially coming from the disadvantageous sections of the society. The establishment of the college was in fact a huge effort from the community people who were desperately trying to meet the demands of the youngsters living in the surrounding villages. Earlier, they had to go to distant places as college-goers. Since most of the students come from poor and socially marginalized families, from the very start, the college has been trying to adopt a policy for the holistic development of the students which is reflected in the way it organized sports activities, health check-up programmes and seminars and workshops on socially relevant issues. The college plans to go for basic infrastructural reforms in future. We have decided to concentrate on the remoulding of spatial arrangements for more intense classroom activities and on the expansion of the library space. Since the classrooms and the library are related to the fundamental academic requirements of the learners priority will be given to these areas through a thorough evaluation of the inadequacies and a thoughtful intervention in this regard.

#### **6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

To ensure transparency and effectivity the management closely monitors the process of forming the strategies and that of implementation. Though the principal, the faculty members, the non-teaching staff and the others work together in a non-hierarchical mode, the Principal as the Head of the institution and the Secretary of the Governing Body is empowered to take some crucial decisions in consultation with the other members of the Governing Body, the Secretary of the Teachers' Council and the Bursar whenever needed. The Principal also keeps in touch with the convener of the different internally formed sub-committees and the Heads of the departments.

As far as the approval of the plans and the administrative matters are concerned, the Governing Body holds supreme authority. The faculty members have the primary responsibility to ensure the implementation of the quality plans and policies as they directly encounter the students in classroom situations. In the departmental meetings the faculty members form strategies relating to the delivery of lectures, mode of presentation, participatory activity, class tests and other similar issues on the basis of their experience of encountering the students mostly in classroom situations. Regarding academic issues which demand the engagement of all the full-time teachers, discussions are initiated in the internally formed Academic Council which incorporates as its members all the Heads of the departments. In matters relating to the curriculum and the administration, the college follows the regulation of its affiliating University i.e. the University of Kalyani.

### 6.1.3 What is the involvement of the leadership in ensuring:

- the policy statements and action plans for fulfillment of the stated mission

In forming the policy statements and executing them the principal closely interacts with the Governing Body, the IQAC and the Teachers' Council. In accordance with the fundamental UGC norms, the observations of the Directorate of Public Instruction, Govt. of West Bengal and the regulations of the affiliating university, the Governing Body prepares the action plans for fulfillment of the stated mission and implements them through collaborative attempts of all concerned.

- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The action plans are subject to the approval of the Governing Body and The Teachers' Council. The various subcommittees constitute the bedrock of the action plans and it is through their activities that those plans are integrated within the overall functioning of the College.

- Interaction with stakeholders

The members of the faculties interact with the parents in Meet the Parents programme in which in the presence of the Principal academic issues and issues related to discipline and attendance are discussed. In all such meetings parents get the scope to identify their wards' academic potential and shortcomings as they get directly exposed to the perspective of the faculty members. The faculty members get the chance to assess the situation of the learners in relation to their social and

domestic location and to make the parents aware of the basic tenets of the existing framework of the teaching-learning process. The students are able to talk with the members of the faculty on several issues like the effective use of the library, time management, nature and schedule of class tests and the events taking place in the college. In the departmental meetings the teachers talk about the response coming from the students and their parents. Meetings of the Teachers' Council presided over by the Principal offer opportunities for delving deep into the academic matters and the matters related to the workplace, the students' welfare and the situation of the teachers as employees. In the All Staff Meetings the non-teaching members express their views relating to the workplace situation and the management of different programmes. They are also incorporated in various important sub committees in order to ensure a smooth functioning of the institution. The IQAC collects the feedback of the stakeholders in all related issues and recommends necessary endeavours. The attention of the members of the Governing Body including the university nominee and the government nominee is drawn to the ways in which the quality policies are finally being translated into reality.

- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

Need analysis is fundamentally done through the mutually enriching interactions between and among the stakeholders. The observations coming out of the departmental meetings and Meet the Parents programme are also analysed in the meetings of the Teachers' Council. The Grievance Redressal Cell, the Anti Ragging Cell, Women's Cell and the Cell for addressing cases of Sexual Harassment have been formed with the purpose of getting inputs from the student community. The Students' Union also plays a pivotal role in this area. The evaluation forms filled up by the outgoing third year students also helps in assessing the needs of the students.



**A Talk on Women Trafficking organized by the Cell for addressing Sexual Harassment**



- Reinforcing the culture of excellence

To achieve and maintain a culture of excellence the authority has organized UGC sponsored national-level seminars and as far as the community development is concerned, it is still running an extremely active NSS unit which has organized special camps in chosen villages apart from arranging health check-up programmes, blood donation camp, thalassemia detection programme etc.

- Champion organizational change

The Career counseling cell bridges the gap between the students seeking job and the reputed companies offering appropriate job opportunities. Keeping in mind the recommendations of the Teachers' Council and the various subcommittees the Principal places agendas in the meeting of the Governing Body to adopt measures for organizational change. The College has a Students' Union which, apart from playing crucial role in conducting the extension and the extracurricular activities, refers to the demands and the aspirations of the students in general.

#### **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

1. The internally formed subcommittees, the advisory committees and the statutory bodies like the Teachers' Council have role to play in the formulation, assessment, review and implementation of the policies, recommendations and action plans for development.
2. Teachers' Council is the highest academic body of the College which is supposed to take important decisions in all academic matters. Keeping in mind the observations of subcommittees, the Teachers' Council assists the Principal in evaluating quality policies and plans in academic matters.
3. The IQAC arranges for feedback responses from students for quality enhancement, develops and applies innovative practices in activities leading to quality enhancement and acts as a nodal unit of the college for augmenting quality-related activities through the institutionalization of the quality enhancement policies and practices.
4. The Students' Union, while organizing events and participating in extension activities, helps exchange of views between the authority and the students on various issues.

5. In consultation with the other members of the faculty and the Principal who remains at the centre of all the activities, the Heads of the Departments primarily determines the mode of learner-centric teaching, prepares the academic calendar, chalks out plans to tackle the particular units of the module, prepares departmental routine and gives opinions as to the selection of books and journals to be kept in the college library.

#### **6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

1. The Secretary of the Teachers' Council as the representative of the faculty members prepares the list of committees in consultation with the Principal and raises issues related to the academic matters in the meeting of the Teachers' Council.
2. The IQAC Coordinator is entrusted with the responsibility for developing the parameters for the various academic and administrative activities of the college and monitoring those activities. The IQAC Coordinator works in consultation with the Secretary of the Teachers' Council and the Principal.
3. The Heads of different departments are entrusted with the responsibility for monitoring the regular activities and functioning of the departments. The other faculty members are part of various subcommittees to work for the betterment of the college.

#### **6.1.6 How does the college groom leadership at various levels?**

1. The college motivates the students to take part in various extra-curricular programmes that help them to nurture their leadership potential.
2. The students vigorously participate as listeners in the UGC sponsored seminars at the college.
3. The students are in a position to test and explore their leadership potential while participating in the NSS activities.
4. The General Secretary of the Students' Union keeps the authority aware of the demands and aspiration of the students as he functions as member of Anti-Ragging Committee and Annual Festival Organizing Committee.
5. There are non-teaching staff members in the Governing Body of the college.

6. Senior faculty members many of whom have previously performed as teacher-in-charge in this college are at present entrusted with the charge of the college in the absence of the Principal for unavoidable reasons. They lead various sub committees and enable the successful organization of the annual Sports, examinations and academic events like seminars.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

1. The preparation of the module, distribution of classes, holding class tests, assigning particular units of study to particular teachers, holding departmental meetings and Meet the Parents programme and organizing the class routine are some of the areas in which the Heads of the Departments take decisions and implement them with the help of the other faculty members.
2. The cells like the Career counseling cell, Counseling Cell, Cell for addressing cases of Sexual Harasment, Women's Cell and the Anti-Ragging Cell enjoy operational autonomy to a considerable extent in the planning and execution of certain activities.
3. The Students' Union organizes the annual college festival under the guidance of the faculty members. They have autonomy in deciding the format and nature of the programmes.
4. The IQAC builds an organized method for documentation and internal communication, provides a substratum for decision-making regarding the functioning of the college, maintains institutional database, arranges for feedback response, sets parameters for academic and administrative affairs and ensures the documentation of programmes and activities.
5. The various subcommittees like the Purchase Committee, Finance Subcommittee, Library Subcommittee, Building Subcommittee and Cultural Subcommittee on the basis of their review of the state of affairs make certain recommendations in the relevant fields of action.

### **6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

Since all the stakeholders are involved in the decision making process it can be safely asserted that the college promotes a culture of participative management. The faculty members feel free in getting involved in the functioning of the college which certainly ensures transparency and effectivity in the sphere of educational administration. The Principal before taking any crucial decision in the spheres of academics and administration talks with the concerned Heads of the Departments, Conveners of the various subcommittees, the Secretary of the Teachers' Council, the Secretary of the Students' Union and the members of the Governing Body.

## **6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

### **6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The college has a formally stated quality policy. It is aimed at the empowerment of students belonging to predominantly rural and underprivileged communities through programmes for their holistic development and is developed, driven, deployed and reviewed through the collaborative efforts of the stakeholders and the very particular efforts of the IQAC.

### **6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

It is through the combined effort of the Principal, Governing Body, teaching faculty and office staff that the development plan of the institution is formulated.

1. For the academic development the college has plans to open honours courses in new subjects like Education, Political Science and Philosophy.
2. The college has plans to initiate UGC sponsored scheme for remedial coaching for SC, ST, OBC (non-creamy layer) and minorities
3. Though the college runs an internally formed Career counseling cell, it has plans to go for a more organized UGC-monitored Career and Counselling Cell.
4. The college has plans to initiate programme for creative writing for students of particular departments.

5. The college has plans to arrange for a bicycle stand for the benefits of the students.

### **6.2.3 Describe the internal organizational structure and decision making processes.**

As the Head of the institution the Principal takes major decisions in consultation with the members of the Governing Body and the Secretary of the Teachers' Council. The Teachers' Council regulates various academic affairs and also helps the Principal to evaluate the existing state of academic administration in the college. The IQAC is now an extremely important part of the internal organizational structure as it prepares a database of the ongoing activities, collects feedback of the stakeholders and analyses the situation to suggest changes for the better implementation of the quality policies adopted by the internally formed subcommittees and approved by the Governing Body. There are various internally formed subcommittees to deal with admission, purchase, finance, library, building and physical maintenance, cultural activities, canteen etc. This apart, there are anti-ragging cell, women's cell, career counseling cell, grievance cell, research cell, cell for addressing cases of sexual harassment etc. All these cells and subcommittees comprise of conveners and members. The non-teaching staff are also members of some of the cells and subcommittees. There is an active NSS unit immediately performing in accordance with the observations of an advisory committee. The decisions concerning the academic matters are taken by the concerned Heads of the departments who hold departmental meetings to talk with the members of the faculty in this regard.

### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

#### **• Teaching & Learning**

The master routine for all the departments is prepared at the outset of each academic session by the routine committee. While preparing that, the routine committee keeps in mind the norms regarding the allotment of classes stipulated by the University Grants Commission. In accordance with the master routine the individual departments prepare departmental routines to submit it to the routine committee for approval of the Principal. The faculty members follow that approved schedule while attending the classes and make use of audiovisual modes of presentation, whenever necessary. The Heads of the concerned departments interact with the other members of the faculty to chalk out plans regarding the modules,

allotment of the units of the syllabus to individual teachers, class tests and internal evaluation through examinations. The departmental meetings offer scope to discuss and evaluate the academic performance of the students in both the internal and the University examinations. The departmental Heads keep a vigil on the progress of the students and also on how the syllabus is being dealt with by the teachers. As far as the internal examinations of the college are concerned, he/ she also makes arrangements so that the students can have a look at the evaluated scripts. It ensures transparency in the evaluation system. To bring fresh air, seminars and talks are organized involving experts coming from other institutions.

- **Research & Development**

The college authority encourages the research activities of the teachers. There is a committee which informs the teachers about projects, receives their applications and helps them to pursue those activities by recommending those proposals. The active participation of postgraduate students from other institutions as paper presenters and the participation of our own students as listeners in the UGC sponsored seminars organized by the college is also a matter of considerable importance as it contributes to the process in which the students discover their potential as researchers. A number of teachers have applied for UGC-sponsored minor research projects. Currently one minor research project is being undertaken by one senior member of the faculty. Among the teachers excluding the principal, there are three PhD holders and one among them is pursuing a programme for obtaining the D. Litt degree. The teachers are encouraged to attend seminars in India and abroad. While staying in the college, the teachers can use the space in the reading zone of the library allotted for them and make use of internet-linked computers, copiers and printers if they like. They also get benefited from the institutional subscription to the digital resources belonging to NLIST INFLIBNET.

- **Community engagement**

The college authority motivates all the students to join the activities of the NSS unit which bridges the gap, if there is any, between the students and the community people in general. Please check Criterion III (3.6) for more details.

- **Human resource management**

Apart from being engaged in different forms of research activities reflected in the publications, the members of the faculties perform as members of various subcommittees and play crucial roles in the academic, cultural and sports events taking place in the college. Some of them are actively engaged in the administration of the college as members of the governing body. The non-teaching staff have a signal contribution to the smooth functioning of the official activities.

The students of the college participate in community work as members of the NSS wing of the college. They also organize the events like the annual cultural programme, the programme for welcoming the freshers and the Teachers' Day. The students act as volunteers, paper presenters and listeners in the seminars organized at the college.

- **Industry interaction**

The Career Counseling Cell in the college attempts to organize meetings between the students and the people of the job market.

### **6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

To review the activities of the institution the Head of the institution ensures the preservation and dissemination of information through a careful scrutiny of the following matters:

1. Formal feedback from third year students of each department.
2. Reports from various sub-committees.
3. Report from departmental meetings conducted by Heads of the Departments.
4. Report from the departmental Heads on the basis of Parent Teacher meetings.
5. Minutes of the Teachers' Council meetings.

### **6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The college supports the involvement of the staff in improving the effectiveness and efficiency of the institutional processes as it is evident in the composition of the Governing Body which includes both the representatives of the teachers and the non-teaching staff. Along with the subcommittees the Teachers' Council and the Internal Quality Assurance Cell testify to the activities of the teachers so far as the act of reinforcing effective institutional practices is concerned. The non-teaching staff members also function in different subcommittees apart from executing the official assignments. The meetings of subcommittees, the Teachers' Council and the Governing Body are held at regular intervals to make a review of the activities done in accordance with the previously taken decisions.

### 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The major resolutions made by the Governing Body and the Teachers' Council in the last year and the status of implementation are as follows.

#### **Governing Body resolutions and the status of implementation**

(i) In the meeting held on 14.11.2014 it was resolved with reference to an agenda in 'Miscellaneous' that P. Tax would be submitted in online mode

**Status of implementation:** P. Tax is being currently submitted in online mode

(ii) In the meeting held on 03.12.2014 it was resolved with reference to Agenda No. 1(4) dt. 29.11.2014 that the building plan and construction plan would be dealt with by M/S Subhas Roy and Associates, Architect and Civil Engineer. It was also resolved that they would prepare the Building Plan and Estimate so that it could be submitted to the UGC.

**Status of implementation:** The relevant documents have been sent to the UGC.

(iii) In the meeting held on 03.12.2014 it was resolved with reference to Agenda No.4 that the Architect Firm M/S Subhas Roy Associate would be entrusted with the responsibility of preparing the master plan of the college premise and the survey would be done by M/S ADAC, 33 R. K. Chatterjee Road, Naihati.

**Status of implementation:** The master plan has been prepared accompanied with a survey.

(iv) In the meeting held on 03.12.2014 it was resolved with reference to Agenda 3 that a selection board was formed for the appointment of Guest Lecturers comprising of (a) The Teacher-in-Charge (b) Heads of the Departments (c) Subject Expert from the University and (d) President of the Governing Body.

**Status of implementation:** The fact of issuing appointment letters for the Guest Lecturers in English, History, Political Science, Philosophy, Bengali and to a Physical Instructor was approved in a meeting held on 07.02.2015 with reference to Agenda 7.

(v) In the meeting held on 08.05.2015 it was resolved with reference to Agenda 6 that the college would subscribe to NLIST INFLIBNET, a digital database of academic resources.

**Status of implementation:** The college has started subscribing to NLIST INFLIBNET.

#### **Teachers' Council resolutions and the status of implementation**



(i) In the meeting held on 21.01.2015 it was resolved (Resolution No. 2) that the subcommittees like IQAC, UGC and NAAC needed to incorporate new members.

**Status of implementation:** New members were subsequently incorporated in the concerned subcommittees.

(ii) In the meeting held on 06.07.2015 it was resolved (Resolution No. 2) that the different subcommittees were to be re-organised. For instance, Md. Monirul Islam, Assistant Professor, Department of English, was given the task of performing as convener of Academic Subcommittee and Dr.Sudipta Chakraborty, Approved Part timer, Department of Bengali was given the assignment for performing as the Convener of the Canteen Subcommittee.

**Status of implementation:** Both of the faculty members mentioned above are paying proper attention to their assigned duties.

(iii) In the meeting held on 30. 07.2015 it was resolved with reference to Agenda 3(i) that classes would start from 10.30 on each day and it was further resolved with reference to Agenda 3(iv) that permanent full-time teachers would take up additional charge for those departments which do not have any permanent faculty in place.

**Status of implementation:** New timing for the commencement of the classes is currently being followed.

#### **6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

The affiliating university does not make provision for according the status of autonomy to an affiliated institution.

#### **6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?**

1. The College has formed a Grievance Redressal Cell so that the students can record grievances and appeal for necessary measures.
2. Students can put the complaint in written form in the complaint box.
3. The students fill up forms offering an evaluation of the facilities provided to them.
4. There is an anti-ragging cell.
5. There is a Cell for addressing cases of sexual harassment in the college.

6. Parents-teacher meetings offer a scope to listen to the complaints of the parents, if there is any.

Their responses are noted down and are discussed in the departmental meetings.

7. Any section of the stakeholders can approach the Principal, the Governing Body and the Secretary of the Teachers' Council as and when required.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

There has been instance of one court case filed against the institute concerning the students' election during the last four years and it finally went in favour of the college.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?**

IQAC in the college provides feedback forms to the final year undergraduate students so that they can evaluate the infrastructural facilities of the College and also the performance of the teachers of the respective departments. The filled up forms are analyzed by the IQAC and the Principal and necessary steps are taken for the betterment of the situation.

### **6.3 FACULTY EMPOWERMENT STRATEGIES**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

1. The research committee encourages the faculty members to undertake UGC-sponsored minor research projects.
2. The college authority shows willingness in promoting research activities by allowing the teachers to participate in national and international seminars.
3. The teachers in the college are in a position to attend Orientation Programmes, Refresher Courses and Summer Schools conducted by the various Academic Staff Colleges for their enrichment as scholars.
4. To keep pace with changing time, the non teaching staff are made familiar with the technique of using modern technology in preparing salary bill, keeping accounts, data related to the students and the institution in general.

### **6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

1. The college organizes UGC sponsored national-level seminars in which the teachers of the college perform both as researchers and organizers.
2. The research committee keeps record of all the research proposals submitted by the faculty members and takes measures for processing those proposals for approval.
3. The faculty members of the college are also engaged various as head examiners, examiners, paper setters, scrutiners and coordinators of various programmes which prove their abilities in the field of academic leadership.
4. The authority creates no hindrances whenever a faculty member tries to participate in orientation or/and refresher courses.

### **6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

The college has initiated the Daily Self Appraisal System in which each member of the faculty can keep record of the time of attendance, time of departure, the number of classes allotted, the number of classes taken and the nature of other academic as well as administrative assignments, if any. These Self Appraisal Reports of each teacher are submitted to the Principal every month by each department. It helps the Principal to prepare consolidated report about the activities and performance of each teacher for submitting to the higher authority, whenever required. There is a service cell and a leave cell which analyse the service situation of the teachers and make the principal aware of their findings. The principal also monitors the performance of the non-teaching staff in the college.

### **6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

On the basis of Daily Appraisal of the faculty, Principal prepares the report and sends it to the appropriate authority, whenever required. This also serves as a necessary document for the Career Advancement of the faculty.

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

As far as the availability of the welfare schemes are concerned, the permanent employees of the college are entitled to the General Provident Fund. All staff are benefited by this scheme.

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

As a government-aided college, the institution is not in a position to recruit faculties on its own. West Bengal College Service Commission conducts interviews and then sends empanelled candidates to several government-aided colleges in West Bengal.

**6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION****6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?****6.4.2**

The Purchase Sub-Committee looks after purchasing materials following financial norms laid down by the government. The UGC Sub Committee manages the allotment and utilization of grants received from UGC funds. The bursar keeps tab on the daily expenses and other financial matters of the college. The whole process of fund allocation and management is supervised by the Principal. The Governing Body also recommends proposals for the effective utilization of financial resources. The Finance sub-committee looks into the fund allocation and management of financial resources whenever asked.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

The College makes every attempt to ensure regular auditing of the College accounts. Statutory Audit by the Principal Accountant General, West Bengal is executed at regular intervals as per Government Finance Rules. The last Government audit was done in September 2015. Each paragraph on the observations of the Audit Team were duly complied with and submitted for onward transmission through the

Department of Higher Education. The last Audit Inspection Report is available for perusal in the Office of the Principal.

Audit of funds sanctioned by the UGC is audited by registered Chartered Accountants appointed by the College Authority for the specific purpose. The Audited Utilization Certificates are sent to UGC within stipulated time. Apart from this other grants received from UGC, State Govt. and other agencies for specific purposes like seminars, symposiums, and research projects are duly audited by qualified auditors appointed by the college time to time.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The Principal is the drawing and disbursing officer as per Government rule.

The grants that the College receives are disbursed as follows:

**Recurring Grant under Non Plan Head:** A major part of this grant is disbursed for payment of salary. The rest is used for payment of electricity charges, telephone bills, gas, corporation taxes, purchase of stationery, printing, material purchase, travelling allowance for educational tours, medical reimbursement, maintenance of equipments and appliances, repair of furniture and equipments.

**Development Grant under State Plan Head:** This grant is primarily utilised for procurement of Equipments, Chemicals and Glass wares, Books and Journals, Furniture and Sports goods. A small fraction is kept as contingency expenditure. Allocation of this fund is decided in a meeting of the Departmental Heads and Librarian convened by the Principal. Allocation per department is made as per requirement.

**Fund for co-curricular activities:** Fund needed for different co-curricular and extracurricular activities like invited lectures, interclass competition, College magazine, cultural functions, Annual sports, *Banamahotsav*, etc. are provided from the session charge paid annually by all students.

**Financial grants from UGC:** The College receives research grants for conducting Minor Research Projects and Major Research Projects regularly. Development Grant for purchase of Equipments, and Books and Journals and Additional Grant for equipments are received on regular basis by the UG and PG departments.

#### 6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

For securing additional funding separate proposals are placed to the Government, the local MLAS, MPS and Panchayats. For example in terms of infrastructural development/ up gradation/ maintenance, the college authority submits project proposals approved by the Public Works Department (PWD) to the Higher Education Department, West Bengal.

Building grant has been received from the West Bengal government Department of Higher education and construction works are going on for library room. The local MLA has sanctioned funds from time to time and the last fund sanctioned for construction of the boundary wall of Rs. 2.5 lakhs is being used now for the said purpose. Sanctioned no. 1573(12)/Dev Dt. 8-10-15

#### Details of the sanctioned funds

Sanction No.	Granting agency	Purpose	Fund received
997(SANC)/EH/P/CS/6b-15/2009	West Bengal government Department of Higher education	Library room	13,20,000
289(SANC)/EH/N/CS/IG-3/08	West Bengal government Department of Higher education	Book Grant	95,000
614(SANC)/EH/P/CS/14-5/10	West Bengal government Department of Higher education	Construction of Building	18,00,000
58/1(23)/04/2015	West Bengal government Department of Youth	Sports Equipment	15,000
1344(17)/Dev	MLA	Construction of boundary wall	1,50,000
2582(9)Dev	MLA	For Bench	1,50,000
76/1(22)/F 04/14	West Bengal government Department of Youth	Sports Equipment	10,000

**Expenditure for last four years**

		<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
<b>a</b>	<b>Building</b>	1893629.00	1054969.00	Nil	1206260.00
<b>b</b>	<b>Furniture</b>	60798.00	29586.00	176930.00	226920.00
<b>c</b>	<b>Equipments</b>	58500.00	37447.00	71145.00	81120.00
<b>d</b>	<b>Computers</b>	Nil	Nil	130520.00	229775.00
<b>e</b>	<b>Vehicles</b>	Nil	Nil	Nil	Nil
<b>f</b>	<b>Any other</b>	Nil	Nil	Nil	Nil

**Statement of allotment and expenditure for UGC Development Grant during XII<sup>th</sup> plan period:**

Sl no.	Sanction no. with date	Received Amount (Rs.)	Expenditure				
			Books & Journal	Equipment	Lab up gradation	Field work	Any other
1	WC2-021/07-08 (ERO) DT.18-09-07 (UG & PG) WR4-038/14-15 (ERO DT. 01-01-15)	10,00000	4,78,123	3,72,782	-	-	14,99,500

## 6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

### 6.5.1 INTERNAL QUALITY ASSURANCE CELL (IQAC)

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

The Internal Quality Assurance Cell (IQAC) of the college was established as per recommendation of UGC-NAAC on 30th November, 2013. The Cell comprises of the Principal, senior teaching faculty members, external members and non-teaching staff and student representative as per the UGC-NAAC guidelines.

1. This cell monitors the teaching, research and various other activities of each department.
2. The cell collects feedback regarding teaching, infrastructural facilities and other amenities of the College from the students. It considers the feedback and provides suggestions, whenever needed.
2. The cell assesses the yearly progress of each department with regard to record documentation, academic and research activities.
4. The cell is now playing a central role in submitting the SSR to NAAC.

**b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

Following are the decisions of the IQAC approved by the college authority for implementation.

1. Digitalizing the college library
2. Raising the boundary wall
3. Separate Common rooms for boys and girls
4. Having a college website
5. Separate room for IQAC

Following are the decisions of the IQAC actually implemented so far.

1. The college library has already been digitalized
2. The work is in progress as far as the boundary wall is concerned
3. College website is properly functioning
4. Separate room allotted for IQAC

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**



The external members of the present IQAC are enlisted below:

1. Sri Bimalendu Singha Roy, President, Governing Body, Asannagar MMT College
2. Sri Sibnath Choudhury, Social Activist

Their advices are endorsed and following item is being cited as examples of that process:

On 17.02.2014 in a meeting of IQAC Sri Bimalendu Singha Roy proposed that the Governing Body members should be present in the programme for meeting the students and a meeting of such nature was subsequently organized on 19.11.2014 in which the Governing Body members played a crucial role.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

1. The students are the primary stakeholders who fill up the feedback forms and it is only after considering their opinions on faculty, infrastructural arrangements and other affairs that the quality improvement measures are taken by the college authority
2. An Alumni Association has been formed.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

1. Apart from the Principal, full-time teachers from different departments of the college function as constituent members of the IQAC.
2. Non teaching staff member/ Student representative is also a part of IQAC.
3. Through regular meetings different constituents of the Institution are made aware of the IQAC's role and activities.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

1. Class tests are arranged for continuous evaluation.
2. Faculty members meet the guardians to get their feedback.
3. Students' feedback is seriously considered by the teachers.
4. Special talks and departmental seminars are organized.
5. Departmental meetings are arranged to discuss issues like module and internal examinations.
6. Internet-linked computers are available in the college library.
7. Cells like Cell for Addressing cases for sexual harassment organise seminars.
8. Through the community extension programmes run by the NSS unit, the students get connected with the community at large.

9. The computerization of the College office has enhanced the quality of administrative activities.
10. The College Library has the INFLIBNET facility.
11. Different subcommittees arrange meetings at regular intervals to discuss relevant issues.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

The college as a government –aided college affiliated to the University of Kalyani is hardly in a position to provide training to its staff on its own. However, faculty members are encouraged to undertake faculty development programmes as follows:

1. Refresher and Orientation Courses.
2. Minor research projects funded by the UGC
3. Special Orientation Programme run by the University for NSS coordinators

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?**

The Principal of the College reviews the Daily Performance Reports submitted by the faculty members and these are further sent to the higher authorities, if required. These matters are also discussed in the meeting of the Teachers' Council.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

1. The college implements required quality assurance measures in keeping with the observations in this regard coming from the external regulatory bodies like the West Bengal Higher Education Directorate, the affiliating university and the UGC. The College has constituted a SC/ST Cell as recommended by the regulatory authorities. The online admission process is maintained in a transparent manner.
2. Several measures have already been adopted in accordance with the recommendations of NAAC. Efforts are currently being made to arrange for a local study centre in the college at postgraduate level for the open and distance learning programme run by Rabindra Bharati University. The use of ICT has acquired an unprecedented dimension in classrooms and administrative activities. There is no

doubt that the preparation to face NAAC has accelerated the process of refining the teaching-learning activities and ensuring infrastructural reforms. The NSS unit, the cell for addressing cases of sexual harassment and the other committees have started to take initiatives with enthusiasm.

3. The recommendations coming from the Governing Body and the IQAC as two internal regulatory bodies have undoubtedly facilitated quality enhancement.



**Talk on preparation for NAAC Accreditation organized by IQAC**

#### **6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

Please refer to 6.2.4 and 6.2.11. Also see 7.3.1

#### **6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

It is through the updating of the college website, use of media and the circulation of prospectus and notices that the college communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The IQAC conducts meetings at regular intervals to monitor the academic activities of the College. The Cell adopts measures to enable the departments reach excellence in teaching and research activities.

## IQAC Meetings

IQAC Meetings	Year	Date of Meetings	Topic of Discussion
1	2014	17.02.2014	a. Role of IQAC b. Miscellaneous
2	2014	29. 11. 2014	a. Discussion on student, teachers and guardian meet b. Discussion on inclusion of new external members in the IQAC c. Miscellaneous
3	2015	19. 05.2015	a. Separate room for IQAC b. Discussion on the preparation for NAAC c. Miscellaneous
4	2015	08. 09. 2015	a. Academic Audit Reports from the departments b. Self appraisal report of the teachers c. Miscellaneous

## CRITERION VII: INNOVATIONS AND BEST PRACTICES

### 7.1 ENVIRONMENT CONSCIOUSNESS

#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No formal audit has been conducted. But it can be safely claimed that far from the din and bustle of city life, the college is located in a place marked by the presence of so many trees, green meadows and wind that blows like heavenly thing. What is so striking about the campus is that just adjacent to the college building there is a stream. The eco-system is perfect as the fishes silently dream beneath the surface of the stream and the birds inhabiting the trees and sharing space with squirrels sing cheerful welcome songs.



#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

As a consequence of a plantation programme initiated by the local administrative body new and tender plants are raising their heads near the stream and efforts have been made to protect them. The college authority does not allow anybody to cut down the row of trees near that beautiful stream with a glistening surface in summer days. To create a polythene-free zone, the college authority motivates the students and the employees alike not to carry polythene bags. In the departments and the canteen the use of paper plates and paper cups are encouraged. The NSS volunteers pick plastic waste from the campus in their cleanliness drive on a regular basis. Through the use of posters and official notices the authority has tried to make the students alert to the negative impact of plastic on environment. These endeavors have certainly resulted in a decline or a downward movement as far as their use of plastic in the campus is concerned. Smoking is strictly prohibited in and around the college campus. Every attempt is made to ensure that the college canteen does not

get transformed into a smoking zone. The students and the employees get purified water for their personal use. We have introduced smoke-free, soundless generator. Cleanliness Drive Day was observed on 04. 11.2015 in the college campus as a part of the Special Campaign in the District of Nadia organized between 30.10.2015 to 05.11.2015 on sustainability of ODF status of the District as part of Special Sanitation Campaign WB vide nationwide Sanitation/Cleanliness Campaign.

## **ENERGY CONSERVATION**

Notices are permanently displayed in the corridor and classrooms in order to create a situation in which all the employees and the students can feel motivated to unplug appliances when not in use because even when switched off, the plugged appliances continue to consume energy. We remain careful to switch off electric lights and fans in empty rooms or when the scheduled classroom activities are over. Windows are often kept open to ensure excellent ventilation and the minimized use of electricity. Most of our students use bicycles instead of motor bikes which results in hardly any harmful emission in the environment. The college authority takes steps so that the energy consumption in various locations of the college can be identified and checked, the use of electricity can be assessed and the cases of energy loss due to mechanical faults can be reduced.

### **\*Use of renewable energy**

Till now there is no mechanism to use renewable energy. The college has however plans to use solar energy in order to minimize the use of electricity in future.

### **\*Water harvesting**

No such project exists at present in the college campus.

### **\*Check dam construction**

No such project exists at present.

### **\*Efforts for Carbon neutrality**

The surrounding localities are so densely wooded that it automatically puts a constraint on the spread of carbon dioxide. Planting trees is another healthy practice that reduces the amount of carbon in the atmosphere which is taken as an important project by the NSS volunteers. It makes all the students aware of the role of trees in checking carbon emission.

### **\*Plantation**

The plantation programme is run by the members of the NSS unit.

### **\*Hazardous waste management**

As there is no laboratory or a Chemistry department in the college there is no question of dealing with specially hazardous waste. So far as the general waste is concerned, large waste bins are used in the campus and special care is taken of so far as the decomposition of those waste materials are concerned.

**\*e-waste management**

There is no regular process for e-waste management in the college. However, outdated and rejected electronic items are stored safely to avoid environmental hazards.

## **7.2 INNOVATIONS**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

1. Interdisciplinary mode is encouraged in the field of academic activities. With that purpose the faculty of the Bengali department interacted with the students of English department and the faculty of the English department interacted with the students of Bengali department. The faculty members have chosen the title of UGC sponsored national level seminars in such a way that these can attract students and teachers of various disciplines. 'Puraner Nabanirman: Sampratik Sahitye'(Remaking of Epics in Contemporary Literature) which has been chosen as the title of the UGC sponsored national level seminar organized by the department of Sanskrit invited scholars both from the department of Sanskrit and the department of Bengali from various colleges. '1914 and Beyond: Literary Reflections of War' as a title of the UGC sponsored national level seminar organized by the department of English had the potential to attract scholars in the fields of literature, sociology and political history. The posters and the visuals prepared for these occasions are displayed for months in such places that they can be observed by the students of various departments of the college.

2. Library has recently been computerized. The library has started using an Integrated Library Software for its computerization. The library software which is a network version offers online help for users. The Teachers and students can get access to the enormous digital resources as the college has subscribed to INFLIBNET.

3. To make teaching-learning more interesting, projectors and laptops have been used in the classroom for power point presentation.

4. Students have vigorously participated in the departmental seminars, special talks and UGC-sponsored seminars organized at the college.
5. Admission is made absolutely on-line. As a result there is very little margin for academic or financial error.
6. A cell for addressing cases of sexual harassment has been introduced which has organized a seminar on the illegal trafficking of women on 09. 12. 2015 was hugely attended by the students.

### **7.3 BEST PRACTICE 1**

#### **1. Title of the Practice**

Establishment of medicinal plant garden within the campus

#### **2. Goal**

- a. Indigenous medicinal plants have been playing a positive role in the field of primary health care in rural areas in the developing countries. The goal is to remind our students and the stakeholders of the merits of medicinal plants in primary health care.
- b. The Indian medicinal plants are not supposed to create adverse drug reactions. Our goal is to draw the attention of all concerned to this particular advantage.
- c. Our goal is to foreground the cost-effective nature of the alternative types of healing traditions like the Ayurveda and Kabiraji involving the use of medicinal plants.
- d. The goal is also to create awareness regarding the act of maintaining greenery in the campus as a metaphoric gesture for the protection of environment and ensuring sustainable development.

#### **3. The Context**

1. A survey of the existing medicinal plants in the neighboring places and a survey of the nature of their use by the local people.
2. A survey of the rate of occurrence of common diseases like cold, fever and diarrhea in the neighboring communities and the strategies they employed in coping up with the situation.
3. Ensuring the fact that use of biological fertilizers are being used in securing the growth of the tender plants in the campus.



4. Protecting the plants with fence and documentation of the plants in terms of taking photographs as a mode of monitoring the situation.

#### **4. The Practice**

The purpose is to create a garden of medicinal plants of at least 20 medicinal plants. For that purpose we have already planted kalmegh, krishnatulsi, brahmi, aswagandha etc and protected the area with fences. We have arranged a display board which offers information as to the plants' vernacular name, scientific name, their traditional and modern use in curing diseases and distribution. To ensure a monitoring on the condition of the plants photographs are taken as a form of documentation of the measures adopted for their growth and sustenance. The plants are regularly watered and taken care of by the NSS volunteers. Many of our students are in a position to identify the plants by their local name but after having a look at the display board one can become aware of the medicinal function of the plants which they have not known before.

#### **5. Evidence of Success**

1. The photo-documentation shows that at least 20 medicinal plants have been accommodated in the garden.
2. The photo-documentation at the very next phase shows that no plant died and the garden has been kept protected from grazing animals and the overexposure to sunlight and rainfall.
3. The enthusiasm created among the students to visit and maintain the garden is evident in the way they assemble to observe the growth of the plants.
4. A visitor's book has been prepared where the outsiders have started noting down their reactions after seeing the garden for the first time.

#### **6. Problems Encountered and Resources Required**

1. Lack of fund to develop the medicinal plant garden is a problem faced by the college.
2. Though NSS volunteers are doing pretty well, sometimes we feel the need for skilled labour as far as the preparation of the ground and the application of bio-fertilizers are concerned.

## Best Practice 2

### 1. Title of the Practice

Special Talks

### 2. Goal

1. The goal is to create awareness about the socially relevant issues among the students in particular.
2. The goal is also to expose the students to experts coming from other institutions.
3. The goal is the creation of an enriching academic climate in the college.
4. Forming nexus with other academic and cultural institutions is also one of the aims.
5. The purpose is not always to stick to a structured examination-centric curriculum or to use the lectures just as elaborations on the given modules but to bring in fresh air so that the students can relate to their actual surroundings.



### 3. The Context

1. In designing the talks and especially choosing the topics what have been seriously considered are the need, situation and aspiration of our students who are mostly coming from economically underprivileged families.
2. Attempts have been made to ensure the participation of maximum number of students of concerned departments as active listeners.
3. As far as the talks organized by a single department are concerned, no disruption has been allowed in the regular teaching-learning activities of the college during those days.

### 4. The Practice

A series of special talks organized by the college includes a talk delivered by Dr. Krishnogopal Roy, principal and faculty, department of Bengali, Chapra College

entitled “Chaisleshon Paddhati: Kotipoy Charitro” (“How to Analyse Characters? Some Characters”) in the department of Bengali of our college on 01. 12. 2015, in which he referred to the perils and the misery of the low-caste people and the women as it has been represented in mainstream Bengali literature. Dr. Niladri Ranjan Chatterjee, Professor, Department of English, University of Kalyani delivered two lectures on 22. 12. 2015. The two lectures entitled as “Why Gender Studies?” and “What is Literature?” have been organized by the IQAC and the Department of English respectively. The Cell for Addressing cases of Sexual Harassment organized talks on “Trafficking of Women” on 09.12.2015. The speakers were Mr. Subhash Chandra Rudra (P.L.V) and Mrs. Jaya Chowdhury (P.L.V). On 21.12.2015 Shri Sujato Bhadra, an eminent Human Rights activist and Associate Professor in History, Shibpur Dinabandhu Institution (College) was invited in the college to speak on “The Relevance of Gandhi’s concept of Swaraj and Nonviolence in Present India” and on “Human Rights: Indian Scenario”. Those talks have been organized by the department of History and IQAC respectively. All these talks were attended by the teachers, non teaching staff and the students. The presence of the students was so lively that it caught the attention of all the speakers. They asked questions, raised debates and closely interacted with the experts. This exposure to eminent scholars coming from outside generated enthusiasm among the students of predominantly rural background as it offered a meaningful break from the regular and to some extent stereotyped classroom activities. Since Shri Sujato Bhadra talked at great length about human rights violation in contemporary Indian society the students were able to comprehend the issue putting it in an immediate context as listeners. Since the female students are supposed to experience several forms of gender discrimination in a conservative and patriarchal rural society, they were also greatly benefited by the talks on the strategies to be taken by the sufferer after any occurrence of trafficking of women and the sexual harassment, molestation and violence involved in the process. Prof. Niladri Ranjan Chatterjee made the students familiar with recent trends of scholarship in Gender studies. The social marginalization of hijras and the transsexuals in a culture strictly based on the principles of normative heterosexuality was foregrounded in his lecture and thus it drew the listeners’ attention to oft-unexplored realms of the violation of human rights.

## 5. Evidence of Success

1. Huge attendance of students
2. The enriching interactive sessions
3. No complaints received so far from any section of the institution as to the management of the events.
4. The positive response of the speakers noted down in the visitors' notebook
5. The proposal came from some teachers that the college authority can initiate a publication cell to publish the talks after a properly managed act of editing.

## 6. Problems Encountered and Resources Required

1. Since the college is in an obscure and remote area, it is not always an easy task to inspire the experts who come from distant cities.
2. The experts coming from distant cities have to travel a lot which is often a tiring experience.
3. Since it is not always possible to suspend all the regular classroom activities on the day of a particular talk, some students are not in a position to attend the programme. It is true that a small audience helps to attain an intimate environment. Yet to create a spirit of interdisciplinary studies we sometimes feel the need for allowing each and every student to listen to the talks.
4. Even when felt necessary, we are not in a position to arrange accommodation for the experts coming from outside since we have no guest house and there is no such facilities in the village of Asannagar in which the college is situated. We have to arrange accommodation in the city of Krishnanagar which is 15 kilometers away from the village.
5. We need to have our own devices for sophisticated audiovisual recording of the talks.



**EVALUATIVE REPORTS OF THE DEPARTMENTS.****EVALUATIVE REPORT OF THE DEPARTMENT OF BENGALI**

1. Name of the department: BENGALI

2. Year of Establishment: 2008

3. Names of Programmes / Courses offered: UG (B.A. Bengali Honours and Bengali General)

4. Names of Interdisciplinary courses and the departments/ units involved: Nil

5. Annual/ semester/ choice based credit system (programme wise):

B.A. Bengali Honours: Annual (Part I, Part II and Part III)

6. Participation of the department in the courses offered by other departments:

Bengali is also offered as a General Subject for the following Honours subjects - English, Sanskrit And History . It is also offered as one of the subjects in the B.A. General Course.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/ programmes discontinued (if any) with reasons: Nil

9. Number of teaching posts:

Posts	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Assistant Professors	1	1

10. Faculty profile with name, qualification, designation, specialization  
D.Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience		No. of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Dr. Snigdha Chattopadhyay (Joined on 09/03/2010)	M.A(Triple) B.ed ,Ph.D	Assitant Professor	Folk Literature	UG-6	-	Nil
Dr. Sudipta Chakraborty (Joined on 15.12.2007)	M.A., Ph.D	Part Time Lecturer	Novel & Short Story	UG-07	-	Nil
Shaym Sundar Mukherjee (Joined on 25.07.2007)	M.A (Double) Bengali & Folklore ,B.Ed .	Guest Lecturer	Folk Literature	UG -8	-	Nil
Santanu Chakraborty (Joined on 09/02/2015 )	M.A.	Guest Lecturer	Kabya & Kabita	UG -1	-	Nil

11. List of senior visiting faculty: None

Year	Honours Class	General Class
2011-12	40%	50%
2012-13	50%	60%
2013-14	50%	60%
2014-15	45	60%

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Sl. No.	Year	UG (Hons.)	UG (Gen)
1	2011-12	10:1	70:1
2	2012-13	11:1	70:1
3	2013-14	12:1	78:1
4	2014:15	12:1	80:1

13. Student-Teacher Ratio (programme wise):

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

15. Qualifications of teaching faculty with. Sc./D.Litt./Ph.D./M.Phil./PG:

Highest Qualification	No. of Teaching Faculty (Existing)
D.Sc./D.Litt.	-
Ph.D.	2
M.Phil.	-
PG	4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Name of the Teacher	Nature of the project	Duration Year	Name of funding Agency	Total Grant sanctioned (Rs.)	Grant Received (Rs.)
Dr. Snigdha Chattopadhyay	Minor Research Project	2015-17	UGC	180000/-	150000/-

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants received.

Name of the Teacher	Nature of the project	Duration Year	Name of funding Agency	Total Grant sanctioned (Rs.)	Grant Received (Rs.)
Dr. Snigdha Chattopadhyay	Minor Research Project	2015-17	UGC	180000/-	150000/-

18. Research Centre / facility recognized by the University : None

19. Publications:

Total No. of Publications (2011-14, during the teachers' tenure at Asannagar M.M.T College) = 28

Total No. of Permanent Faculty (2011-15) = 01

Publication per Faculty (2011-15) = 28/04 = 7



Publications	2011	2012	2013	2014	2015	Total
Total year wise publication of the Dept.	0	9	8	16	4	37
No. of papers published in peer reviewed journals by faculty and students		2		2		4
No. of publications listed in International Database	-	3	4	6		13
Monographs		1		1	2	04
Chapter in Books	-	3	4	6	02	15
Books Edited	-	-	-	-	-	-
Books with ISBN/ISSN numbers with details of publishers	-	<b>1 (one)</b> <b>Pather prabase:</b> <b>Probaser kotha</b> Bangiya sahitya samsad. ISBN-978-93-82012-36-8	-	<b>1</b> Birbhum jelar loko samskriti  Swastik prakashan 2014 ISBN-978-93-83458-16-5	-	2
Citation Index	-	-	-	-	-	-
SNIP	-	-	-	-	-	-
SJR	-	-	-	-	-	-
Impact factor	-	-	-	-	-	-
h-index	-	-	-	-	-	-

N.B. For Full List of Publications of the Faculty, See Annexure-----

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) National committees: Nil

b) International Committees: One

c) Editorial Boards : Nil

## 22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme:

100% students of Part I successfully complete Environmental Projects as per the guidelines of the affiliating university.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/ visitors to the department:

Sl. No.	Name of the Eminent Academician	Designation and Affiliation	Purpose of Visit	Date
01	Dr. Nandini Bandyopadhyay	HOD(Kalyani University Deptt. Of Bengali)	National Seminar	22 <sup>nd</sup> & 23 <sup>rd</sup> april 2015
02	Dr. Milan Kanti Biswas	Biswa Bharati Biswabidyalaya	National Seminar	22 <sup>nd</sup> april 2015
03	Dr. Saroj Kumar Pan	Bidyasagar University	National Seminar	22 <sup>nd</sup> april 2015
04	Dr. Aditya Kumar Lala	Gour Banga Biswabidyalaya	National Seminar	22 <sup>nd</sup> april 2015
05	Dr. Pallab Mukhopadhyay	West Bengal State University	National Seminar	23 <sup>rd</sup> april 2015
06	Dr. Tapan Kumar Mondal	North Bengal University	National Seminar	23 <sup>rd</sup> april 2015
07	A. R. Gaji	Alia University	National Seminar	23 <sup>rd</sup> april 2015
06	Dr. Krishna Gopal Roy	Principal , Chapra Bangaljhi mahabidyalaya&H. O.D department of Bengali	Departmental Seminar	01/12/2015

## 25. Seminars/ Conferences/ Workshops organized &amp; the source of funding:

a) National: One seminar

Theme of the Seminar	Level	Funding Agency	Duration
"JANMO SATOBORSHE ADWITYA MALLO BARMAN"	National	UGC	April 22 <sup>nd</sup> & 23 <sup>rd</sup> in 2015

b) International: Nil

## 26. Student profile programme/ course wise:

Name of the Course/ programme	Applications Received	Selected	Enrolled		No. of Students Appeared in the Final Exam of the Same Batch	Pass percentage
			Male	Female		
Bengali Honours						
2011-12	309	46	26	20	32	69.56%
2012-13	230	45	27	18	30	66.66%
2013-14	287	45	25	20	Not Yet Appeared	Nil
2014-2015	282	59	30	29	Not Yet Appeared	Nil
2015-2016	647	64	24	40	Not Yet Appeared	Nil

## 27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. Bengali (Honours) as in the last five academic sessions	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? No data available

Student progression	Against % enrolled
UG to PG	70%
Employed Campus selection Other than campus recruitment	25%
Entrepreneurship/ Self-employment	60%

29. Student progression:

30. Details of Infrastructural facilities

a) Library: The Department has a **central** Library containing more than 1319 text and reference books. We have original text books, primary reference books and secondary reference books. Students borrow books from this library regularly.

b) Internet facilities for Staff & Students: One computer in the staff common room and other computers with internet facility in the central computer center are used by the teachers and students of our department.

c) Class rooms with ICT facility: One computer with internet facility is provided for the use of students through teachers and LCD projector used in the department. There is a separate classroom with ICT facility. The departmental teachers often make use of Power Point presentation for teaching and arrange film shows based on literary texts.

d) Laboratories: Not Applicable

31. Number of students receiving financial assistance from college, university, government or other agencies:

Name of the Scholarship/ Studentship	Session	No. of Students receiving financial assistance		
		Total	Male	Female
Full Free Studentship	2011-12			
	2012-13			
	2013-14			
	2014-15			
	2015-16			
Half Free Studentship	2011-12	04	03	01
	2012-13	08	06	02
	2013-14	11	08	03
	2014-15			
	2015-16			

There are different scholarships from government and other agencies which the students can avail. These scholarships are disbursed centrally and not channelized through the academic departments. The records are also kept centrally.

32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Student Enrichment Programme	Held On	Title	Funding Agency	External Expert/ Resource person/ Speaker
Special Lecture	April 22 <sup>nd</sup> & 23 <sup>rd</sup> in 2015	"JANMO SATOBARSHE MALLOBARMAN"	UGC	DR.NANDINI BANERJEE ,DR SAROJ KR. PAN , DR. MILAN KANTI BISWAS

33. Teaching methods adopted to improve student learning:

- i) Tutorial Class,
- ii) Special Class for needy Students, and
- iii) Interaction with Students.

34. Engaged with NSS programme and many other social activities.

35. SWOC analysis of the department and Future plans:

The department of the Bengali is the oldest department at our college. It was established in 2008, the itself was founded. The department offers three years honours and general courses of study. The department has organized National seminar (UGC) sponsored in 2015 .The department has grown in size and has been offering education quality in Bengali. We are trying to publish academic journal from this department .The library support system is growing its development day by day. An increasing number of SC/ST/ Minority students are being successfully integrated in to the department, Since its inception, has been striving to archive academic excellence of the rural areas surrounded by the college.

The department is boosted by highly qualified and talented faculty members.

The department has provisions for tutorial classes and special coaching / guidance for SSC and others training programme with free of cost.

Strengths	Weaknesses
I) Growing awareness among the students for this subject. II) Huge number of students department for higher studies. III) Increasing development of college library. IV) Remarkable attendance in the class.	1) Lack of sufficient teachers. 2) Students belonging poor economic conditions. 3) Poor attendance of students in the rainy season due lack of smooth traveling system. 4) There is no separate library and reading room.

Opportunities	Challenges
I) To introduce PG course II) We can help the students towards creative writing. III) The students can be motivated towards social activities. IV) The students can be made prepared for the competitive field.	I) Lack of Full-time faculty. II) First generation learners. III) To overcome the problems relating to the drop-out students. IV) To persuade the girl students to complete their studies.

**EVALUATIVE REPORT OF THE DEPARTMENT OF ENGLISH**

1. Name of the department: ENGLISH

2. Year of Establishment: **2007 (General); 2009 (Honours)**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.): **UG (B.A. English Honours and English General)**

4. Names of Interdisciplinary courses and the departments/ units involved: Nil

5. Annual/ semester/ choice based credit system (programme wise):

B.A. English Honours: **Annual (Part I, Part II and Part III)**

6. Participation of the department in the courses offered by other departments:

English is also offered as a General Subject for the following Honours subjects - Bengali, History and Sanskrit. It is also offered as one of the subjects in the B.A. General Course. Students of all programmes have to study Compulsory English in the First Year. Few students of the First Year also opt for Alternative English.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/ programmes discontinued (if any) with reasons: Nil

9. Number of teaching posts:

Posts	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Assistant Professors	2	2



10. Faculty profile with name, qualification, designation, specialization  
D.Sc./D.Litt./Ph.D./M.Phil., etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience		No. Of Ph.D. Students guided for the last 4 years
				Teaching	Research	
Md. Monirul Islam (Joined on 16.07.2008)	M.A.	Assistant Professor	Romantic Poetry, Travel Literature, Indian Writing in Transaltion	8	7	Nil
Dr. Chirantan Sarkar (Joined on 04.03.2015)	M.A., Ph.D	Assistant Professor	Victorian Literature, Indian Writing in English and in English Translation	12	10	Nil
Dipanjan Ghosh (Joined on 03.08.2009)	M.A., B. Ed	Guest Lecturer	Post-Colonial Literature, Indigenous Literature	8	2	Nil
Bibhas Sarkar (Joined on 28.01.2015)	M.A., B. Ed	Guest Lecturer	American Literatutre	1	0	Nil

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	Name of the Temporary Faculty with Qualification	Designation	Programme	Total No. of Classes in the Department	Total No. of classes taught by the temporary faculty	Percentage of lectures delivered by the temporary faculty
2011-12	Dipanjan Ghosh M.A.,B.Ed.	Guest Lecturer	Honours	38	10	26%
			General	10	4	40%
	Subharata	Guest	Honours	38	9	23%

	Sanyal M.A., B.Ed.	Lecturer	General	10	3	30%
2012-13	Dipanjan Ghosh M.A.,B.Ed.	Guest Lecturer	Honours	38	11	29%
			General	10	3	30%
	Asim Mondal M.A., B.Ed.	Guest Lecturer	Honours	38	10	26%
			General	10	03	30%
2013-14	Dipanjan Ghosh M.A.,B.Ed.	Guest Lecturer	Honours	38	11	29%
			General	10	4	40%
	Asim Mondal M.A., B.Ed.	Guest Lecturer	Honours	38	10	26%
			General	10	03	30%
2014-15	Dipanjan Ghosh M.A.,B.Ed.	Guest Lecturer	Honours	38	9	23%
			General	10	3	30%
	Bibhas Sarkar M.A., B.Ed.	Guest Lecturer	Honours	38	9	23%
			General	10	2	20%

### 13. Student-Teacher Ratio (programme wise):

Academic Session	Program	No. of Students	No. of Teachers (at the beginning of Session)	Student-Teacher Ratio
2011-12	UG Hons.	86	3	29:1
2012-13	UG Hons.	102	3	34:1
2013-14	UG Hons.	111	3	37:1
2014-15	UG Hons.	106	3	35:1
2015-16	UG Hons.	146	4	36:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL

## 15. Qualifications of teaching faculty with Sc./D.Litt./Ph.D./M.Phil./PG:

Highest Qualification	No. of Teaching Faculty (Existing)
D.Sc./D.Litt.	-
Ph.D.	1
M.Phil.	-
PG	3

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants received: NIL

18. Research Centre / facility recognized by the University: None

19. Publications:

Total No. of Publications of the Department (2011-15, during the teachers' tenure at Asannagar M.M.T College) = 23

Total No. of Existing Faculty = 4

Publication per Faculty =  $23/4 = 5.75$

Publications	2011	2012	2013	2014	2015	Total
Total year wise publication of the Dept.	6	7	1	8	1	23
No. of papers published in peer reviewed journals by faculty and students	3	4	-	7	-	14
No. of publications listed in International Database	-	-	-	-	-	-
Monographs	-	-	-	-	-	-
Chapter in Books	2	3	1	1	1	8
Books Edited	1	-	-	-	-	1

Books with ISBN/ISSN numbers with details of publishers	-	-	-	-	-	-
Citation Index	-	-	-	-	-	-
SNIP	-	-	-	-	-	-
SJR	-	-	-	-	-	-
Impact factor	-	-	-	-	-	-
h-index	-	-	-	-	-	-

N.B. For Full List of Publications of the Faculty, See Annexure-1

20. Areas of consultancy and income generated: Nil

21. Faculty as members in a) National committees: Nil

b) International Committees: Nil

c) Editorial Boards: One

- Dr. Chirantan Sarkar is a representative member of the Editorial Board of a Bangla 'little magazine' *Samakalik*. . Office: 190, Kendua Main Road, Garia, Kolkata 84. E-mail: [samakalik@gmail.com](mailto:samakalik@gmail.com)

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/ programme:

100% students of Part I successfully complete Environmental Projects as per the guidelines of the affiliating university.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students:

- Dr. Chirantan Sarkar has won the Travel Grant for the young authors of various Indian languages offered by Sahitya Akademi (National Academy of Letters). Regional office: 4 D.L.Khan Road, Kolkata 700025

## 24. List of eminent academicians and scientists/ visitors to the department:

Sl. No.	Name of the Eminent Academician	Designation and Affiliation	Purpose of Visit	Date
1.	Prof. Sarbani Chowdhury	Professor, Kalyani University	National Seminar	27-28/11/2015
2.	Smt. Sharmila Majumdar	Associate Professor, Kalyani University	National Seminar	27-28/11/2015
3.	Prof. Niladri Ranjan Chatterjee	Professor, Kalyani University	Special Lecture for the UG English Honours Students	4/12/2015
4.	Prof. Abrona Lee Aden	Associate Professor, Sikkim University	National Seminar	27-28/11/2015

## 25. Seminars/ Conferences/ Workshops organized &amp; the source of funding:

a) National: One seminar

Theme of the Seminar	Level	Funding Agency	Duration
"1914 and Beyond: Literary Reflections of war"	National	UGC	27-28 November, 2015

b) International: Nil

## 26. Student profile programme/ course wise:

Name of the Course/ programme	Applications received	Selected	Enrolled		No. of Students Appeared in the Final Exam of the Same Batch	Pass Percentage
			Male	Female		
English Honours						
2011-2012	150	37	22	15	31	58%
2012-2013	203	43	30	13	25	16%
2013-2014	177	43	33	10	Not yet appeared	
2014-2015	139	37	29	14	Not yet appeared	
2015-2016		49	34	15	Not yet appeared	



## 27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. English (Honours) as in the last five academic sessions	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? No Data available

## 29. Student progression:

Student progression	Against % enrolled
UG to PG	Above 60%
PG to M. Phil.	No Data available
PG to Ph. D.	No Data available
Ph.D. to Post-Doctoral	No Data available

Employed  Campus selection  Other than campus recruitment	No campus recruitment 20%
Entrepreneurship/ Self-employment	No Data available

### 30. Details of Infrastructural facilities

a) Library: No departmental library available

b) Internet facilities for Staff & Students: Available.

c) Class rooms with ICT facility: YES (movable projectors and Screens are there which can be used in any room.)

There is a separate classroom with ICT facility. The departmental teachers often make use of Power Point presentation for teaching and arrange film shows based on literary texts.

d) Laboratories: Not Available

31. Number of students receiving financial assistance from college, university, government or other agencies:

Name of the Scholarship/ Studentship	Session	No. of Students receiving financial Assistance		
		Total	Male	Female
Full Free Studentship	2011-12	-	-	-
	2012-13	-	-	-
	2013-14	-	-	-
	2014-15	-	-	-
	2015-16	-	-	-
Half Free Studentship	2011-12	02	02	00
	2012-13	04	04	00
	2013-14	08	06	02
	2014-15	01	00	01
	2015-16	-	-	-

There are different scholarships from government and other agencies which the students can avail. These scholarships are disbursed centrally and not channelized through the academic departments. The records are also kept centrally.

32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/ Speaker
Special Lecture	4/12/2015		IQAC	Prof. Niladri Ranjan Chatterjee

33. Teaching methods adopted to improve student learning:

- Besides the traditional Lecture (“Chalk and Talk”) Method, the teachers make extensive use of ICT tools like Overhead projectors, screens etc. for power point presentations.
- At times, film shows based on literary texts are arranged in digitally equipped seminar room.
- Student seminars are also organized as per the scheduled routine.
- Weaker students are identified and taken special care in the Remedial Classes.(Routine has to be made)

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The departmental teachers and the students actively participate in different socially relevant programmes like Blood Donation Camp, Thalassemia Detection Camp, etc. organized by the NSS unit of the college.



## 35. SWOC analysis of the department and Future plans:

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>➤ Hard working and disciplined students who are willing to learn.</li> <li>➤ Dedicated and qualified teachers who are willing to take extra classes as and when required for the benefit of the students.</li> <li>➤ The teachers prefer adequate ICT enabled teaching-learning in the classrooms beyond the conventional chalk-and-talk method. Film shows of literary texts are arranged in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Shortage of teaching staff in the last three years. However, one new teacher has recently joined the department.</li> <li>➤ The department has no separate space of its own. There is only one classroom dedicated specifically for the department.</li> </ul>

Opportunities	Challenges
<ul style="list-style-type: none"> <li>➤ The teachers are engaged in research activities. There is a scope for bringing in more Research Projects in the near future. The teachers publish in reputed national/international journals.</li> <li>➤ There is also an opportunity to open Functional English or Communicative English Course in the department.</li> </ul>	<ul style="list-style-type: none"> <li>➤ One of the major challenges is to overcome the acute shortage of teaching staff</li> <li>➤ Overcoming the shortage of books in the college library and having a separate departmental library with sufficient number of books to cater to the needs of the students</li> <li>➤ It is indeed a challenge to motivate the students who are mostly first generation learners and are from poor economic background. The teachers try their level best to ensure that every student of the department make optimum use of the resources available in the college.</li> </ul>

**Future Plans:**

- To introduce an entry level course for the English Honours students who are not well equipped in terms of their command over English Language
- To introduce an add-on course in Communicative English.
- To apply for more research projects, both Minor and Major by the faculties.

**EVALUATIVE REPORT OF THE DEPARTMENT OF HISTORY**

1. Name of the Department : **History**
2. Year of establishment : **General Course 2007 & Honours course 2008**
3. Is the Department part of a School/Faculty of the university : **University of Kalyani**
4. Names of programmes (UG, PG, M.Phil, Ph.D, Integrated Master's, Integrated Ph.D, D.Sc, D.Litt) : **U.G.**  
**(B.A. History Honours & History General)**
5. Name of Interdisciplinary courses and the departments/units involved : **Nil**
6. Courses in collaboration with other universities, industries, foreign institutions etc : **Nil**
7. Details of courses/programmes discontinued, if any, with reasons : **Nil**
8. Examination System : Annual/ Semester/Trimester/ Choice Based Credit System : **Annual**
9. Participation of the department in the courses offered by other departments : **History is also offered as a General Subject for the following Honours subjects - Bengali, English and Sanskrit. It is also offered as one of the subjects in the B.A. General Course.**
10. Number of teaching posts sanctioned, filled and actual (Professors/Associate Professor/Asst. Professor/Others) :

Posts	Sanctioned	Filled
<b>Professors</b>	<b>0</b>	<b>0</b>
<b>Associate Professors</b>	<b>0</b>	<b>0</b>
<b>Asst. Professors</b>	<b>2</b>	<b>1</b>
<b>Others</b>		

11. Faculty profile with names, qualification, designation, area of specialization, experience and research under guidance :

Name	Qualification	Designation	Specialization	Experience (Teaching)	No. of Ph.D/M.Phil students guidance for the last 4 years
<b>Sri Nilendu Biswas</b> (Date of joining 09-03-2010)	<b>M.A. Double (Hist &amp; Education), B.Ed</b>	<b>Assistant Professor</b>	<b>Women in Indian History</b>	<b>6 Years</b>	<b>Nil</b>
<b>Smt Mili Paul</b> (Date of joining 29-07-2010)	<b>M.A., B.Ed</b>	<b>Guest Lecturer</b>	<b>History of Ecology and Environment in India</b>	<b>5 Years 5 Months</b>	<b>Nil</b>
<b>Sri Biman Tarafdar</b> (Date of joining 02-09-2011)	<b>M.A., B.Ed</b>	<b>Guest Lecturer</b>	<b>History of Ecology and Environment</b>	<b>4 Years 4 Months</b>	<b>Nil</b>

			<b>in India</b>		
<b>Sri Narattam Biswas</b> (Date of joining 28-01-2015)	<b>M.A., B.Ed</b>	<b>Guest Lecturer</b>	<b>Women in Indian History</b>	<b>1 Year</b>	<b>Nil</b>

12. List of Visiting Fellows, adjunct faculty, emeritus professors : **None**

13. Percentage of classes taken by temporary faculty-programme-wise information : **40 %**

Session	Name of the Temporary Faculty with Qualification	Designation	Programme	Total No. of Classes in the Department (weekly)	Total No. of classes taught by the temporary faculty	Percentage of lectures delivered by the temporary faculty
2011-12	Mili Paul M.A.,B.Ed.	Guest Lecturer	Honours	38	5	13%
			General	11	3	27%
	Biman Tarafdar M.A., B.Ed.	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%
	Sukanta Biswas M.A., B.Ed.	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%
2012-13	Mili Paul M.A.,B.Ed.	Guest Lecturer	Honours	38	5	13%
			General	11	3	27%
	Biman Tarafdar M.A., B.Ed.	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%
	Sukanta Biswas M.A., B.Ed.	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%
2013-14	Mili Paul M.A.,B.Ed.	Guest Lecturer	Honours	38	8	21%
			General	11	1	09%
	Biman Tarafdar M.A., B.Ed.	Guest Lecturer	Honours	38	6	15%
			General	11	4	36%
2014-15	Mili Paul M.A.,B.Ed	Guest Lecturer	Honours	38	5	13%
			General	11	3	27%
	Biman Tarafdar M.A., B.Ed	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%

	Narattam Biswas M.A., B.Ed	Guest Lecturer	Honours	38	7	18%
			General	11	2	18%

## 14. Programme-wise Student Teacher Ratio :

Academic Session	Program	No. of Students	No. of Teachers (at the beginning of Session)	Student-Teacher Ratio
2011-12	UG Hons.	128	4	32:1
2012-13	UG Hons.	136	4	34:1
2013-14	UG Hons.	132	3	44:1
2014-15	UG Hons.	144	4	36:1
2015-16	UG Hons.	164	4	41:1

15. Number of academic support staff (technical) and administrative staff, sanctioned, filled and actual : **Nil**

16. Qualifications of teaching faculty with Sc./D.Litt./Ph.D./M.Phil./PG:

Highest Qualification	No. of Teaching Faculty (Existing)
D.Sc./D.Litt.	-
Ph.D.	-
M.Phil.	-
PG	4

17. Research thrust areas as recognized by major funding agencies : **Nil**

18. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies, project title and grants received project wise : **Nil**

19. Inter-institutional collaborative projects and associated grant received :

a) National collaboration: **Nil**                      b) international collaboration: **Nil**

20. Departmental projects funded by DST-FST, UGC-SAP/CAS, DPE, DBT, ICSSR, AICTE etc, total grants received : **Nil**

21. Research facility/centre recognized by the University : **Nil**

22. Publication : **03**

- Number of papers publication in peer reviewed journal (national/international): **Nil**

- Number of papers publication listed in International Database (for e.g. Web of science, Scopus, Humanities International Complete, Dare Database-International Social Science Directory, EBSCO host, etc) : **Nil**
  - Monograph : **01. "SWARNOKHALIR ITIKOTHA", by Sri Nilendu Biswas, published at Press popular, Majdia, Nadia.**
  - Chapter in Books : **Nil**
  - Edited Books : **01. "MADANMOHAN SWARONEY", Edited by Sri Nilendu Biswas, Amor prokashoni, 10/2B Ramanath Majumder street, Kolkata-9**
  - Books with ISBN with details of publishers : **Nil**
  - Books published : **(01) "EUROPER BIBORTITO RUP" by Sri Nilendu Biswas, published at Amor Prokashoni, 10/2B Ramanath Majumder street, Kolkata-9.**
  - Citation Index-range/average : **Nil**
  - SNIP : **Nil**
  - SJR : **Nil**
  - Impact Factor-range/average : **Nil**
  - H-index : **Nil**
23. Areas of consultancy and income generated : **Nil**
24. Faculty as members in
- a) National Committees : **Nil**
  - b) International : **Nil**
  - c) Editorial Boards : **Nil**
25. Students Projects :
- a) Percentage of students who have done in-house projects including inter departmental /Programme :  
**100% students of Part I successfully complete Environmental Projects as per the guidelines of the affiliating university.**
  - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other agencies : **Nil**

## 26. Awards/Recognition received by faculty and students :

Sl.No.	Name of the Students	Type of Co-curricular Activities	Date	Organizing authority
1	Rakhi Biswas	District level Youth Parliament Competition	28-01-2013	Dept. of Parliament Affairs, Govt. of West Bengal
2	Pravas Roy	Youth Parliament Quiz Competition	28-01-2013	Dept. of Parliament Affairs, Govt. of West Bengal
3	Debabrata Barman	District level Youth Parliament Competition	28-01-2013	Dept. of Parliament Affairs, Govt. of West Bengal
4	Debabrata Barman	District level Youth Parliament Competition	25-01-2014	Dept. of Parliament Affairs, Govt. of West Bengal
5	Debabrata Barman	Parliamentarian merit prizes winner (D.LY.P.C.)	25-01-2014	Dept. of Parliament Affairs, Govt. of West Bengal

## 27. Name of eminent academicians and scientist/visitors of the department :

Sl. No.	Name of the Eminent Academician	Designation and Affiliation	Purpose of Visit	Date
1	Sri Sujato Bhadra	Associate Professor, Kalyani University	Special Lecture for the UG History Honours Students	21/12/2015

## 28. Seminars/Conference/Workshop organized &amp; the source of funding a) National : Nil b) international : Nil

## 29. Students Profile programme course wise : B.A. Honours &amp; General (Last 4 years)

Name of the Course/ programme	Applications received	Selected	Enrolled		No. of Students Appeared in the Final Exam of the Same Batch	Pass Percentage
			Male	Female		
History Honours						
2011-2012	103	45	40	05	44	75 %
2012-2013	194	49	35	14	36	97 %
2013-2014	173	51	38	13	Not yet appeared	--
2014-2015	157	56	33	23	Not yet appeared	--
2015-2016	167	63	36	27	Not yet appeared	--

## 30. Diversity of Students :

Name of the course	% of students from same state	% of students from other states	% of students from abroad
B.A. Hons	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
B.A. General	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>

31. How many students have cleared National and State competitive examinations such NET, SET,GATE, Civil service, Defense service etc : **05**

Sl.No.	Name	Session	Address	Mobil No.	Remarks
1	Kalyan Mondal (M.A., B.Ed.)	2008- 2011	Vill-Rampur P.O. Asannagar, Nadia	9933323315	Asst. Teacher in Debagram High School.
2	Koushik Mondal (B.A. Hons)	2010- 2013	Vill+P.O. Swarnakhali, Nadia	7865942015	Service in P.M.B. at Adra Rail Division.
3	Kaberi Sarker (B.A. Hons)	2010- 2013	Vill+P.O. Durgapur, Nadia	7548054150	Service in West Bengal Police. Posting at Karimpur P.S.
4	Jamuna Bawali (B.A. Hons)	2010- 2013	Vill-Shyamnagar, P.O.- Swarnakhali, Nadia	9593846335	Service in Kanchrapara Rail Workshop.
5	Narattam Biswas (M.A., B.Ed)	2009- 2012	Vill-Kashipur P.O.-Asannagar, Nadia	8670833693	Attend Guest Lecturer in Asannagar M.M.T. College.

## 32. Student Progression :

Student Progression	Against % Enrolled
UG to PG	<b>20 %</b>
PG to M.Phil	<b>Nil</b>
PG to Ph.D	<b>Nil</b>
Ph.D to Post-Doctrol	<b>Nil</b>
Employed a) Campus selection b) Other than campus recruitment	<b>Nil</b> <b>05</b>
Enterpreneurship/self-empolyment	<b>Nil</b>

## 33. Details of Infrastructural facilities

a) Library : **College Library.**i)Total No. of Title on History in the college library : **411**ii)Total No. of books on History in the college library : **1263**b ) Internet facilities for Staff & students : **The Teacher and Students of the dept. get access to the 2 Internet linked computers, one in the teacher's room and the other in the library.**



c) Total no. of Class rooms : **02 [1 separate room (room No. 8) and 1 General Hall room ( room No.3)]**

c) Class rooms ICT facility : **1**

d) Laboratories : **Nil**

34. Number of students receiving financial assistance from college, university, government or other agencies :

Name of the Scholarship/ Studentship	Session	No. of Students receiving financial Assistance		
		Total	Male	Female
Full Free Studentship	2011-12	-	-	-
	2012-13	-	-	-
	2013-14	-	-	-
	2014-15	-	-	-
	2015-16	-	-	-
Half Free Studentship	2011-12	09	09	00
	2012-13	15	14	01
	2013-14	23	20	03
	2014-15	22	19	03
	2015-16	-	-	-

There are different scholarships from government and other agencies which the students can avail. These scholarships are disbursed centrally and not channelized through the academic departments. The records are also kept centrally.

35. Details of student's enrichment programme (special lectures/workshop/seminar) with external expert :

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/ Speaker
Departmental Seminar	03/01/2015	MADANMOHAN TARKALANKAR : ITIHASER EK UPEKHITO BYAKTITO	College	Sri Bimalendu Sinha Roy
Special Lecture	21/12/2015	<i>THE REVALENCE OF GANDHI'S CONCEPT OF SWARAJ AND NON-VIOLENCE IN PRESENT INDIA</i>	College	Prof. Sujato Bhadra

36. Teaching methods adopted to improved student learning :
- Lecture, Group-Discussion, Story tailing and Question-Answering method are adopted.**
  - Students are encouraged to write assignments.**
  - Class test/Half-yearly test also taken to develop the capability of students.**
37. Participation in Industrial and social Responsibility (ISR) and Extension activities :
- Students of the department always participate in NSS activities of our college and in the ISR and Extension activities.**
  - Students participate in college seminar, debates, Quiz programme, blood donation camp.**
38. Does the Department obtain feedback from
- Faculty on curriculum as well as and teaching-learning-evaluation? If yes, how does the department utilize the feedback : **No**
  - Students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback : **No**
  - Alumni and employers on the programmes offeres and how does the department utilize the feedback : **No**
39. List the distinguished alumni of the department (maximum 10): **Nil**
40. Highlight the participation of students and faculty in extension activities :
- Students always participate in NSS activities of our college and in the ISR and Extension activities.**
  - Students participate in college seminar, debates, Quiz programme, blood donation camp.**
41. Faculty Publication : **(01) "EUROPER BIBORTITO RUP" by Sri Nilendu Biswas, published at Amor Prokashoni, 10/2B Ramanath Majumder street, Kolkata-9. (No ISBN No.)**

## 42.SWOC analysis of the Department:

	<b>Strengths</b>	<b>Weakness</b>	<b>Opportunities</b>	<b>Challenges</b>
1	Organized, punctual & experienced faculty members.	Poorly attendance in the general/pass course.	Students can get Opportunities for higher study in M.A.	To meet up all necessities of large number of students.
2	Friendly relations between teacher & students.	No subject specific teaching-learning materials, like Model, Chart etc.	All kind of text books and reference books are available in college library.	Finding a good numbers of academically bright students interested in History.
3	Stood 1 <sup>st</sup> & 3 <sup>rd</sup> rank in honours subject in university examination.	No collaborative courses with other institutions.	With the background of history, students can do well in competitive exams.	To give to the students knowledge beyond their syllabus
4	Student Teacher ratio is favorable.			To train students for competitive exams.

## 43.Future Plans of the Department :

- a) **Setting up a departmental Library.**
- b) **To carry out textbook assignment.**
- c) **To introduce M.A. in History in distance learning/DODL mode.**
- d) **To arrange departmental tour at some historical places in Nadia & Murshidabad.**
- e) **To conduct National/State level seminar on Historical issues.**

**EVALUATIVE REPORT OF THE DEPARTMENT OF SANSKRIT**

1. Name of the department: Sanskrit
2. Year of establishment: 2007(General), 2009(Honours)
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D. etc.):UG(B.A Sanskrit Honours and Sanskrit General)
4. Names of Interdisciplinary Courses and the Departments/Units involved:NIL
5. Annual/Semester/Choice based credit system (Programme wise): B.A Sanskrit Honours and General: Annual(Part – I,Part – II and Part – III)
6. Participation of the Department in the courses offered by other Department: Sanskrit is also offered as a General Subject for the following Honours Subjects – Bengali, History and English. It is also offered as one of the subjects in the B.A General Course.
7. Courses in collaboration with other universities, industries, foreign institutions etc.: NIL
8. Details of Courses/Programmes discontinued(if any)with reasons: NIL
9. Number of teaching posts:

Table 1

	Sanctioned	Filled
Professors	--	--
Associate Professors	--	--
Assistant Professors	2	2

10. Faculty Profile with name, qualification, designation, specialization (D.Sc. / D.Litt. / Ph.D. / M.Phil. etc.):

Table 2

Name	Qualification	Designation	Specialization	No. of years of experience		No. of Ph.D. students guided for the last four years
				Teaching	Research	
A) PRESENT FACULTY (PERMANENT, FULL TIME)						
Dr.Amrita Sihi (Joined on 22.07.2014)	M.A, Ph.D.	Assistant Professor	Indian Philosophy	1	3	NIL
BimalRakshit (Joined on 22.07.2014)	M.A	Assistant Professor	Panini Grammar	1	-	NIL

B) PRESENT FACULTY (GUEST LECTURER)						
Dipak Nandi (Joined on 27.07.2010)	M.A, B.Ed.	Guest Lecturer	Vedanta	5	--	NIL
Suman Mazumder (Joined on 01.10.2012)	M.A,M.Phil. Ph.D.	Guest Lecturer	Sahitya	3	4	NIL

11. List of senior visiting faculty: None

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty:

Table 3

Name of temporary faculty with qualification	Designation	Academic session taught	Total no. of classes in the departmental routine	Total no. of classes taught by temporary faculty	Percentage of classes taught by temporary faculty
Dipak Nandi	Guest Lecturer	2013-14	43	15	34.88%
		2014-15	59	09	15.25%
		2015-16	54	05	09.25%
Suman Mazumder	Guest Lecturer	2013-14	43	14	32.55%
		2014-15	59	08	13.55%
		2015-16	54	05	09.25%
Chandrik Thakur	Guest Lecturer	2013-14	43	14	32.55%

13. Student-Teacher ratio (Programme wise):

Table 4

Academic session	Programme	No. of students	No. of teachers (at the beginning of session)	Student-Teacher ratio
2015-16	UG Hons.	100	4	25:1

14. No. of academic support staff (Technical) and administrative staff (sanctioned and filled):

Table 5

Posts	Sanctioned	Filled
Academic support stuff(Technical)	0	0
Administrative stuff	0	0

## 15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / M.Phil. / PG:

Table 6

Highest qualification	No. of teaching faculty(Existing)
D.Sc. / D.Litt.	-
Ph.D.	2
M.Phil.	0
PG	2

16. Number of faculty with on-going projects from a) national b) international funding agencies and grants received: None

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants received : None

18. Research facility/centre recognized by the University : Nil

## 19. Publications:

i) Total no. Of Publications of the Department (2012 – 2015, during the teacher's tenure at Asannagar M.M.T. College)=05

ii) Total no. of existing faculty = 04

iii) Publication per faculty =  $5/4 = 1.25$

Publications	2012	2013	2014	2015	Total
Total year wise publication of the Dept.	Nil	Nil	2	3	5
No. of papers published in peer reviewed journals by faculty and students	Nil	Nil	1	Nil	1
No. of publications listed in International Database	Nil	Nil	Nil	Nil	Nil
Monographs	Nil	Nil	Nil	Nil	Nil
Chapter in Books	Nil	Nil	Nil	Nil	Nil
Books Edited	Nil	Nil	Nil	Nil	Nil

Books with ISBN/ISSN numbers with details of publishers	Nil	Nil	1	3	4
Citation Index	Nil	Nil	Nil	Nil	Nil
SNIP	Nil	Nil	Nil	Nil	Nil
SJR	Nil	Nil	Nil	Nil	Nil
Impact factor	Nil	Nil	Nil	Nil	Nil
h-index	Nil	Nil	Nil	Nil	Nil

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in

- a) National Committee: Nil  
 b) International: Nil  
 c) Editorial Boards: Nil

22. Students Projects:

- a) Percentage of students who have done in-house projects including inter departmental /Programme : Nil  
 b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/Other agencies : Nil

23. Awards/Recognition received by faculty and students: Youth Parliament

24. Name of eminent academicians and scientist/visitors of the department: Nil

25. Seminars/Conference/Workshop organized & the source of funding a)  
 National: 1

Table 7

	Title of the seminar	Level	Funding Agency	Duration /Year	Organised by
b)	PuranerNabaNirman: Sampratic Sahitye	National	UGC Sponsored	24 <sup>th</sup> – 25 <sup>th</sup> June, 2015	Asannagar M.M.T. College(Host institution) in collaboration with Department of Sanskrit , NabadwipVid yasagar College

International: Nil

26. Students Profile programme /course wise:

Table 8.A

Name of the course/Programme: Sanskrit Hons.		Enrolled	No. of Passed candidates	1 <sup>st</sup> Class/ division
Academic session				
2011-12	Part I	36	33	21
	Part II	32	24	03
	Part III	18	16	01
2012-13	Part I	35	32	00
	Part II	37	30	00
	Part III	24	18	03
2013-14	Part I	37	34	03
	Part II	39	26	00
	Part III	39	30	03
2014-15	Part I	46	Not Available	Not Available
	Part II	50	Not Available	Not Available
	Part III	34	Not Available	Not Available

Table 8.B

Name of the course/Programme: Sanskrit Hons.	Applications received	Selected	Ratio
Academic session			
2011-12	179	36	4.97:1
2012-13	135	35	3.86:1
2013-14	75	37	2.03:1
2014-15	61	44	1.39:1
2015-16	146	40	3.65:1



Table 8.C

Name of the course/Programme: Sanskrit Hons.	Male	Female
Academic session		
2011-12	57	29
2012-13	66	30
2013-14	72	41
2014-15	63	67
2015-16	51	49

## 27. Diversity of Students :

Table 9

Name of the course	% of students from same state	% of students from other states	% of students from abroad
B.A. Hons./Gen. Part-I	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
B.A. Hons./Gen. Part-II	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
B.A. Hons./Gen. Part-III	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>

28. How many students have cleared National and State competitive examinations such as NET, SET, GATE, Civil service and Defense Service etc. : No Data Available

## 29. Student Progression :

Table 10

Student Progression	Against % Enrolled
UG to PG	No Data Available
PG to M.Phil.	No Data Available
PG to Ph.D.	No Data Available
Ph.D. to Post-Doctoral	No Data Available
Employed a) Campus selection b) Other than campus recruitment	No Data Available
Entrepreneurship /self-employment	No Data Available

## 30. Details of Infrastructural facilities

- Library: Total books of Sanskrit Department in the college library-1156.
- Internet facilities for Staff: YES
- Total no. of Class rooms: (01) ONE CLASS ROOM

c) Class rooms ICT facility: Department has no ICT facility; use common ICT facility room(Room no 7)

d) Laboratories: NO

31.Number of students receiving financial assistance from college, university, government or other agencies :

Table 11

Name of the Scholarship/Studentship	Session	No of students receiving financial assistance		
		Total	Male	Female
Half Free Studentship	2011-12	04	03	01
	2012-13	03	02	01
	2013-14	08	07	01
	2014-15	02	02	00

32.Details of student's enrichment programme (special lectures/workshop/seminar) with external expert :No Data Available

33.Teaching methods adopted to improve student learning: The traditional lecture method is preferred in the class room lectures. Weaker students are identified and taken special care in class lectures, discussion and question-answering.

34.Participation in Industrial and social Responsibility (ISR) and Extension activities : NSS

35.Faculty Publication : Nil

36.SWOC analysis of the Department:

Table 12

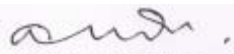
Strengths	Weakness	Opportunities	Challenges
1 Hard working students	Shortage of permanent teaching staff.	There are opportunities to open Sanskrit M.A course if new permanent posts should be created and filled and adequate infrastructural facilities are made available.	One of the major challenges is to overcome the acute shortage of teaching staff.
2 Hard working teachers	The department has no separate space of its own	There is a scope for bringing in Research Projects for the teachers in the near future.	
3 Special classes for interested students	The department has no separate library	There is a scope to utilize Sanskrit books for research and higher studies	

37.Future Plans of the Department :

- a. To open the PG course.
- b. To organize another National Level seminar in the near future.
- c. To organise workshop and special talks by external teacher.

**DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.



Dr Asok Kr Das  
Principal  
Asannagar Madan Mohan Tarkalankar College  
Asannagar, Nadia

Place: Asannagar

Date: 12-01-16

Signature of the Head of the institution with seal:



Self Assessment Report (SSR) Writing Unit

1. Md. Monirul Islam, Asst. Professor, Dept. of English
2. Chirantan Sarkar, Asst. Professor, Dept. of English

## 8. Contact Details

Name of the Principal: Dr. Asok Kr. Das

Name of the Institution: Asannagar Madan Mohan Tarkalankar College

City: Krishnanagar

Pin Code: 741161

Accredited Status: Not yet Accredited

Work Phone : 03742-264400

Website: [www.ammtcollege.in](http://www.ammtcollege.in)

E-mail : [collegemadanmohan@gmail.com](mailto:collegemadanmohan@gmail.com)

Mobile: +91 9434199430/ +91 9475437152

**ANNEXURE I: Letter of Affiliation University of Kalyani**

EC06031

#15

University of Kalyani



PROCEEDINGS OF THE 31<sup>ST</sup> MEETING OF 6TH EXECUTIVE COUNCIL TO BE HELD ON Thursday THE 30<sup>TH</sup> July 2009 AT 12 NOON IN THE Conference room (adjacent to the chamber of the Vice-Chancellor) OF THE UNIVERSITY

**Members Present**

1. Prof. A.K.Das - Chairman, Vice-Chancellor	9. Dr. Nanda Kr. Ghosh
2. Prof. Padma Chatterjee	10. Dr. Utpal Biswas
3. Prof. Subhaikshmi Nandi	11. Dr. Samsuzzaman Ahmed
4. Prof. J. K. Mandal	12. Dr. Biswambhar Mondal
5. Prof. Ashok Sengupta	13. Dr. Apurba Krishna Bhattacharyya
6. Shri K.K. Bhaumik	14. Dr. Ajay Adhikari
7. Shri Subhrajyoti Roy	15. Dr. Malay Kr. Samanta
8. Dr. Debansu Das	

Shri Utpal Bhattacharyya, Registrar was present as Secretary.

18. Item No. 18 of the agenda: Any other matter with the permission of the chair.

06031/18. 11) The Executive Council approved syllabus under semester system of the following Post Graduate courses with effect from 2009-2010 :

- Business Management (syllabus with regulation)
- Sanskrit
- Bengali
- Sericulture
- Philosophy
- Molecular Biology & Biotechnology

Member requested the Vice-Chancellor for mentioning aided colleges and self-financing colleges separately in the university diary.

Member also wanted to incorporate 'Adopted leave' for the teachers in the leave rules by amending the existing rules.

Dr. Ajay Adhikary raised the issue of non-compliance of University order by Prabharani B.Ed. College regarding invitation of university nominee in the governing body meeting. Necessary action be taken immediately.

Dr. Ajay Adhikary also raised the issue of granting permanent affiliation to the affiliated colleges to enable them to avail of the financial assistance provided by the UGC under sec 2F & 12B of UGC act 1956. As such the colleges, which have completed continuous imparting of instruction of Graduate course consecutively for 3 years, may be granted permanent affiliation by the University. After threadbare discussion the Executive Council resolved that proposal of Dr. Adhikary be accepted only for colleges, which are aided by the State Government.

Sd/-  
Registrar

## ANNEXURE II

Ph. 23236351, 23232701, 23237721  
23234116, 23235733, 23232317  
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)  
UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

F. No. 8-586/2013 (CPP-I/C)

April, 2014

The Registrar,  
University of Kalyani  
Kalyani – 741 235  
West Bengal

11 APR 2014

**Sub:** - Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. nil dated 24.12.2013 received from the Principal, Asannagar Madan Mohan Tarkalankar College, P.O. Asannagar, Dist. Nadia – 741 161, West Bengal on the above subject and to say that it is noted that the College is **aided** and **permanently** affiliated to **University of Kalyani, Kalyani**. I am further to say that the name of the following College has been included in the list of colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto Bachelor's Degree':-

Name of the College	Year of Establishment	Remarks
Asannagar Madan Mohan Tarkalankar College, P.O. Asannagar, Dist. Nadia – 741 161, West Bengal.	2007	The college is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Charan Dass)  
Under Secretary

Copy to:-

1. The Principal, Asannagar Madan Mohan Tarkalankar College, P.O. Asannagar, Dist. Nadia – 741 161, West Bengal.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. Addl. Chief Secretary (Higher Education), Government of West Bengal, 6<sup>th</sup> Floor, Room No. 604, Biksh Bhawan, Salt Lake, Sector - 2, Kolkata – 700 091, (West Bengal).
4. Joint Secretary, UGC, Eastern Regional Office (ERO), LB-8 Sector-III, Salt Lake, Kolkata - 700 091, (West Bengal).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Khanna)  
Section Officer

## ANNEXURE III

All communications are to be addressed to the Joint Secretary by designation and not by name.



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt.)  
Eastern Regional Office  
LB-8, Sector-III, Salt Lake,  
Kolkata-700 098 (West Bengal)  
दूरभाष Phone: (033) 2335 4767/फैक्स Fax: (033) 2335 4767  
ई-मेल Email: ugzero\_kolkata@yahoo.in

No.F.Meeting.-12/13-14 (ERO)

December 16, 2014

To

The Principal/Teacher-in-Charge,  
Asananagar Madan Mohan Tarkalankar College,  
Panchthupi,  
**West Bengal 741 161.**  
(Kalyani University)

**Sub: UGC Assistance to colleges during XII Plan– regarding.**

Sir/Madam,

As per the UGC, Head Office, New Delhi, letter No. F.1-14/2010(RO/Meeting), dated 25.11.2014 all new colleges which are under Section 2(f) and 12B of the UGC Act, 1956 are eligible for an ad-hoc grant of Rs.10.00 lakh (Rupees ten lakh only). This grant is being released under General Development Assistance (GDA) for Twelfth Plan (2012-17) to the colleges who have not released General Development Assistance during Eleventh and Twelfth Plan. An ad-hoc grant of **Rs.10,00,000/- (Head 35 Rs.8,00,000/- and Head 31 Rs.2,00,000/-)** can be spent under the categories are given below:

Head	Expenditure permitted to be incurred
Grants in Aid-Capital Expenditure (Head 35) – 80%	Purchase of books, journals and <u>equipment</u>
Grants in Aid-General Expenditure (Head 31) – 20%	Contingency, Extension Activities, Field work/study tours etc., (Details are given in the XII Plan Guidelines)

Therefore, colleges are requested to follow the XII Plan General Development Guidelines to spend this money. The allocation of XII Plan (Plan Block Grant (PBG) would be conveyed to you after approval of the competent authority.

The guideline for the above scheme is available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). Those Colleges, who have not submitted the XII Plan General Development proposal, are requested to submit the documents as per Twelfth Plan Guidelines (ANNEXURE -I and ANNEXURE –II) and send to this office, duly signed by the Principal/Teacher-in-Charge and forwarded by the affiliating University latest by **15.01.2015**.

It may kindly be noted that all the required enclosures are to be attached, failing which the proposal would not be considered.

Yours sincerely,

(Mohammad Arif)  
Joint Secretary

Encl : As above





UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098

No. WK4-038/14-15

(ERO) ID No. WK4-038

Date: 16-Dec-14

**- 1 JAN 2015**

The Accounts Officer  
University Grants Commission  
Eastern Regional Office, Kolkata 700 098

S.No. 223370

Sub : Release of Grant-in-Aid during the Current financial year (2014-15), during XIIth Plan, to  
**Asannagar Madan Mohan Tarkalankar College**

Sir/Madam,

I am directed to convey the sanction of the Commission for payment of Rs. **1000000** towards the scheme **XIIth Plan College Development** to the Principal, **Asannagar Madan Mohan Tarkalankar College** for the Plan expenditure to be incurred during the current financial year as per details given below:

Purpose of the grant	Approved allocation	Amount already sanctioned	Amount being sanctioned now	Total grant including the grant now being sanctioned
Undergraduate	(Rs.)	(Rs.)	(Rs.)	(Rs.)
Ad-hoc grant				
Plan Block Grant-Head-31	0	0	200000	200000
Plan Block Grant-Head-35	0	0	800000	800000
Total			<b>1000000</b>	

The College is requested to note:

- A. SC component: 15%, ST component: 7.5%, General component (including Minorities): 77.5%  
B. No photocopy of bills/vouchers or the originals and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

2. The sanctioned amount is debit to Head 1.B-(i)b and valid for payment during the financial year 2013-14 only.  
3. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Electronic mode as per the following details:

(a) Details (Name &amp; Address) of Account Holder:

Principal,

**Asannagar Madan Mohan Tarkalankar College****Panchthupi****West Bengal 741 161**

(b) Account No.: 30816511165

(c) Name &amp; Address of Branch: State Bank of India, ADB Radhanagar

(d) MICR Code of Branch: 7410020103

(e) IFSC Code : SBIN0005681

(f) Type of Account : SB/Current/Cash Credit.

**You are requested to confirm the receipt of the above amount in your account by sending back the enclosed stamped receipt within 7 days.**

4. The grant is subject to the adjustment on the basis of Utilisation Certificate in the prescribed proforma submitted by the University/College/Institution.  
5. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilised only on approved items of expenditure  
6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/Guidelines there under from time to time.  
7. The Utilisation Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the closing of the current financial year.  
8. The assets acquired wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.  
9. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.



UNIVERSITY GRANTS COMMISSION  
EASTERN REGIONAL OFFICE  
LB 8 Sector III Salt Lake, Kolkata 700 098

10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization, the simple interest @10% per annum as amended from time to time on unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
11. The University/College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC,ST&OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts.
12. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes of the Union) Rules, 1976 etc.
13. **The grants should not be use for Self-Financing/Unaided Courses.**
14. It may be noted that the accounts of the grant-in-aid institution shall be subject to inspection by Officers of the ERO, UGC, Kolkata.
15. **The interest earned by the University/Colleges/Institute on this grant-in-aid shall be treated as additional grant and may be shown in the UC/Statement of expenditure to be furnished by grantee institution.**
16. The sanction issues in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No.10-11/12(Admn.IA&B)] dated 28/5/2013.
17. The University/Institutions shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutes, 2009.
18. **The University/Institutions shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).**
19. The accounts of the University/Institutions will be open for audit by the Controller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
20. The annual accounts i.e. balance sheet, income and expenditure statement and receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
21. Funds to the extent of Rs. \_\_\_\_\_ are available under the scheme.
22. This issue with the concurrence of UGC vide Diary No 497 (UGC) dated 10.12.2014
23. This issue with the approval of \_\_\_\_\_ vide Diary No. \_\_\_\_\_ dated \_\_\_\_\_

**Details of the amount is being released:**

General component (3A): Rs.	775000
SC componen (3B)t:Rs.	150000
ST componen (3C)t: Rs.	75000
<b>TOTAL:</b>	<b>1000000</b>

Yours faithfully,

*Sd*

(Dr. Mohammad. Arif)  
Joint Secretary

Copy forwarded for information and necessary action to :

- Principal/Teacher-in-Charge,  
**Asannagar Madan Mohan Tarkalankar College**  
**Panchthupi**  
**West Bengal 741 161**  
He/She is requested to abide by these instructions/Guidelines of sanction order
- Registrar/ Director, Co-ordinator, College Development Council, Kalyani University
- Auditor General, Govt. of West Bengal
- The Secretary, Higher Education, Govt. of West Bengal
- The Director of Public Instructions (Higher Education) Govt. of West Bengal
- Undergraduate

*Avtar Singh*  
(Avtar Singh)  
Under Secretary

**ANNEXURE IV**

Government of West Bengal  
Higher Education Department  
C.S. Branch  
Bikash Bhevan, Salt Lake, Kolkata-91.



No: 589-Edn(CS)  
4C-24/07

Dated, Kolkata, the 15th June, 2007

From: Shri J.N.Bhattacharyya  
O.S.D. & Ex-Officio Joint Secretary  
to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal,  
Bikash Bhevan, Salt Lake.

Sub : Establishment of a new general degree college named  
Asannagar Madan Mohan Tarkalankar College, Asannagar  
Nadia w.e.f. the academic session 2007-08 under the  
West Bengal Colleges (Payment of Salaries) Act, 1978.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to approve the establishment of a new general degree college named Asannagar Madan Mohan Tarkalankar College at Asannagar in the district of Nadia with effect from 2007-08 academic session with the subjects of Bengali, English, History, Political Science and Sanskrit in the general stream.

2. The College will be guided by the terms and conditions as laid down by the State government/affiliating university/UGC/any other body having jurisdiction in the matter.

3. The Governor has also been pleased to approve the creation of the following teaching and non-teaching posts in the usual scales of pay attached to the posts alongwith all other admissible allowances with effect from the date of filling up of the same but not earlier than the date of issue of this order for the newly approved college :

A) Teaching Posts

<u>Name of the Post</u>	<u>No. of the Post</u>	<u>Scale of Pay</u>
1) Principal	1 (One)	Rs 16,400-22,400/-
2) Lecturer	5 (five)	Rs 8,000 - 13,500/-

One each in Bengali, English, History,  
Political Science and Sanskrit.

contd..p/2

Attested  
Principal  
Asannagar Madan Mohan Tarkalankar College  
Asannagar, Nadia  
14.9.15

B) Non-teaching Post

<u>Name of the Post</u>	<u>No. of the Post</u>	<u>Scale of Pay</u>
1. Accountant	1 (one)	Rs 4000 - 8850/-
2. Cashier	1 (one)	Rs 4000 - 8850/-
3. Clerk	1 (one)	Rs 3350 - 6325/-
4. Typist	1 (one)	Rs 3350 - 6325/-
5. Peon	2 (two)	Rs 2600 - 4175/-
6. Guard	1 (one)	Rs 2600 - 4175/-
7. Sweeper/Jamadar (Part-time)	1 (one)	Rs 700/- per month Consolidated.

4. The teaching posts sanctioned herein should be filled up on the basis of recommendation of the West Bengal College Service Commission.

5. The non-teaching posts sanctioned herein should be filled up following the recruitment procedures as prescribed by the Government Orders No. 830-Edn(CS) dated 31.10.95 and 222-Edn(CS) dated 22.02.01 and also Reservations rules as applicable from time to time copies of the Govt. orders are enclosed for guidance of the college authority.

6. The charge on account of payment salary of the staff of the college will be met from the provision under the Head, "2202-General Education-03-University & Higher Education-104-Non-Govt. Colleges & Institutes-NP-001-Assistance to non-govt. Colleges & Institute-V-31-Grants-in-aid-01-Salary Grants" in the State Budget during the respective financial year. (Code : 2202-03-104-NP-001-V-31-01).

7. This order is issued with the concurrence of the Finance Department vide their Gr. B U.O.No.58/EH/N/CS/4C/24/2007 dt.06.06.07.

All concerned are being informed accordingly.

O.S.D. & E.O. Joint Secretary

No. 589/1(13)-Edn(CS) Dated, Kolkata, The 15th June, 2007

Copy forwarded for information & necessary action to:-

1. The Accountant General(A&E), West Bengal.
2. The Finance Department of this Government.
3. The Registrar, Kalyani University, Kalyani, Nadia-741235  
He is requested to take step towards granting affiliation after due observance of formalities.
4. The Member-Secretary, West Bengal State Council of Higher Edn. 147a, Rashbehari Avenue, Kolkata - 700 029.
5. The Secretary, West Bengal College Service Commission, 6, Bhabani Dutta Lane, 4th floor, Kolkata - 700 073.
6. The Joint Director of Public Instruction(UGC), West Bengal.
7. The Joint Director of Public Instruction(NGC), West Bengal.

Government of West Bengal  
Education Department  
C. S. Branch  
Baksh Bhavan, Salt Lake  
Calcutta-91



No. 830-Edn(CS)

Dated, Calcutta the 31.10.95

From : Shri S.K.Das,  
Dy. Secretary to the Govt. of West Bengal.  
To : The Director of Public Instruction, West Bengal.  
Sub : Recruitment policy regarding appointment in  
non-teaching posts in Non-Govt. Colleges.

Sir,

With reference to your U.O.No.599/95 dated 18-9-95 on the subject mentioned above, I am directed by order of the Governor, to say that the Governor has now been pleased to order that henceforth all the Group 'C' and Group 'D' non-teaching posts in all the non-Government Colleges, except in respect of the cases mentioned below, should be filled up only from amongst the candidates sponsored by the Employment Exchange(s).

In the following cases exemption for recruitment through Employment Exchange(s) be made.

The cases of appointment on compassionate ground like dying in harness or having been declared physically incapacitated for rendering further service.

The existing non-teaching employees shifting from one Non-Govt. College to another will not come under the purview of this Government order.

The promotional posts can however be filled up from amongst the employees holding lower feeder posts by promotion from Group 'C' to Group 'C' in terms of provision in this regard in the Statutes of affiliating units.

In case no suitable candidate for such promotion is available, direct recruitment can be made to such promotional posts.

The above provision may be brought to the notice of all Non-Govt. Colleges immediately.

Yours faithfully,

*S.K.Das*

Deputy Secretary

Contd...2

Attested

*[Signature]*

Principal

Asananagar Madan Mohan Tarkalankar College  
Asananagar, Nadia

14.9.15

/ 3 /

8. The Joint Director of Public Instruction (PPS); West Bengal.
9. The President/Secretary, Organising Committee Asannagar Madan Mohan Tarkalankar College, P.O. Asannagar, Dist:- Nadia.
10. The Computer Cell of this Department.
11. The P.S. to the Minister-in-Charge, Higher Education Deptt.
12. The P.S. to the Principal Secretary of this Department.
13. The Guard file.



*gmo*  
O.S.D. & E.O. Joint Secretary.

Attested  
*[Signature]*  
Principal  
Asannagar Madan Mohan Tarkalankar College  
Asannagar, Nadia  
14.9.15

ANNEXURE V

**ASANNAGAR MADAN MOHAN  
TARKALANKAR COLLEGE**  
NADIA, WEST BENGAL

**MASTER PLAN 2015-2025**

*Subhash C. Roy*  
11/5/2015

Subhash C. Roy, Architect  
B. Arch., MCP (IIT), AITP  
Regd. No. CA/78/04682

*Prepared by*

***Subhash C. Roy***

B. Arch., MCP (IIT), AITP  
Architect, City Planner

## TARKALANKAR COLLEGE

### GENESIS :

Asannagar Madan Mohan Tarkalankar College situated in a far-off remote rural area in the district of Nadia in West Bengal started with a modest financial strength but the determination of several senior persons of the locality. During the early 2000, Asannagar locality had two High Schools at Asannagar and Bhimpur. Students passing out from these schools having the urge for higher education had to travel to Majhdia or Krishnanagar, a distance of more than 20 kms. The population around the village Asannagar being financially not very resourceful many of such aspiring students had to abandon the thought of higher education since daily commuting to such long distance appeared too expensive for them.

Thereby respected persons of the neighbourhood like Sri Amulya Ratan Biswas alongwith Sri Samar Biswas, Head



Teacher of Bhimpur High School spearheaded the idea of establishing a college. A Trustee Board was then formed to search for a suitable land for the college. After several attempts to purchase a suitable land for the college, the present location was finalized for an area of 3.7 acres and registration was made on 21<sup>st</sup> May, 2007 at the registry Office in Krishnanagar. Accordingly, all necessary arrangements and formalities were completed by the Trustee Board to establish the college with affiliation from Kalyani University.

A pertinent drive was then made to form a working fund for the college with donations from villagers in all kinds and forms in the surrounding locality. Moreover, a girl school, of the neighbourhood, which was closed for certain reason, the land was sold for Rs.3,50,000/- and proceedings were forwarded to the college fund run by the Trustee Board till 2010 when a Governing Body was formed. Later a new Governing Body was formed in 2014 with Sri Bimalendu Sinha Roy as President and Dr. Snigdha Chattopadhyya, Teacher-in-Charge as Secretary. Thus, works started for

building construction of the college and thereby the need for a Master Plan for a Plan period during 2015-2025 appeared in the minds of members of the new Governing Body of the College. This Master Plan 2015-2025 is prepared as a concept to visualize the Vision and Mission of the present Governing Body at Assannagar Madan Mohan Tarkalankar College.

## **VISION :**

In times when the present is as unpredictable as the future, the role of education no longer remains within the traditional and conventional definition. The need of the hour is to have educational institutions contributing to the economical, social and cultural development of the country through the provision of a balanced education to the highest international standard founded in accessibility, mobility and research excellence. The Vision of the present Governing Body of the College, being a perfect blend of sublime thoughts in a demanding socio-economic background is to cater self-sustainable education for the upliftment of the society. Hence the socialization of job oriented and self sustainable education would be the intention of all associated with the development of Assananagar Madan Mohan Tarkalankar College.

## MASTER PLAN 2015-2025 : CONCEPT :

### **MISSION AND OBJECTIVE :**

West Bengal has produced a pool of talents of which a large contribution comes from districts. To be established as a 'College par Excellence', the mission will be to be equipped with latest mode of education in all faculty and modern infrastructure. Moreover, the college will be striving to prepare students who can stand up for global competition and surpass the expectation of the society. In this connection the college will make grounds for students to enhance their intellectual abilities and personal skills. The intention is always to emphasize on quality and nurture the hidden talent and power within individuals. In other words the noble objective is to provide quality education at affordable cost to students, with universal and equitable education, at the Assannagar Madan Mohan Tarkalankar College.

## **MASTER PLAN 2015-2025 : CONCEPT :**

In view of the Vision, Mission and Objective of the present Governing Body of Assananagar Madan Mohan Tarkalankar College and sufficient land being already acquired, a Master Plan with systematic approach must be prepared. Since the growth of the College, being obviously an **“Organic Growth”** with time, this Master Plan for a period of ten years will be a **Concept and Guideline** to propose development of the College. Funds for the development will have to be accrued by the College as **‘Development Fund’** and donations from various authorities and individuals.

Besides, University Grants Commission (UGC) provides funds for various infrastructure development of affiliated colleges. So the aim should be to submit Detail Project Report with Plans and Estimates in time, whenever the UGC invites for the same. It was observed during the previous five year plans of the UGC, that if all papers required are submitted in proper manner and schedule, UGC is too liberal to sanction such Grants, provided projects are

completed and Utilisation Certificate (UC) submitted in due time.

This '**Master Plan 2015-2025**' aims as a **Concept for Development and Guideline** but may be reviewed from time to time according to the demand and function of the College. In such case advice may be sought from experts who are conversant in the matter. However, this Master Plan 2015-2025 was prepared on the advice of the present Governing Body and envisages extension of the existing Academic Building laterally and longitudinally to provide sufficient space for various departments and faculty. Plans for the same are submitted for observation and comment by members and well wishers of the college.

Since the Vision of the College is to provide self-sustainable education, care has been taken to develop a "**Vocational Training Centre**". This Centre shall provide job oriented "**Entrepreneurship programmes**" for students of the College who are willing, alongside Academic pursuit for courses of the University. These job oriented courses may be franchised to various such **Vocational Training**

**Institutes** or Government programmes for skill development.

But, these programems must be reviewed from time to time as per demand of the society and market at large to be altered accordingly.

Asannagar Madan Mohan Tarkalankar College is situated in a remote area and away from the hum-drums of market place and commercial premises; other infrastructure facilities becomes a necessity for students and faculty within the college campus. In this regard a Guest House-cum-Canteen and a Women's Hostel is proposed in the initial stage and plan period of this Master Plan. Also, a large stretch of land is kept reserved for future development as per demand. The Guest House will provide guest accommodation to visiting faculty, who will enrich the students vis-à-vis the college faculty on the highest international standards of education and research excellence. Also temporary family accommodation for faculty members who are permanent full time teachers, appointed by the Government, may be allotted for a fixed period till they arrange for proper accommodation. A canteen for students

and staff has also been provided. The canteen may be run by proper experienced caterer, who will also run the guest-house on contract basis. Also girl students who join the college from a long distance away from their homes shall be provided accommodation in the Women's Hostel. University Grants Commission is liberal, in this effect to provide grants for such Women's Hostel in remote rural and border areas. Detail plans are described in the following pages for the various buildings of the College as envisaged in this Master Plan 2015-2025. Also the playground must be developed properly with driveways and pathways leading to various buildings.



## ACADEMIC BUILDING :

The existing Academic Building is a two storied L-shaped building having a plinth area 775.73 Sq.M (8347 sq.ft.). It is proposed to transform the L-shaped building to U-shaped building by extending the East wing parallel to the West wing of the existing building. In such case the added plinth area will be 169.88 Sq.M (1828 sq.ft.). Thus the total plinth area of the Academic Building will be 945.61 Sq.M (10,175 sq.ft.). In the Master Plan 2015-2025 it is proposed to extend this two storied building to four storied having two stair case at the eastern and western end of the building with a Conference Hall at the first floor. The total built-up area of the four storied Academic Building will be 3787.42 Sq.M (42,905 sq.ft.).

The ground floor of this Academic Building will comprise of Administrative office, Classrooms, Students' utility, viz. separate common room for boys and girls and Union office, Electric Switch Room and Maintenance Store. The diesel generator set may be re-positioned from the front side of the building to western side of the building near

## ACADEMIC BUILDING :

The existing Academic Building is a two storied L-shaped building having a plinth area 775.73 Sq.M (8347 sq.ft.). It is proposed to transform the L-shaped building to U-shaped building by extending the East wing parallel to the West wing of the existing building. In such case the added plinth area will be 169.88 Sq.M (1828 sq.ft.). Thus the total plinth area of the Academic Building will be 945.61 Sq.M (10,175 sq.ft.). In the Master Plan 2015-2025 it is proposed to extend this two storied building to four storied having two stair case at the eastern and western end of the building with a Conference Hall at the first floor. The total built-up area of the four storied Academic Building will be 3787.42 Sq.M (42,905 sq.ft.).

The ground floor of this Academic Building will comprise of Administrative office, Classrooms, Students' utility, viz. separate common room for boys and girls and Union office, Electric Switch Room and Maintenance Store. The diesel generator set may be re-positioned from the front side of the building to western side of the building near

Electric Switch Room. Necessary toilets for boys, girls and staff are located in a separate block at the north-east corner of the Academic building and connected by corridor. Drive way from the Main Entrance Gate to Academic Building will circumscribe the playground and end below a portico in front of the building. Cars will then move to Car Parking bay near the entrance gate.

The first floor will have a total built-up area of 1150.61 Sq.M (12,381 sq.ft.) with a Conference Hall of 205 Sq.M (2206 sq.ft.) accommodating about 250 audience and a platform for speakers. This conference hall will be constructed on free-standing columns on the southern front side of the Academic building. Also the first floor will accommodate various departments of faculty, each in separate rooms with attached toilets. Moreover, the department of Geography is suggested as a self financed course and is for the Governing Body to approve its commencement. Also four class-rooms and a toilet block has been provided on the first floor over the existing toilet in ground floor.

The second floor will be only class-room large and small sizes, with a separate toilet block for boys and girls connected by corridor. The Third floor provides the main automated library and classrooms. A reading room for reference book is adjacent to the library. A computer room for internet is also adjacent to the library. All classrooms provided in the Academic Building will accommodate 70 to 80 students for the smaller size and about 150-180 for the larger room size.

## VOCATIONAL TRAINING CENTRE :

The Vocational Training Centre having to be the socialization of job oriented and self sustainable education, has to amply provide such activities that will encourage students to participate whole heartedly. The courses should be so selected that it will be interesting for the students as well as gainful economically when they pass out from the college with university degree. These courses will be part time courses and self financed. Thus various private institutes which provide these courses shall have to be invited and necessary arrangements for equipments, etc. shall be provided by them. The courses may be exclusively for girls or boys as the need be.

The **Vocational Training Centre** is a three storied building at the southern side of the site overlooking the playground. The Physical Education department and NSS have been accommodated in this building with various vocational courses on the upper floors. The total plinth area is 226.69 Sq.M (2439 sq.ft.) The upper two floors have built-up area 235.19 Sq.M (2531 sq.ft.) each and the total built-up area of the building is 696.57 Sq.M. (7495 sq.ft.).

## **COLLEGE CANTEEN-CUM-GUEST HOUSE :**

The College Canteen-cum-Guest House is an ancillary building to college building and is approached by a gangway from the main building. The ground floor, having a plinth area of 161.31 Sq.M (1736 sq.ft) accommodate students' canteen and staff canteen with a pantry kitchen. Also a small stationery and book store shall be provided to cater needs of the student. The book store may be run by the students' union whereas the canteen may be leased to experienced caterer to provide good quality food & snacks and be capable to run the guest house on first floor under the supervision of the college.

The first floor of this building will have four double bed rooms with attached toilets and balcony overlooking the scenic beauty of the rivulet flowing nearby. The total floor area will be 191.31 Sq.M (2059 sq.ft). Similarly the second floor will have four family suites with one bed-room, attached toilet and a kitchen veranda for each suite. The second floor built-up area will be 191.31 Sq.M (2059 sq.ft) and the total built-up area of this building will be 543.93 Sq.M (5853 sq.ft).

## WOMEN'S HOSTEL : LANDSCAPING

The Women's Hostel, overlooking the scenic beauty on the north and a statutory requirement as per UGC particularly for rural and border areas, has been provided on the North East corner of high land within the College campus. This will be approached by a pathway situated on the rear side of the Academic Building. The Women Hostel is proposed as 50 seated hostel. The ground floor consist of Kitchen and store, Dining Hall, Common Room, Visitors Room, three two seated rooms particularly for physically challenged boarders, stair case and toilet block. The total plinth area in ground floor will be 323.56 Sq.M. (3482 sq.ft.)

The first floor will comprise of eight two seater rooms. Two separate rooms for Monitor and Sick room are provided near the toilet and stair block. The first floor area will be 291.47 Sq. M (3136 sq.ft). The second floor of the hostel will also accommodate eight two seated rooms with a study, toilet and stair block connected by a corridor. The floor area of second floor will be 291.47 Sq.M (3136 sq.ft.). Thus the total built-up area for this three storied building shall be 906.5 Sq.M (8066 sq.ft.). However, this building may be extended to four storied for an additional 20 more students whenever demand arises.

## **PLAYGROUND AND LANDSCAPING :**

The existing playground size 88.5M x 24.0M which is also a statutory requirement for college campus and highly recommended by NAAC (National Accreditation Assessment Committee) will be an asset of the college. Thereby, the Physical Education department will appropriately utilize this playground. But, this playground should be properly prepared with slope, drainage and the circumscribing carriageway. Grass treatment must be properly made with hedging alongside the carriageway on all four sides of the ground to prevent pedestrians crossing over the ground as short-cut to other buildings of the college. The ground should be properly maintained and this could be assigned to students who join the NSS to develop an attitude for the love of the college and society at large. Tree plantation should also be done with proper landscaping by students. It is suggested in the first year a student who joins the college will plant a tree under supervision of the college and nurture it during the stay with the college. This could be a part of Environment study and NS to build a cult for love of Nature and Environment amongst students.



## Budgetary Cost Estimate : 2015

	<u>Floor Area, Sq.M</u>	<u>Cost Estimate (Rs.)</u>
<b>1. Academic Building :</b>		
i) Ground Floor existing	775.73	NIL
ii) Ground Floor, extension	169.88	32,28,000.00
iii) First floor existing	579.24	NIL
iv) First floor extension	366.37	43,41,500.00
v) First Floor Conference Hall	205.00	40,83,500.00
vi) Second floor, new constn.	945.61	1,12,05,500.00
vii) Third Floor, new constn.	945.61	1,12,05,500.00
<b>Total</b>	<b><u>3987.42</u></b>	<b><u>3,40,64,000.00</u></b>
<b>2. Vocational Training Centre :</b>		
i) Ground Floor	226.69	43,07,000.00
ii) First Floor	235.19	27,87,000.00
iii) Second Floor	235.19	27,87,000.00
<b>Total</b>	<b><u>696.57</u></b>	<b><u>98.81,000.00</u></b>
<b>3. College Canteen-cum-Guest House :</b>		
i) Ground Floor	161.31	30,65,000.00
ii) First Floor	191.31	22,67,000.00
iii) Second Floor	191.31	22,67,000.00
<b>Total</b>	<b><u>543.93</u></b>	<b><u>75,99,000.00</u></b>
<b>4. Women's Hostel :</b>		
i) Ground Floor	323.56	61,48,000.00
ii) First Floor	291.47	34,54,000.00
iii) Second Floor	291.47	34,54,000.00
<b>Total</b>	<b><u>906.50</u></b>	<b><u>1,30,56,000.00</u></b>
<b>5. Playground</b>	<b>2124.00</b>	<b>10,28,000.00</b>
<b>6. Carriageway &amp; Pathway</b>	<b>L.S.</b>	<b>15,00,000.00</b>



# ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE NADIA, WEST BENGAL

## MASTER PLAN 2015-2025

*Prepared by*

***Subhash C. Roy***

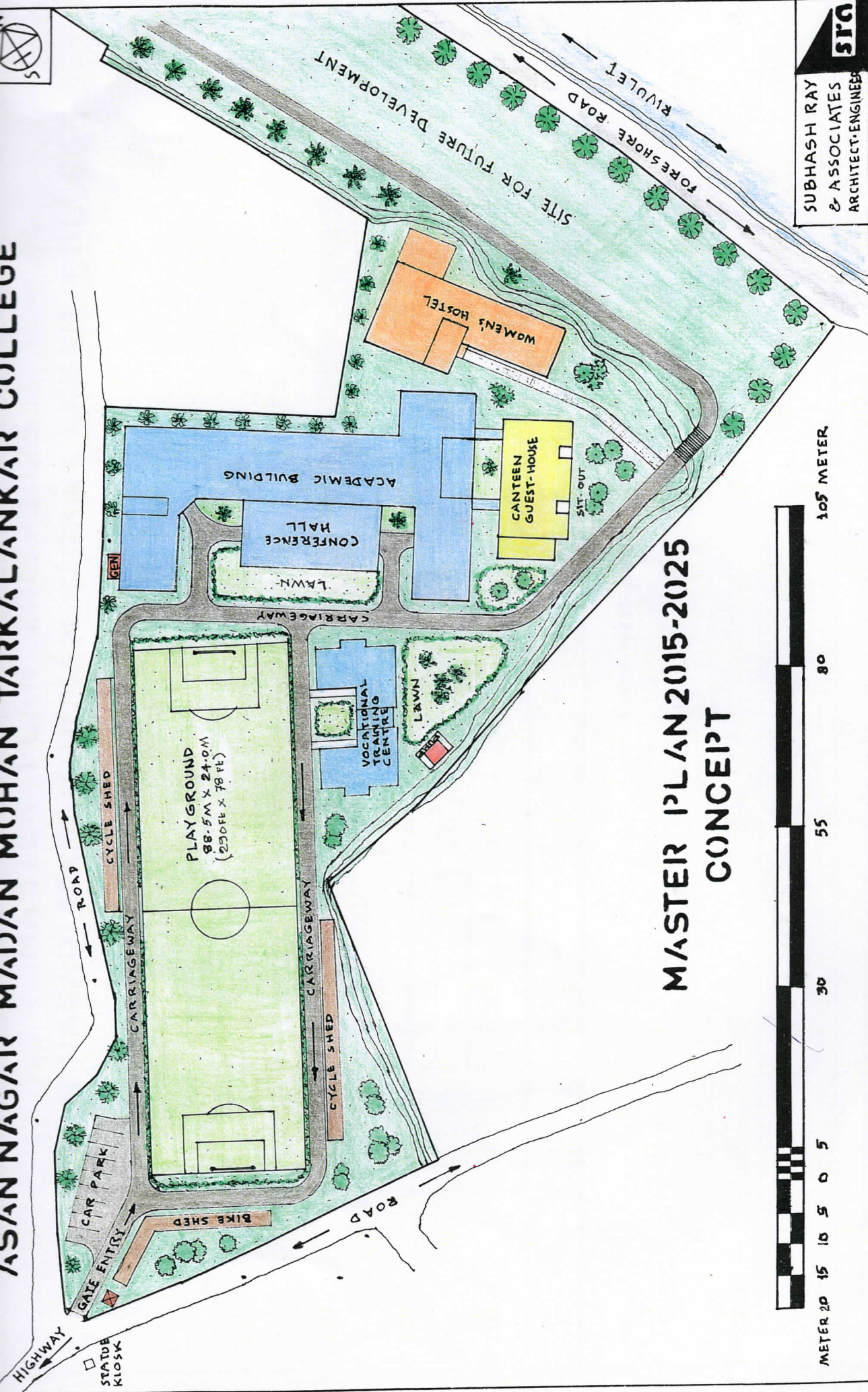
B.Arch., MCP (IIT), AITP  
Architect, City Planner

SUBHASH ROY  
& ASSOCIATES  
ARCHITECTS-ENGINEERS

MASTER PLAN 2015-2025  
CONCEPT



ASSAN NAGAR MADAN MOHAN TARKALANKAR COLLEGE



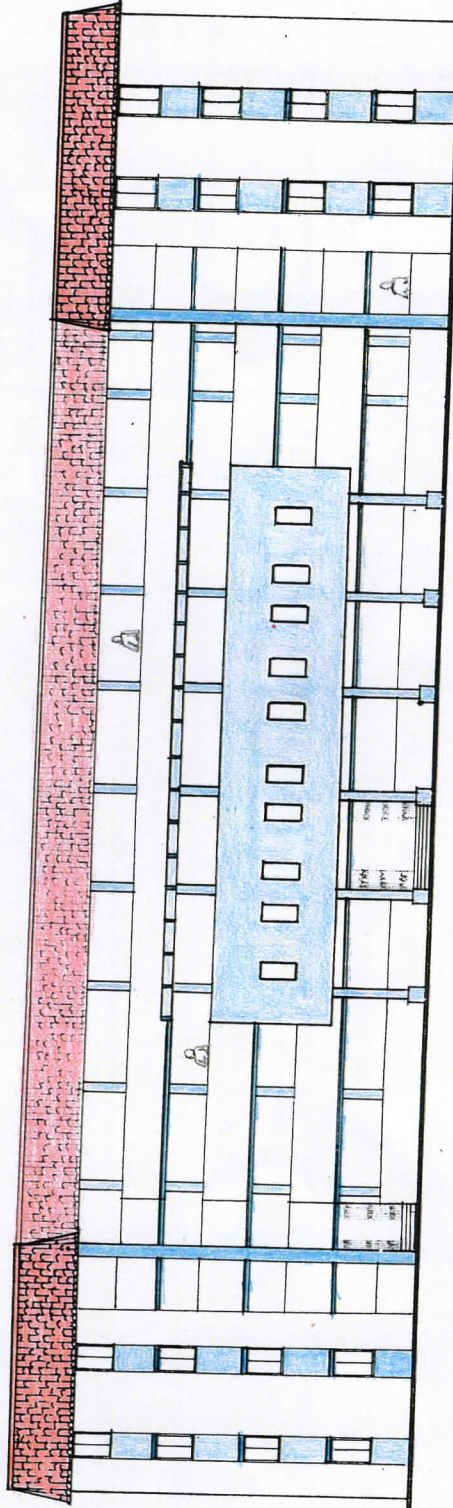
**SRG**  
 SUBHASH RAY  
 & ASSOCIATES  
 ARCHITECT-ENGINEER

**MASTER PLAN 2015-2025  
 CONCEPT**



MASTER PLAN 2015 - 2025

ASSAN NAGAR MADAN MOHAN TARKATANKAR COLLEGE



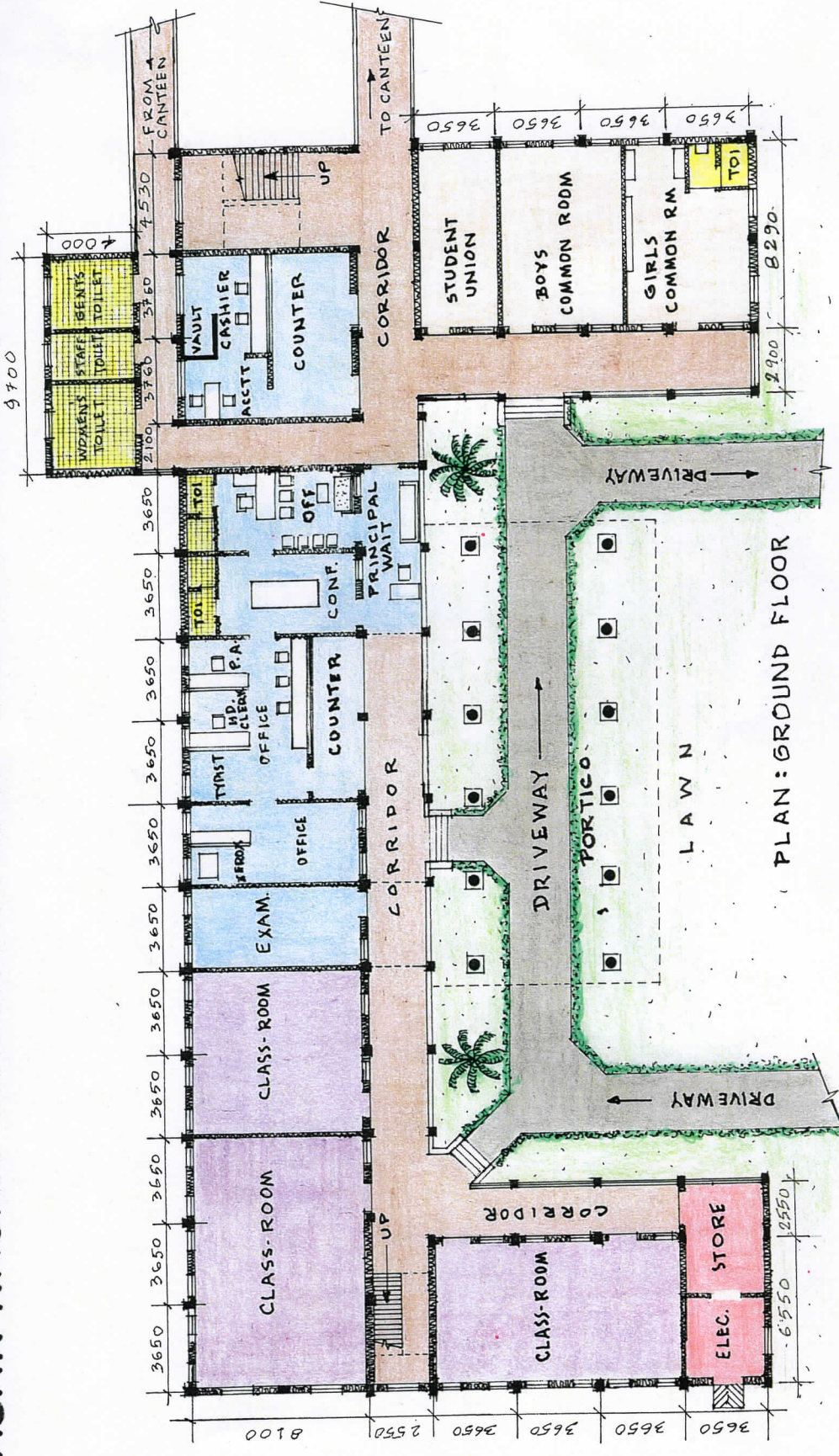
SOUTH-WEST ELEVATION

ACADEMIC BUILDING

**SUBHASH C. RAY**  
 B.A.RCH (CAL) M.C.P (IT) A.I.T.P  
 ARCHITECT-URBAN PLANNER  
**SUBHASH RAY & ASSOCIATES**  
**SR**

MASTER PLAN 2015 - 2025

ASSAN NAGAR MADAN MOHAN TARKALANKAR COLLEGE



ACADEMIC BUILDING

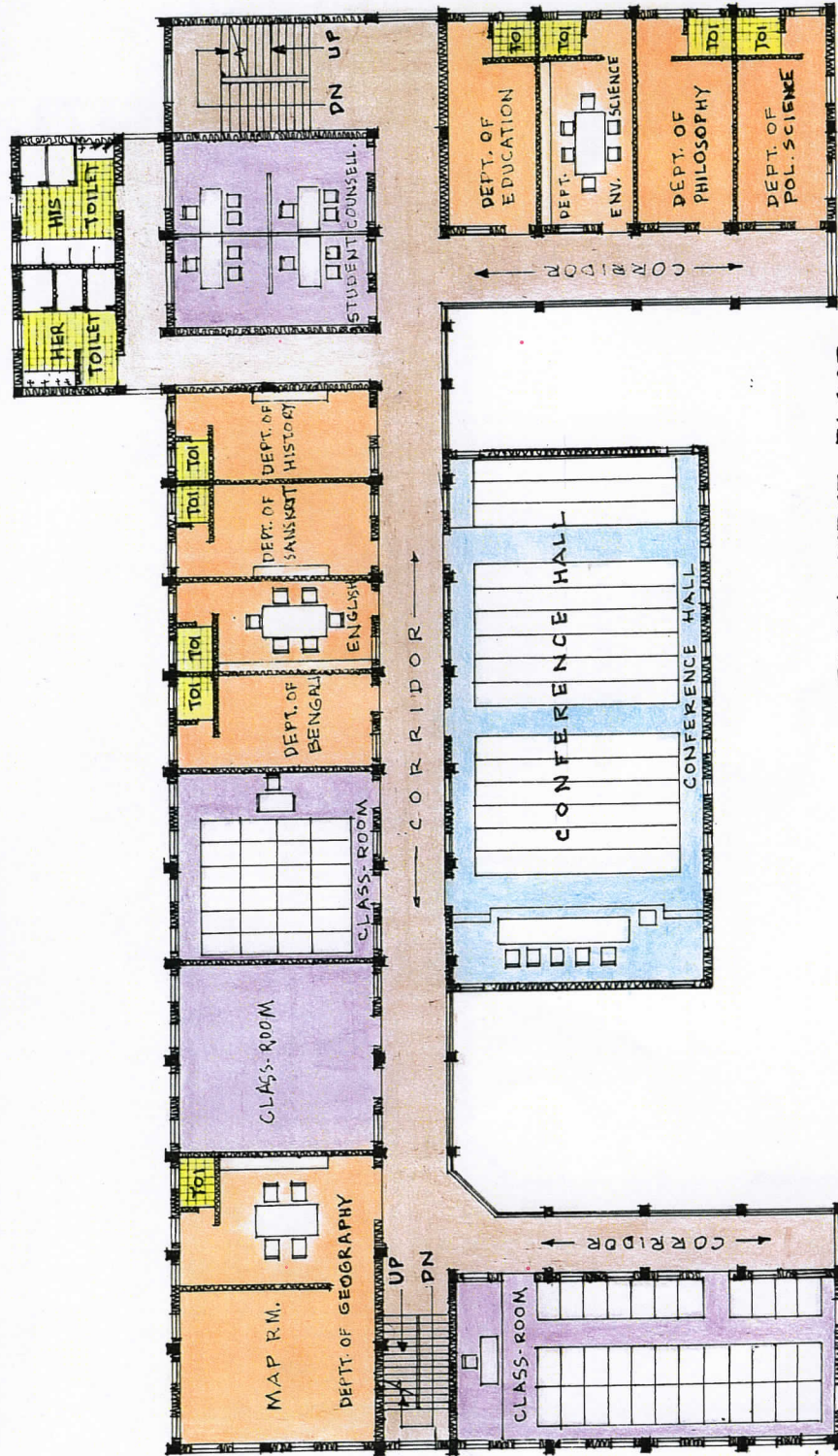
SUBHASH C. RAY  
 B.ARCH(II) / M.ARCH(III) / A.I.T.P.  
 ARCHITECT-URBAN PLANNER

SUBHASH RAYE ASSOCIATES

**SFG**

MASTER PLAN 2015 - 2025

# ASSANAGAR MADAN MOHAN TARKALANKAR COLLEGE



PLAN : FIRST FLOOR

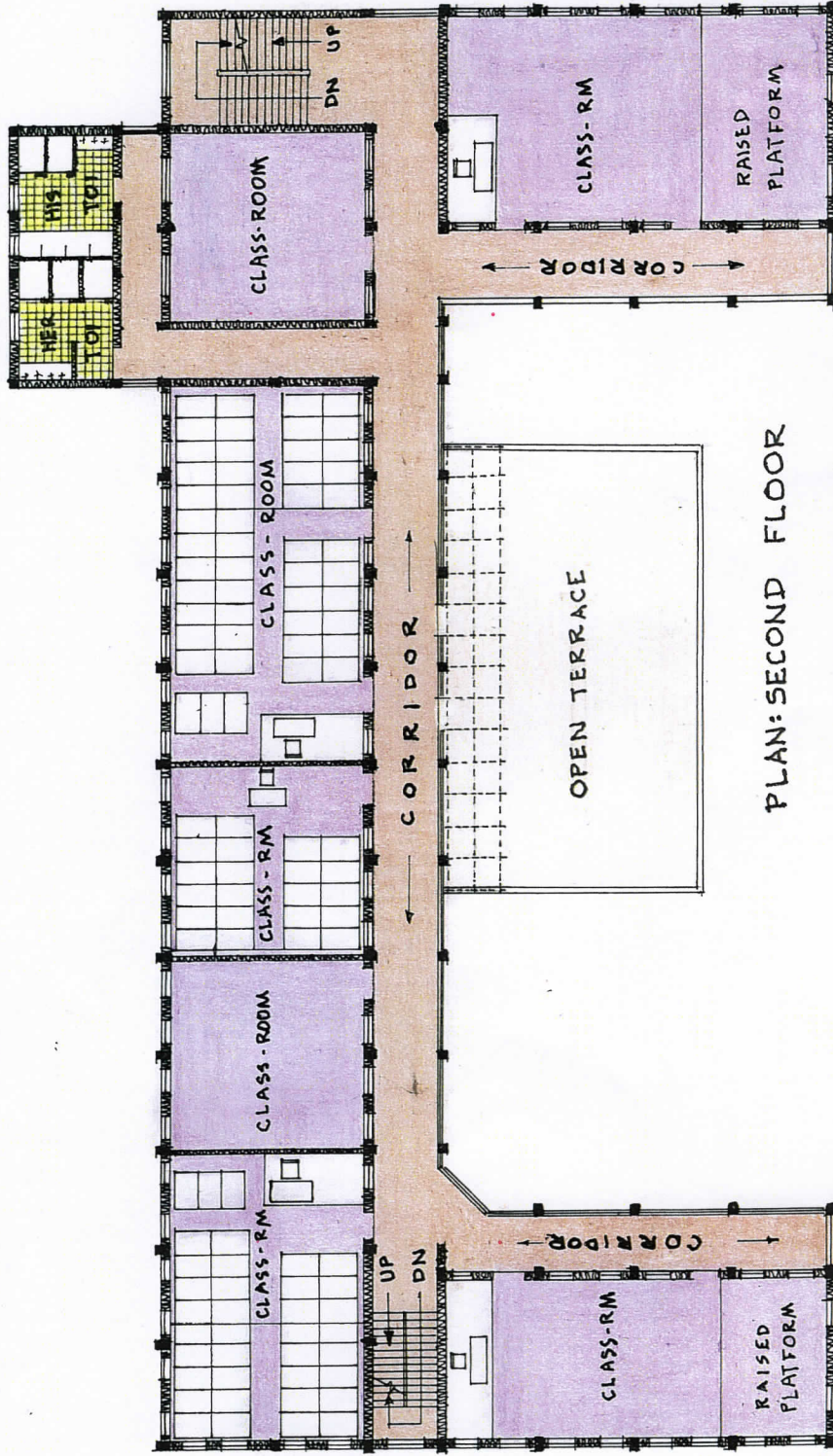
## ACADEMIC BUILDING

**SUBHASH C. RAY**  
 ARCHITECTURAL INCORPORATED  
 ARCHITECT-URBAN PLANNER  
**SCA**



# MASTER PLAN 2015 - 2025

## ASSANAGAR MADAN MOHAN TARKALANKAR COLLEGE



PLAN: SECOND FLOOR

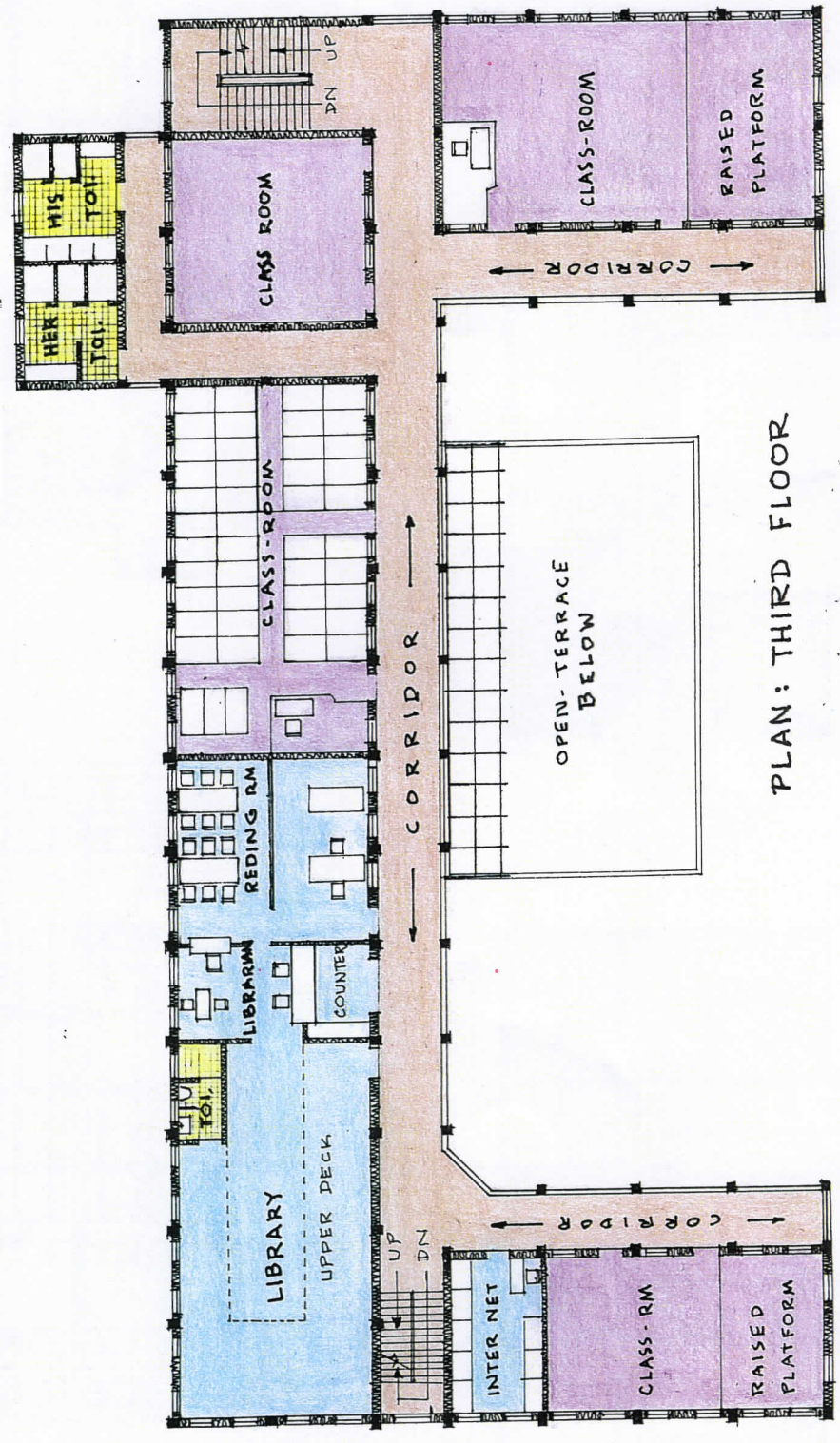
### ACADEMIC BUILDING

**SUBHASH C. RAY**  
 B. ARCH (CAL) M. ARCH (IT) M. P.  
 ARCHITECT-URBAN PLANNER  
**SUBHASH RAY & ASSOCIATES**





# MASTER PLAN 2015 - 2025 ASIAN NAGAR MADAN MOHAN TARKALANKAR COLLEGE



PLAN: THIRD FLOOR

## ACADEMIC BUILDING

**SUBHASH C. RAY**  
 B.Arch (CAL) M.C.P. (IT) A.I.T.P.  
 ARCHITECT-URBAN PLANNER

**SUBHASH RAY & ASSOCIATES**

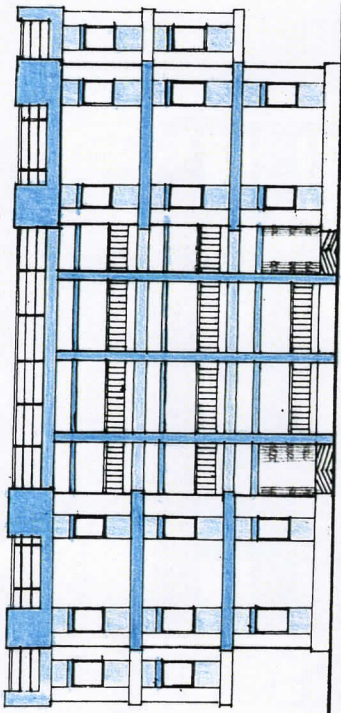
**SRCA**

# MASTER PLAN 2013-2023 ASSAN NAGAR MADAN MOHAN TARKALANKAR COLLEGE

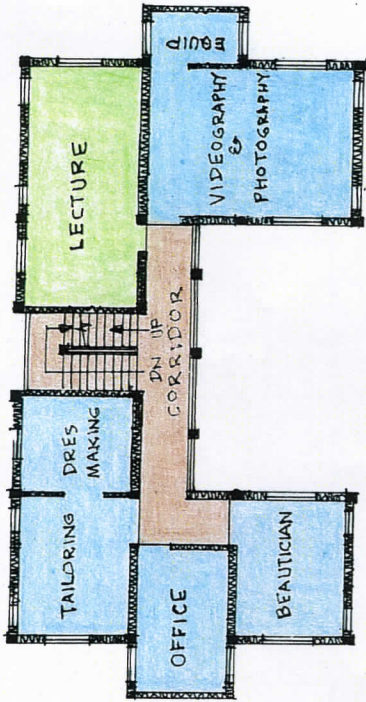
**SIG**

SUBHASH C. RAY  
B. ARCH (CAL) MCP (IIT) AITP

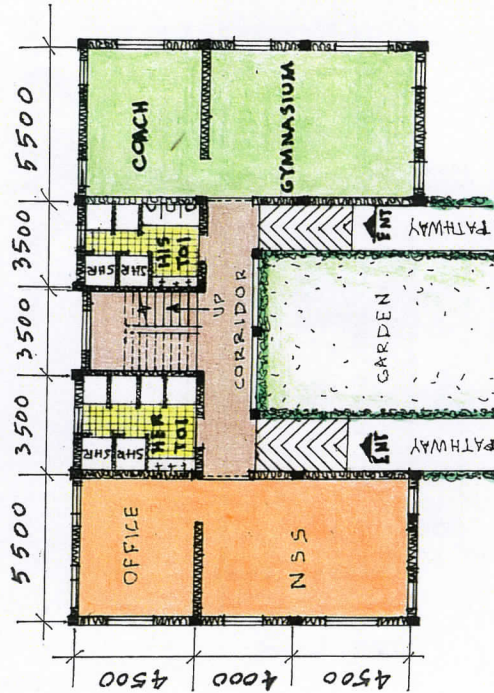
SUBHASH RAY & ASSOCIATES



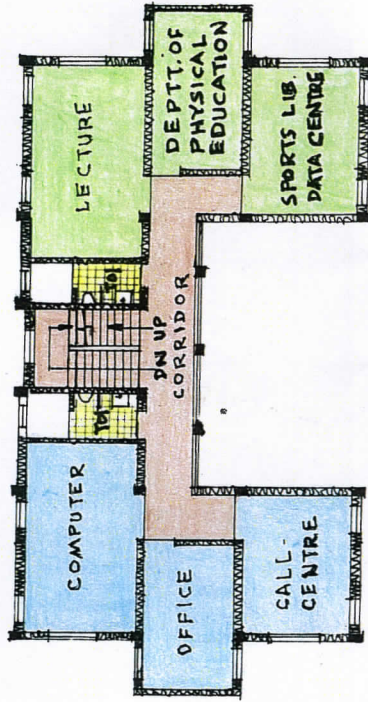
NORTH-WEST ELEVATION



PLAN: SECOND FLOOR



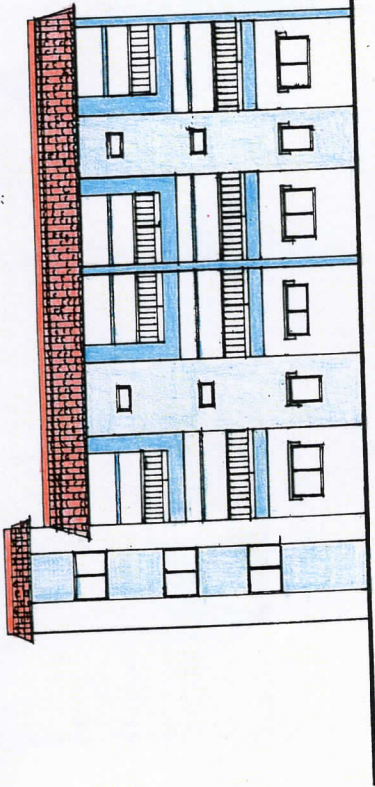
PLAN: GROUND FLOOR



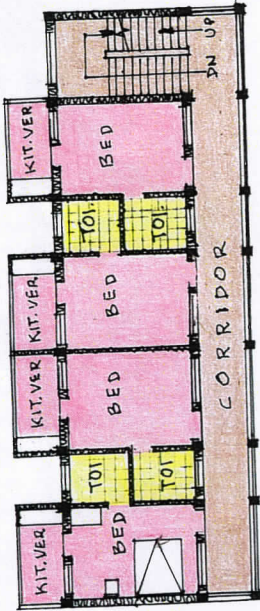
PLAN: FIRST FLOOR

## VOCATIONAL TRAINING CENTRE

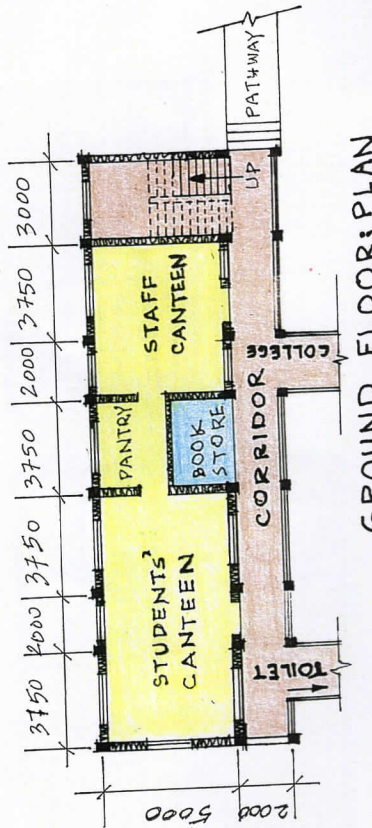
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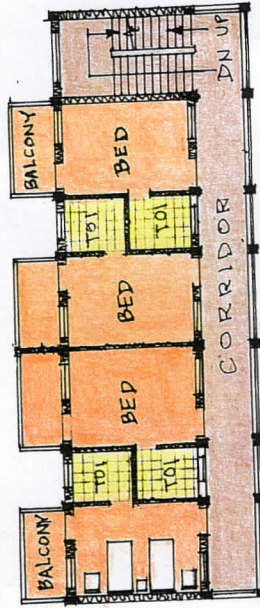
SOUTH-EAST ELEVATION



FAMILY SUITE  
SECOND FLOOR : PLAN



GROUND FLOOR: PLAN



GUEST ROOM  
FIRST FLOOR : PLAN

## COLLEGE CANTEEN - CUM - GUEST HOUSE

**SFG**  
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