



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA
Name of the head of the Institution	Dr. Paramartha Ghosh
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03211246235
Mobile no.	9434345586
Registered Email	akpc_m@yahoo.co.in
Alternate Email	pghoshakpc@yahoo.com
Address	Subhashnagar , P.O. - Bengai , Dist : Hooghly
City/Town	Arambagh
State/UT	West Bengal
Pincode	712611

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ashish Kar
Phone no/Alternate Phone no.	03211246772
Mobile no.	8583006239
Registered Email	ashishkar1957@gmail.com
Alternate Email	nandysamir@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.akpcmahavidyalaya.org/images/uploads/63f313cb0ec9c_aqar_report.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.akpcmahavidyalaya.org/images/uploads/Adobe%20Scan%2008%20Feb%202023.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.85	2004	16-Sep-2004	15-Sep-2009

6. Date of Establishment of IQAC	08-Dec-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshops for students/ other stakeholders on CBCS Curriculum	07-Aug-2018 1	925
Administrative and Technical Training Program for Non-Teaching staff	27-Aug-2018 2	21
Meeting with the N.C.C. unit members along with some senior Cadets	07-Sep-2018 1	26
Meeting with the faculties	18-Sep-2018 1	105
Meeting with the Library employees in presence of members of library sub- committee	12-Nov-2018 1	24
Meeting with the N.S.S unit members	14-Dec-2018 1	42
Meeting with the Management	29-Dec-2018 1	27
Administrative and Technical Training Programme for Non- Teaching staff	08-Jan-2019 2	23
Meeting with the faculties	12-Feb-2019 1	97
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Aghorekamini Prakash Chandra Mahavidyalaya	UGC Grant for the Construction of Golden Jubilee Centenary Floor	UGC	2018 365	1250000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

To familiarize the students, Non teaching staff, and the faculties with the new academic and evaluation procedures under CBCS, a Workshop on the CBCS curriculum and associated University rules is organized by the IQAC on 07/08/2018.

Due to the initiative taken by the IQAC and the active support provided by the Management, a 10 K.W., Grid Connected, Roof-Top, SPV Power plant is installed in the college by West Bengal Renewable Energy Development Agency (WBREDA) under the Dept. of Power and Non-conventional Energy Sources, Govt. of West Bengal.

Due to the initiative of the IQAC, 04 (four) new courses are introduced in the college during this year

Two Administrative and Technical Training programs, each of duration 2 days, for non-teaching staff of our college are organized by the IQAC during this academic year, on 27-28 August, 2018 and 8-9 January, 2019.

Logical representation of the IQAC, regarding the necessity of new rooms in the college, has motivated our management to complete the renovation and construction work of several Buildings. As an immediate consequence, the Reading Room facility has improved and the number of new Class Rooms has increased during this year.

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

Plan of Action	Achivements/Outcomes
1. Plan to continue our efforts to familiarise the students/ other stakeholders with the academic and evaluation procedures under the new CBCS curriculum.	1. The tenure of the four member Internal Expert Committee, formed in the previous year, has been extended and lots of Students, especially the newcomers, Nonteaching staff and members of the Routine SubCommittee and Examination SubCommittee have been benefited by the instant suggestions / explanations provided by the said committee. Besides that a one day student workshop, on CBCS curriculum,

	<p>has been organised by the IQAC on 07th August, 2018. Nearly 925 students have attended the workshop and have been benefitted by the logical explanations, on CBCS curriculum and associated University rules, delivered by the invited speakers.</p>
<p>2. Plan to make our college campus more eco friendly by installing a Roof Top solar power plant.</p>	<p>2. A 10 K.W., Grid Connected, RoofTop, SPV Power plant has been installed in the college by West Bengal Renewable Energy Development Agency (WBREDA) under the Dept. of Power and Nonconventional Energy Sources, Govt. of West Bengal. As a direct benefit, the utility cost of the college has reduced and the college emits less greenhouse gas.</p>
<p>3. Plan to cast the internal roads on our college campus in concrete, by utilising the fund sanctioned by the Hooghly Zilla Parishad.</p>	<p>3. A major portion of internal roads on our campus has been casted in concrete by the Hooghly Zilla Parishad. As a direct benefit, the internal roads have become usable even during monsoon.</p>
<p>4. Plan to renovate the entire Library Building.</p>	<p>4. The renovation work for the entire Library Building has been completed during this year. As a result, the Library operations have been smoothened, Reading Room facility has improved and basic amenities for the Library employees have been bettered.</p>
<p>5. Plan to increase the number of Class Rooms, Laboratory Rooms and Office Rooms.</p>	<p>5. On the recommendation of IQAC, the college authority has completed the construction work of (a) Extension of Kala-Bhavan and (b) Extension of Physics Department in the old Administrative Building. Construction of 2nd floor and Right wing of the new Administrative-cum-classroom building has also been continued. As a result, the following changes have taken place during this year • Two new Class Rooms have been added; • The old Teachers' Room has been replaced by a new spacious Teachers' Room; • A new well furnished room has been allotted to the IQAC.</p>
<p>6. Plan to offer Guidance/Technical help to the faculties for the preparation of proposals related to their promotion under CAS.</p>	<p>6. IQAC has checked and forwarded the proposals of three (03) Assistant Professors to the DPI, West Bengal and all the incumbents have finally been promoted to their next higher posts.</p>
<p>7. Plan to pursue the matter of introduction of new courses in the college with the appropriate authorities.</p>	<p>7. Due to the initiatives taken by the IQAC, four (04) new courses, viz., Sanskrit (Honours), Education (General), Music (General) and Environmental Science (General) have been introduced in the college from</p>

	<p>this academic year. S.T. students of the locality now get the opportunity to do B.A. Honours course in their own vernacular Students also get more options to choose Elective subjects.</p>
<p>8. Plan to impart Administrative and Technical training to the Non-Teaching Staff of the college.</p>	<p>8. The IQAC has organized two Administrative and Technical Training Programs, each of 2 days duration, for the Non-Teaching Staff on 27th, 28th August, 2018 and 8th ,9th January, 2019. Our faculty members, including the Bursar of the college, and a representative of our software developer, have acted as Trainers for these training programs. While 21 Non-teaching staff have attended the first program, 23 employees have been trained in the 2nd one.</p>
<p>9. Plan to continue the construction work of UGC sponsored, two storied Indoor Sports Training Facilities.</p>	<p>9. Accepting the suggestion of IQAC, the college authority has continued the construction work of UGC sponsored, two storied Indoor Sports Training Facilities. During this year, the entire sanitary works of the sports complex have been completed.</p>
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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>Yes</p>
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Name of Statutory Body	Meeting Date
GOVERNING BODY	24-Jan-2022

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
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<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
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<p>Year of Submission</p>	<p>2019</p>
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<p>Date of Submission</p>	<p>23-Feb-2019</p>
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<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
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<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>The Management Information System of our college is mostly computerized and it comprises diverse modules for the benefit of all stakeholders. It consists of modules related to</p>
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Admission, Administration, Pedagogy and Finance. These are discussed in details below.

- Admission: The process of admitting students to different courses in our college has been upgraded to the online mode, as per the directives of the Department of Higher Education. The college website can be accessed by applicants for information regarding the beginning and termination of the admission process or checking the criteria for admission. Then they can apply online, check the Merit List on the website when it is ready and submit fees via online payment gateways, if they are selected.
- Administration: Our college administration makes comprehensive use of CAMS, i.e. College Administrative Management System, to manage all the data relating to students and finance. This gives the authorities concerned easy access to the personal, academic and careerrelated information of our students—facilitating smooth running of the institution.
- Pedagogy: Teaching and learning in our college depends a lot on the dissemination of information through our library and website. Our library is equipped with SOUL 2.0 or the Software for University Libraries—an integrated library management software. This , in addition to OPAC or Online Public Access Catalogue, helps teachers and students alike in deriving maximum benefit out of our library— since these facilitate cataloguing, acquisition and circulation of resources. Our teachers also provide the students all the study materials they need through our college website.
- Finance: All the information relating to financial transactions of our college are digitized. The office makes use of WBIFMS—an integrated financial management system—in addition to CAMS for disbursement of salaries, deduction of Income Tax, deduction of P Tax, processing of pensions and maintaining PF related information. As our college audit is done by government auditors on a regular basis, these digitized modules of account keeping prove most useful.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our institution follows the guidelines provided by the mother university, i.e. The University of Burdwan, in implementing the curriculum and chalking out the action plans. • Since the introduction of the CBCS system by our mother university in 2017, the entire academic process has been revolutionized. So, diverse initiatives are taken by our college to familiarize our students with the system. • Our college organizes Orientation Programmes every year for our freshers to make them acquainted with the features and complexities of the new semester-based and choice-based academic system as well as grade-based evaluation. • All the departments in our college chalk out Course Outcomes and Programme Outcomes to inform our students of the benefits of their courses of study, not only in parts but also as a whole. • Regular classes are arranged on a well-planned master routine to cover all areas of the syllabus to the fullest satisfaction of students. • To facilitate learning, our teachers often prepare/ procure and upload study materials onto our college website so that students do not suffer due to paucity of relevant books in the market or inability to buy books due to economic duress. • Class/ Unit Tests are organised independently by the Departments and Preparatory Tests for the Final Examinations are arranged centrally by the college. These tests not only keep the students abreast of the syllabus but also acquaint them with the exam-environment. Regular evaluations enable students to test their accomplishments periodically so as to improve future performances. Students are encouraged to visit, and make the fullest use of, the college library in order to enrich their academic experience. Library visits also inculcate in them the habit of looking beyond the syllabus. • College level as well as national level seminars and workshops are organised by different Departments of the college to acquaint students with the latest developments in their fields of study. • With the endorsement of the Principal, many Departments organise excursions or academic tours to make the learning process more lively. • For the moral education of students special lectures by spiritual personalities, like monks from Ramakrishna Mission (Kamarpukur), are hosted by the college. • Through the programmes organised by the Departments of NSS and NCC students are sensitised towards their duties and responsibilities to the society and nation. • For the documentation of the entire process, student feedback is collected every year from the final year students. These are properly analysed and the authorities are informed of the pros and cons that the survey brings to our notice. Then steps are taken to maximize student satisfaction and minimize grievances.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
YOGA	nil	16/08/2018	180	Nowadays physical training is given equal weightage with academic engagements. Physical training is indispensable for a	A course in Yoga initiates one into a healthy life. As it enhances physical fitness, it results in better performance

healthy life. So, students who take this course in Yoga have an opportunity to find jobs in different institutions as Yoga trainers. in every sphere of life.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	SANTALI HONS.	03/10/2018
BA	EDUCATION GENERAL	03/10/2018
BA	MUSIC GENERAL	03/10/2018
BSc	ENVIRONMENTAL SCIENCE GENERAL	03/10/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	SANTALI HONS.	03/10/2018
BA	EDUCATION GENERAL	03/10/2018
BA	MUSIC GENERAL	03/10/2018
BSc	ENVIRONMENTAL SCIENCE GENERAL	03/10/2018

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

	Certificate	Diploma Course
Number of Students	23	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	BOTANY GENERAL	10
BA	GEOGRAPHY HONS.	23
BA	HISTORY	50

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

With a mighty objective of quality assurance through satisfactory service delivery, the IQAC of AKPC Mahavidyalaya has designed the feedback forms for students, guardians, and the alumni of the college. Students' feedback is taken on five most crucial parameters namely, programme of study, facilities and infrastructure, academic activity, career guidance/placement and curriculum/evaluation. Multiple choice type questions on these aspects including questions with A, B, C, D options (where A denotes Excellent, B stands for Good, C symbolizes Satisfactory, D refers to Average) are used to ascertain the ratings given by the students. Guardian and Alumni feedback forms are also designed in a similar fashion. Students' feedback on teachers is based on, among other things, the teacher's knowledge base, the ability to design quizzes/tests/examinations/projects, communication skills, behavior, and sincerity/commitment. For the sake of objectivity, only the outgoing students of final semesters are asked to submit their feedback through manual forms. Parents submit their feedback on the college infrastructure, academic environment, availability of career oriented facilities for their wards etc. during Parent-Teacher meetings. In the students' feedback question on the choice of the subject aware us of the psyche of the students. With the help of questions on the digital infrastructure, the college has developed itself by installing more computers, internet connections, display boards etc. As a practice, the collected data is analyzed with the help of charts, diagrams, etc. and placed before the Governing Body of the college. As per the rules and regulations laid down by the UGC, State Government, and the affiliating university, the Governing Body, through the Principal instructs the stakeholders at all levels of the college to take necessary actions on the areas of concern. The Principal, then, takes major initiatives as he conveys the messages of the Governing Body to the HODs of the various departments as well as to the college level sub-committees. HODs and the members of the various sub-committees, as the case may be, chalk out action plans in consultation with the Principal and address the issues at hand effectively for the satisfaction of all concerned. Action taken reports, observations etc. are preserved for all future references. The entire college community is keen to maintain discipline, accountability and work ethics to the fullest satisfaction of all concerned. It is also ensured that we minimize the grievances, if any, to the level of zero as far as applicable. The college takes necessary advice from the external experts, as required, for the development of the college. The college acknowledges the role played by the guardians and the local community and solicits their active participation. The college expects to have an even greater participation from its Alumni Association in future.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BENGALI (HONS .)	100	1225	83
BA	ENGLISH (HONS .)	80	690	51
BA	SANSKRIT (HONS .)	97	1110	71

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1282	0	75	0	75

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	59	9	6	1	9

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

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

Our college prides itself on maintaining a healthy student-teacher relationship. The bond between our students and teachers extends beyond mere academic exercises. Soon after admission, our students are divided into different groups and placed under different teachers of their respective departments. These teachers act as mentors for the young learners. Not only through teaching but also through counselling beyond class hours, our teachers try to encourage our students, help them maintain their mental health and solve problems in the rat-race of this competitive world. Their mentorship also ensures the optimum moral growth of the students by instilling right values into them. Our students look upon their teachers as their friends, philosophers and guides who can help them, through need-based counselling, negotiate different socio-economic or personal problems—including psychological or emotional issues that could, otherwise, hinder the fulfilment of their career goals. Guided by the mentors, our students get an opportunity to become better human beings, apart from doing well in examinations. They develop into confident, law-abiding, patriotic and responsible citizens. Therefore, the mentoring system is an indispensable part of the healthy academic environment of our college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2739	75	1 : 37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	23	11	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	NA
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	AH	YEAR	08/05/2018	18/07/2018
BSc	SH	YEAR	11/05/2018	07/07/2018
BCom	CH	YEAR	21/04/2018	07/07/2018
BA	AP	YEAR	08/05/2018	18/07/2018
BSc	SP	YEAR	11/05/2018	07/07/2018
BCom	CP	YEAR	21/04/2018	07/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2 Recently the University of Burdwan to which our college is affiliated has introduced a Choice Based Credit System (CBCS) with Semester-wise evaluation of the learners, in lieu of the previous tripartite evaluation of students, consisting of the Part I, Part II and Part III examinations. An important part of the said system is Internal Assessment. 20 marks in each paper is allotted to Internal Assessment. This includes 5 marks in each paper to ensure regular attendance of students. If a student falls short of the required percentage of attendance s/he is debarred from taking the final examination. As every affiliated college is bound to adopt this pattern, our college has done the same. • As per the contemporary tradition set by the university, our college gives emphasis on the objective questions and answers to ensure originality, forestall plagiarism or rote-learning during internal assessment. • Our faculties use ICT nowadays to mail soft copies of the question papers of internal examinations and some model answers to the interested students.

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

Our college follows the Academic Calendar scrupulously for Continuous Internal Evaluation of students. Class Tests/ Unit Tests are organized by the respective departments. There is also a centrally organized College Test (the blueprint for which is prepared by the Examination Sub-committee) before the Final Examinations to prepare the students for the same. The answer scripts are also corrected in time by the teachers and the performances of the students are

discussed by the examiners to facilitate their improvement in subsequent examinations. Recently the CBCS system has been introduced by the University which requires an Internal Assessment of the students in each semester. The said assessment is organised in the 10th week of each semester so that the final examination is not hampered in any way. If any student fails to appear at the internal assessment due to some unavoidable reason, an alternate test is arranged for the candidate on special grounds in the 11th week.

2.6 – Student Performance and Learning Outcomes

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

<https://www.akpcmahavidyalaya.org/images/uploads/CO%20&%20PO%20OF%20ALL%20PDF.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
HISH	BA	HISTORY(H)	19	11	57.89
PLSH	BA	POL.SCIENC E(H)	3	1	33.33

[View File](#)

2.7 – Student Satisfaction Survey

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

[https://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey\(SSS\)Report-%202018-19.pdf](https://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)Report-%202018-19.pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	Nil	NA

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	PHYSICS	9	0
International	ENVIRONMENTAL SCIENCE	6	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PHILOSOPHY	1
HISTORY	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nill	nill	nill	2018	0	0	0
nill	nill	nill	2019	0	0	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nill	nill	nill	2018	0	0	0
nill	nill	nill	2019	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	10	4	4
Presented papers	6	19	6	2
Resource persons	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
INDEPENDENCE DAY PARADE	NCC	21	59
TALENT SEARCH CAMP	NSS	34	185
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Celebration of Republic Day Parade	A Decorated Trophy of 1st Prize Parade (Trained)	Sub Divisional Office, Arambagh	56
Best Paper Presentation at the Thirty-fourth Annual Conference of Paschimbanga Itihas Samsad	Indrani Roy Memorial Prize for the three best presentation at the Thirty-fourth Annual Conference of Paschimbanga Itihas Samsad	Paschimbanga Itihas Samsad	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2	Blood Donation Camp	11	109
Blood Donation Camp	N.S.S. Unit-I, II, III	Blood Donation Camp	7	150
Campus Cleaning Tree	N.S.S. Unit-I, II, III	Cleaning and Beautification	19	257

Plantation				
Talent Hunt Programme	4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2	Talent Hunt Programme by Anandabazar Group of Company	5	40
Talent Search Camp	N.S.S. Unit-I, II, III	Talent Search Camp	7	185
Health Check-up Health Awareness Camp	N.S.S. Unit-I, II, III, N.C.C DESUN Hospital, Kolkata	Health Check-up Health Awareness Camp	11	232
International Yoga Day Celebration	4 Bengal Battalion NCC, Burdwan and NCC Unit Co - 4/2	International Yoga Day Celebration and Awareness Programme	9	270
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Two-days Workshop-cum-seminar on History of Epigraphical Study in India	156	COLLEGE FUND	2
One-day State Level Seminar on Dialogue with the Past: Introspection on the the Tradition of Morality and Sustainable Development in Ancient India and its relevance Today	135	COLLEGE FUND	1
FACULTY EXCHANGE	103	COLLEGE FUND	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	NA
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sri Ramakrishna Sarada Vidya Mahapith	21/08/2018	Collaborative activities for research, faculty exchange, student exchange	198
NETAJI MAHAVIDYALAYA	15/03/2016	Collaborative activities for research, faculty exchange, student exchange	237
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	9652499.1

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29197	1821418	171	55307	29368	1876725

Reference Books	156	26522	4	2600	160	29122
e-Books	211451	0	0	0	211451	0
Journals	12	9300	3	2400	15	11700
e-Journals	6312	5900	0	0	6312	5900
Digital Database	0	0	0	0	0	0
CD & Video	15	623	4	241	19	864
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	152	9123	0	0	152	9123
Others(s pecify)	0	0	0	0	0	0

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	61	2	0	0	0	17	20	0	0
Added	5	0	0	0	0	0	1	0	0
Total	66	2	0	0	0	17	21	0	0

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

60 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E content	https://www.akpcmahavidyalaya.org/study_material.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3000000	2840371	7000000	6812128

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

Our college has several sub-committees to look after the infrastructural maintenance and upgradation, in keeping with the need of the time. • The Building Sub-Committee ensures that we have laboratories and classrooms in functional condition to facilitate not only the teaching-learning process but also examinations. • The said sub-committee is sensitive to the grievances and suggestions of students and teachers with respect to infrastructure which are channelled to them via the Academic Sub-Committee and the Students' Union, in order that proper measures can be adopted for redressing the problems. • The Building Sub-Committee is also responsible for the maintenance of standard Sports facilities, including a Multi-gym on our premises. • The Library Sub-Committee ensures that our library is well-stocked and well-maintained, so that it can withstand changes in the syllabi or can meet the demands of advanced students. Our library, recently computerized, gives our students and teachers access to e-sources. • ICT facilities are extensively used by our teachers as per the new practices in the world of pedagogy. Teachers have access to portable projectors which they can use in their classes. We also have two Smart Classrooms on our campus in addition to the portable projectors. Moreover teachers, sometimes, use their own devices while teaching. • To compensate for the lack of full-time teaching staff and to prevent any possible disruption in the academic process on account of it, our college recruits Guest Faculties, following suggestions from the Academic Sub-Committee and approval of the Governing Body. • Our college also has a Computer Maintenance Sub-Committee that always monitors the working condition of the computers. If any software or hardware needs upgradation or repair or replacement, they make suitable arrangements for the same. • For regular maintenance of the College Management Software our college subscribes to AMC (Annual Maintenance Contract). • Our college has a Purchase Sub-Committee comprising representatives from concerned departments. Following the requirements of different departments, it takes important decisions regarding the purchase of laboratory instruments as well as materials. The electrical appliances are also purchased and maintained by this Sub-Committee. • The Website Maintenance Sub-Committee looks after the college website, upgrading and re-designing the same as per the requirements of the time. It also uploads and edits important information for the convenience of all stake-holders. • The water cooler-cum-purifier at the ground floor of the Vijnan Bhavan and the one on the first floor of our New Administrative Building are maintained through regular servicing by the Purchase Sub-Committee. • The quality of meals and refreshments served at a cheap rate at our boys' and girls' canteens is monitored and maintained by the college administration. • The CCTV cameras that ensure uninterrupted surveillance of the campus are maintained and updated by the Purchase Sub-Committee. • The cleanliness of the college campus is maintained not only by full-time sweepers or hired labourers but also the NSS units who offer voluntary service to their beloved institution.

<https://www.akpcmahavidyalaya.org/maintenance.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	STUDENT AID FUND	92	48079
Financial Support from Other Sources			
a) National	Swami vivekanadna Merit Cum Means, Kanyashree, Aikyashreee, Oasis, Sitaram Jindal, etc.	2040	20217696
b) International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YOGA	16/08/2018	23	DEPARTMENT OF LIFE LONG LEARNING
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	PREPARATION FOR DIFFERENT COMPETITIVE EXAMINATIONS	46	0	0	0
2018	SAFALYA HAATHER MUTHOY	0	48	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	11	AKPC MAHAV IDYALAYA	PHYSICAL EDUCATION	BURDWAN UNIVERSITY	MA
2018	6	AKPC MAHAV IDYALAYA	PHYSICAL EDUCATION	BURDWAN UNIVERSITY	MPED
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	9
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ANNUAL CULTURAL COMPETITION	INSTITUTIONAL	178
ANNUAL SPORTS COMPETITION	INSTITUTIONAL	352
TEACHERS DAY	INSTITUTIONAL	252
INDEPENDENCE DAY	INSTITUTIONAL	47
RABINDRA JAYANTI	INSTITUTIONAL	38
INTERNATIONAL MOTHER LANGUAGE DAY	INSTITUTIONAL	121
REPUBLIC DAY	INSTITUTIONAL	38
NATIONAL YOUTH DAY	INSTITUTIONAL	137
NETAJI BIRTH DAY	INSTITUTIONAL	26
FOUNDATION DAY	INSTITUTIONAL	154
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2018	NIL	Nil	Nil	Nil	NA	NA
2019	Indo Nepal International Yoga Championship	International	1	Nil	NA	Puja Koley
No file uploaded.						

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

There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community. • Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers. • Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions. • They help the authorities organise cultural functions, sports and several other activities. • Especially during the period of admission-related bustle, the college authorities find their support indispensable. • The Students' Council helps the college authorities to identify the needy or economically backward students, so that they can be offered scholarships or freship by the college, the government or several non-governmental organisations. • The Students' Union also plays an important role in organizing NCC or NSS-related programmes. Especially in NSS the Students' Union helps the Programme Officers identify different areas in the locality for need-based community services.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

To create and foster a culture of decentralisation and participative management our college encourages the involvement of teachers and students in diverse

spheres of administration. 1) Role of the teaching staff:-

- Our college maintains a panel of senior teachers who act as teachers-in-charge when the Principal is absent.
- The headship of departments is rotational in our college which gives all full-time teachers equal opportunity to take an active part in the management of the institution.
- Teachers also act as conveners in various sub-committees which also ensures active participation.
- Teachers are also assigned leading roles, like that of NCC Officers and Programme Officers respectively, in NCC and NSS activities.
- Our teachers also play significant roles as members of the Boards of Studies or the Executive Council to participate in the administrative work or decision-making at the University level.
- The college grants autonomy to departments with respect to-
 - Formulation of routine.
 - Conducting Class Tests, Quiz, Group Discussions, Excursions etc.
 - Publication of Wall Magazines.

2) Role of the students:-

There is an active Students' Council on our campus that acts as the link between the students and the college authorities. The members represent the students in all academic and administrative committees/sub-committees, including the Governing Body, so that the interest of the students can be safeguarded. They also make sure that the policy-making of the college is focused on the benefit of the students. Their suggestions are welcomed by the college authorities to offer optimum service to the student community.

- Apart from helping the teachers run their regular academic exercises smoothly, the Students' Council helps them organise different seminars, workshops and symposia by taking part in registration, hospitality etc as volunteers.
- Besides, the Students' Council assists the college authorities to maintain law and order on the campus by preventing outsiders from sneaking into the premises with dubious intentions.
- They help the authorities organise cultural functions, sports and several other activities.
- Especially during the period of admission-related bustle, the college authorities find their support indispensable.
- The Students' Council helps the college authorities to identify the needy or economically backward students, so that they can be offered scholarships or freeship by the college, the government or several non-governmental organisations.
- The Students' Union also plays an important role in organizing NCC or NSS-related programmes. Especially in NSS the Students' Union helps the Programme Officers identify different areas in the locality for need-based community services

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>(1) An updated version of the Admission software, with greater speed, improved customization facilities and efficient bulk SMS service provider, is used. (2) An improved Help-desk facility, with multiple contact Nos. and 24x7 support services, has been created. (3) An easily accessible payment gateway, having real time update facility for receiving the online payments, has been selected. (4) For transparency of the admission procedure, a detailed admission notice, with List of courses offered, category-wise allotment of seats per course,</p>

	<p>Eligibility criteria for each course, and complete fees structure, is widely publicized, at the beginning, through our official website, admission portal and college notice board.</p>
<p>Curriculum Development</p>	<p>Our college, being affiliated to the University of Burdwan, does not have any right to formulate a curriculum on its own. However, to supplement the University Curriculum for the integration of academic programmes and our institution's goals/objectives, we have adopted the following strategies</p> <p>(1) Our college has always tried to offer courses amenable to the needs of our students most of whom come from poor families and rural background..</p> <p>(2) Through NSS programmes, our students learn about their social responsibilities, in addition to their respective academic subjects. (3) Through NCC programmes, nationalist spirit and patriotism are inculcated in students.</p>
<p>Teaching and Learning</p>	<p>(1) To optimize teaching days by adjusting the holidays, recesses and examination schedules, an Academic Calendar is prepared every year and published in the Prospectus and uploaded in the college website. (2) Modules and Teaching Plans for all the departments are prepared for the timely completion of the syllabi. (3) ICT-based teaching methods have been adopted by the majority of teachers. (4) Many Departments organize excursions or academic tours to make the learning process livelier. (5) College and national level seminars and workshops are organized by different Departments to acquaint students with the latest developments in their fields of study.</p>
<p>Examination and Evaluation</p>	<p>(1) An overview of the university/college examinations, with their expected time of occurrence during the entire course of study, is given to the fresh students at the commencement of every session. (2) Class Tests / Internal Assessments are conducted independently by each department without affecting the regular classes of the others. Only a College Test, prior to each University Examination in the old format, is conducted centrally. (3) Questions in the college examinations are set</p>

	<p>strictly as per the guidelines provided by the University. (4) Our Principal and departmental Heads ensure the timely publication of results of college examinations</p>
<p>Research and Development</p>	<p>(1) A four member research committee addresses any research related issue in our college. (2) To create a dynamic research environment in the college, our management offers the following infrastructure and Human resources: • 24x7 hours high speed internet facility in the Laboratories, Library and Teachers' common room. • Free access of E- Journals under 'INFLIBNET' in college Library. • 24x7 hours free access of the college Laboratories. • Free Generator services for uninterrupted power supply. • A support staff exclusively for the researchers. • An office staff for the preparation / submission of official documents related to research schemes.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>(1) Automation of searching process in our Library has been completed. (2) A new Server unit has been installed in the library. (3) A virtual class room, having more than 250 seats, has been installed (4) Construction works of • 2nd floor of the New Administrative-cum-classroom building, • Extension of Kala-Bhavan . • Right wing of the New Administrative-cum-class room building have started. (5) A Girls' canteen has been constructed. (6) Construction works of • a concrete cricket pitch, • a concrete basketball court and • the entire roof of Indoor Sports Complex have been completed.</p>
<p>Human Resource Management</p>	<p>• Our Principal, with the help of the Governing Body, the Teachers' Council, the Council of the Non-Teaching Staff and the Students' Union, ensures an efficient, transparent, impartial and unbiased human resource management. • The human resource management in our college mainly banks upon an equitable distribution of work, along with identification of special talents and ensuring the fullest use of everyone's potential. • Our college arranges training programs for its employees for the purpose of enhancing their efficiency. • To fulfil the objectives of its employees, our college considers the cases of their promotion under CAS, seriously and promptly.</p>

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

E-governance area	Details
Planning and Development	<p>IQAC members use the internet to explore Govt. / University portals for upcoming rules in the areas of curriculum, administration, promotion, and post-retirement benefits of the employees and share these rules with the employees / Principal through WhatsApp groups/emails for their awareness and future preparation. • Members of the Research Committee use the internet to explore the websites of different funding agencies for new schemes and share these schemes with the faculty members for their awareness and future preparation. • The members of the sports sub-committee similarly search and share the news of upcoming competitions with the students for their awareness and future preparation</p>
Administration	<p>Every notice of the Principal and other administrative staff is uploaded to our official website and is simultaneously posted in the WhatsApp group of employees. • Notices of the Governing Body meetings are sent to each member through Email. • Govt. orders are downloaded from the State Govt. portal and are shared directly with the employees through a WhatsApp group. • An annual survey report is prepared and successfully uploaded to the AISHE portal</p>
Finance and Accounts	<p>Pay and allowance related calculations are performed using our Office management software. • Pay and allowance of the employees are credited to their respective Bank Accounts through HRMS. • Govt. grants received towards different schemes are credited to the college accounts under Direct Benefit Transfer through PFMS. • Fees are collected partially through the payment gateway. • Books of accounts are maintained digitally using our office management software.</p>
Student Admission and Support	<p>The process of application, registration, preparation of merit list, counseling, and finally admission, all performed online using our Admission Portal. • Each update of the admission process is communicated to the concerned candidates through</p>

SMS/Emails by our Bulk SMS Service Provider. • Admission fees are collected online through our official payment gateway. • Every notice related to student affairs is uploaded to our official website and is simultaneously shared with the students through WhatsApp groups formed by different departments

Examination

Department wise list of Examinees for the college examinations is downloaded directly from the office management software. • Question papers for the college examination are prepared in PDF format and printed using departmental computers. The PDF copies are also saved on the computers so that the copies can be shared with the future students via Email. • Marks of the students appearing for internal assessments are uploaded directly to the University portal. • Results are downloaded directly from the University portal

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NA	NA	0
2019	NIL	NA	NA	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	ADMINISTRATIVE AND TECHNICAL TRAINING PROGRAMME	27/08/2018	28/08/2018	Nil	21
2019	NIL	ADMINISTRATIVE AND TECHNICAL TRAINING PROGRAMME	08/01/2019	09/01/2019	Nil	23

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Improvement programmed Mai Talim on Villagers, MHRD in school and Teacher Education.	1	06/03/2019	12/03/2019	6
Winter School in Environmental Planning and Management.	1	04/12/2018	24/12/2018	21
Ph.D. Course Work (University of Calcutta)	1	01/01/2019	30/06/2019	181
Refresher Course	1	16/08/2018	30/08/2018	15
Refresher Course in Research Methodology and Data Analysis for Social Science	1	14/11/2018	04/12/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • General Provident Fund • Leave facility as approved by the University Leave Rules • Emergency Loan • Maternity Leave and Child Care Leave for female employee • Advance salary for the period prior to the Initial Pay Fixation 	<ul style="list-style-type: none"> • General Provident Fund • Leave facility as approved by the University Leave Rules • Emergency Loan • Maternity Leave and Child Care Leave for female employee • Advance salary for the period prior to the Initial Pay Fixation 	<ul style="list-style-type: none"> • Free Studentship (Half/ Full), • State Govt. Minority Scholarships • SC/ST Stipends • Students' Health Home facilities • Students Welfare fund • Students Aid Fund

- Festival Advance

6.4 – Financial Management and Resource Mobilization

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

The college follows the government guidelines in this regard. The Director of Public Instruction, Government of West Bengal nominates one Auditor every three years for external audit. The auditor checks thoroughly the accounts of the college. The cash book which is updated on regular basis, the balance sheet, the income expenditure statement, utilization of government grant, and grants from other sources are displayed before the auditor. The Library records of books/journals, Asset Register, Stock registers of different departments are also verified during the time of auditing. Before the process of External Auditing a four members team is formed to verify all the records as a process of internal audit. This team consists of the members, like Bursar, Head clerk/Accountant, two senior teachers (From among the members of the Finance Committee). Whenever, the college gets any government grant a special audit is done by the Accountant General, West Bengal for verifying the process of utilization of those grants.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
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6.4.3 – Total corpus fund generated

14454831.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	Head of the Institution, IQAC and Academic Subcommittee
Administrative	Yes	Higher Education Department of the Government of West Bengal	No	Nil

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

Though the college does not have a registered Parent-Teacher Association yet meetings are held regularly by each department so that the teachers can inform the parents about the academic growth of their wards. The teachers also maintain an attendance register through which they can intimate their parents about the irregularity of the students concerned. The parents are also requested to actively participate in the academic affairs of the college and provide their quality feedback on them.

6.5.3 – Development programmes for support staff (at least three)

1. Two days training program (27/08/2018- 28/08/2018) for non-teaching staff to enhanced their computer skills and make them ready to use the office management software and library software. 2. Two days training program (08/01/2019-09/01/2019) for non-teaching staff to enhanced their computer skills in the following fields (a) Operations of Windows 11, Word, Excel Power Point (b) Use of IFMS (WB) and Pension portal of WBHED. (c) Use of PF-software for the calculation of PF interest and preparation of updated statements of PF-accounts of the employees. 3. Encouraged to participate in the sports and the cultural activities of the college

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. After the first accreditation by NAAC in 2004, our college initiated the process of introducing Postgraduate Course in Sanskrit and Under Graduate Honours / General Courses in several Arts / Science subjects. As a result of this initiative, 09 new honours courses and 03 new general courses have been introduced in our college during the post-accreditation period. 2. To make the teaching interesting and interactive, LED projectors / OHP have been installed in six classrooms. Besides that, a Virtual Classroom has also been established in the college. 3. The Library facilities have also been strengthened with the purchase of new books / Journals and the installation of several computers, equipped with the SOUL library software and internet facility, in the college library.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop for students /other stakeholders on CBCS Curriculum	07/08/2018	07/08/2018	07/08/2018	925
2018	Administrative and Technical Training Program for Non-Teaching staff	27/08/2018	27/08/2018	28/08/2018	21

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
------------------------	-------------	-----------	------------------------

			Female	Male
NIL	Nil	Nil	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • Replacement of electric bulbs by LED bulbs in the college premises. • Introduction of 'plastic free' and 'no smoking' campus area. • Use of solar energy wherever applicable. • Save water initiatives taken by the college. • Tree plantation project and Gardening on the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	4
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	4
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	NIL	NA	Nil
2019	Nil	Nil	Nil	Nil	NIL	NA	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/07/2018	The college prospectus contains the code of conduct for all the stakeholders of the college

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	75
Observance of World Aids day	01/12/2018	01/12/2018	210

Foundation day	04/01/2018	04/01/2018	68
Celebration of National Youth Day	12/01/2018	12/01/2018	123
Celebration of Republic Day	26/01/2018	26/01/2018	78
Celebration of anniversary of Sister Nivedita	24/11/2018	24/11/2018	231
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. A large number of plants and trees planted inside the main campus to encourage greenery 2. Water-Harvesting initiatives are taken. 3. The college encourages for 'No Plastic Zone'. 4. The college encourages for 'No Smoking Zone'. 5. Solar energy is used as an alternative source of energy. 6. The college encourages for energy saving LED lights instead of traditional lights.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 (2018-19) • Title: Contribution towards the generation of Renewable Energy with the installation of a Grid-Connected Rooftop SPV Power Plant. • **Objective:** To make a contribution towards creating a sustainable environment by reducing our carbon footprint and opting for renewable energy. It is also our objective to curtail costs of our overall power consumption. • **Context:** With environmental concerns on the rise, it has become absolutely necessary to take some initiatives, however small, to stall the depletion of fossil fuels and reduce their usage for the creation of a greener environment. With increasing electrification in India and per capita consumption, one must look for alternatives. In this context generation of Renewable Energy is a viable option. It can also curtail the cost of power consumption, as a Grid-Connected SPV Power Plant can feed power back into the grid and earn credit for the same. • **Practice:** Our college has installed a Grid-Connected Rooftop SPV Power Plant on the roof of the Vijnan Bhavan in August 2018 as a part of the West Bengal Renewable Energy Development project. It is fully functional now. • **Evidence of success:** Thanks to the installation of the Grid-Connected Rooftop SPV Power Plant our dependence on fossil fuels and the cost thereof have come down by 20. • **Problems encountered and Resources required:** Our college faced no problem in installing the plant, as it was a government sponsored project.

Best Practice 2 (2018-19) • Title: Installation of Sanitary Napkin Vending Machine. • **Objective:** To sensitize girl students to menstrual hygiene and reduce number of drop-outs. • **Context:** Surveys have proved that lack of menstrual knowledge, poor access to sanitary products and a non-facilitating environment in educational institutions make it difficult for girls to pursue an academic career, let alone higher education. Girls often have to give up their career due to menstrual hygiene issues. To redress this problem sensitization programmes must be organized by educational institutions and sanitary products must be easily available. • **Practice:** Our institution has installed a sanitary pad vending and incinerator machine in the Girls' Common Room on 19/06/2019. Since then the girl students as well as the female employees have an easy access to it. • **Evidence of success:** This initiative has largely been appreciated not only by our girl students but also their guardians as well as other stake-holders. Sickness or drop-out rates among girl students due to menstrual hygiene issues have also come down. • **Problems encountered and Resources required:** Our college faced no problem in implementing the project.

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

https://www.akpcmahavidyalaya.org/best_practices.php

7.3 – Institutional Distinctiveness

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

Being situated in a rural area, our college mainly caters to the marginal and economically backward sections of the society. A considerable number of our students hail from SC, ST and OBC background and from places where even the basic amenities of a civilized existence cannot always be taken for granted. So, our vision is to provide them with an opportunity for comprehensive development. Therefore, our institution takes pride in achieving a balance between academic and cultural exercises to train our students for an enlightened and refined way of life so that they can overcome several evils of rusticity. With a view to achieving this goal, our college takes special care of slow learners. Often, teachers have to arrange for remedial classes to help backward students catch up with the ongoing lessons. These initiatives also prove beneficial for the students from poor families who miss classes sometimes due to their seasonal engagement in agricultural activities. Our college also arranges for cultural programmes, seminars and special lectures for our students to hone their artistic talents, refine their taste, inculcate ethical values in them and sensitize them to different social and global issues. Our college boasts of a vibrant Department of Physical Education that grooms the students who have an aptitude for games and sports. Since our college admits a considerable number of students from tribal areas, our students often excel in diverse games and athletics. Many of our students have proved their excellence at the university level, district level and the state level sports. This has helped some of them land government jobs in the sports quota—especially in the army and the police force. The Department of NCC in our college is very active—not only in conducting regular drills or training sessions but also in organizing social welfare programmes like Blood Donation Camps. The students who enroll for the NCC are trained into a disciplined way of life and develop a patriotic zeal for their motherland. The NCC training at our college enables our students to find a place in the Indian Army. Committed to serving the marginal and economically backward sections of our locality, our college provides financial support to our students, so that poverty cannot be an insurmountable hurdle in their academic life. Apart from guiding our students to apply for different scholarships, our college extends a helping hand to poor students by granting fee waivers in select cases. As most of our students are from poor families, they cannot afford any kind of insurance. This makes them vulnerable to different kinds of catastrophes. So, our college runs a Student Safety Policy, with Rs 4,10,50,000/- as sum assured, to insure our students against mishaps. As it is our priority to meet the academic and cultural needs of rural students, all these measures are implemented by our college for the comprehensive development and empowerment of our students. This thrust is in keeping with our vision of serving the real India that is located mostly in the countryside.

Provide the weblink of the institution

https://www.akpcmahavidyalaya.org/vision_mission.php

8.Future Plans of Actions for Next Academic Year

- Continuation of student orientation about CBCS: Since the introduction of the CBCS system in 2017 by the University of Burdwan for its UG and PG courses, our college has been organizing orientation programmes for students to familiarize

them with the new academic and evaluation procedures. These programmes also help freshers acclimatize with the new environment of a higher education institution. It has been decided that such programmes will be held every year for the benefit of fresh batches. So, this practice will continue in the next year as well. • Number of classrooms to be increased: With the introduction of the CBCS system the class hours have increased along with the number of examinations. So, new classrooms are required to meet the demand of the changed circumstances. It is our plan to invest more in the construction of new classrooms next year. • Campus to be made more eco-friendly: It is our dream to make our campus more eco-friendly. So, our future plan of action includes our effort towards creating a sustainable environment by replenishing the local ground-water level through rainwater harvesting. The process has already been initiated. We plan to launch the 2nd phase of the same. We also plan to create a plastic and carbon free campus. • Filling up vacancies: As some posts in different departments of our college are lying vacant, it is our plan to fill up vacant posts by maintaining an updated roster and create more posts by applying to concerned authorities. • Upgrading the Library Software: In keeping with the current trends in academic institutions, we plan to install the upgraded software 'KOHA' in our library to optimise its services. • Enhancement of ICT Facilities: Though our institution has been using ICT in teaching and learning for a long time, it is felt that we must enhance ICT facilities with more computers and high-speed internet connection for all departments.