



Yearly Status Report - 2017-2018

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/AOAR_2013_14.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/Academic%20Calender%202017-18.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 IQAC	Date & Duration	Number of participants/ beneficiaries

Meeting with the N.C.C. unit members along with some senior Cadets	18-Aug-2017 1	15
Meeting with the Library employees in presence of members of of Library Sub-committee	08-Sep-2017 1	18
Workshop for students/other stakeholders on CBCS	22-Sep-2017 2	1200
Meeting with the faculties	14-Nov-2017 1	110
Adminstrative training programme for non-teaching staff	24-Nov-2017 1	22
Meeting with the NSS Programme Officers along with the student members	15-Dec-2017 1	35
Meeting with the Management	24-Mar-2018 1	28
Meeting with the faculties	17-Apr-2018 1	101
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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/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Aghorekamini Prakashchandra Mahavidyalaya, Bengai, Hooghly	Construction of 2nd floor Administrative building	State Government	2018 730	3000000
Aghorekamini Prakashchandra Mahavidyalaya, Bengai, Hooghly	Bidhayak Elaka Unnayan Prkalpa	State Government	2018 180	128330
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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 :

3

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

Yes

website	
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)	
1. To accustom the stakeholders with the major changes in our course curriculum IQAC has organised a workshop for the understanding of University regulations related to CBCS.	
2. IQAC meets the faculties twice in this year. In the first meeting, necessary guidance is provided for the upgradation and reconstruction of POS, COS, and lesson plans, especially in the contextis, of CBCS.	
3. In the second meeting necessary guidance is provided for the preparation, verification and submission of proposals related to the promotion under CAS of fulltime teachers of the college.	
4. IQAC has organised a oneday training programme for newly appointed nonteaching staff to enhance their computer skills and make them ready to use the office management software and library software.	
5. Sensing the urgency of new classroom to be needed in the next two years, IQAC meets the management and encourages/recommends the college authority to initiate several new constructions in the college.	
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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.Steps adopted for the clarification of CBCS rules:	1. An Internal Expert Committee is formed with four faculty members having relatively sound knowledge of newly introduced CBCS curriculum and lots of Students, Non teaching staff and Faculty members, including the members of the Routine Sub Committee and Examination SubCommittee have been benefited due to the instant suggestions / explanations provided by the said committee. Besides that, a two days student workshop has been organised by the IQAC on 22nd and 23rd September, 2017 with nearly 1200 beneficiaries participating in the

	workshop phase wisely.
2. Plan to reconstruct COs & Pos.	2. IQAC has provided the necessary suggestions and guidance for the reconstruction/identification of COs, POs and redesigning of the Lesson Plans to the faculty members during its meeting with the faculties on 14/11/2017.
3. Plan for the Automation of Library and Office	3. The unfinished task of automation of searching process in our Library has finally been completed during this year. IQAC has also arranged a demonstration of the use of computer peripherals required for the purpose of computerised searching during its scheduled meeting with the Library staff and the members of the library subcommittee on 08/09/2017. However due to some technical reasons the Library software cannot be upgraded from SOUL to KOHA. Besides that , 22 Non-teaching staff of our college have been trained to deal with the latest updates of the office and admission related software during the Administrative cum Technical Training Programs for the Non-Teaching staff, organised by the IQAC on 24/11/2017.
4. Plan to offer Guidance/Technical help to the faculties for the preparation of proposals related to their promotion under CAS.	4. IQAC has checked and forwarded the proposals of Seven Assistant Professors and one Librarian to the DPI, West Bengal and all the incumbents have finally been promoted to their next higher posts.
5. Plan to recommend / suggest immediate increase in the number of Classrooms and Office rooms.	5. On the recommendation of IQAC, the college authority has started (A) the Construction of 2nd floor of new Administrativecumclassroom building, (B) the Extension of KalaBhavan .and (C) the Construction of Right wing of new Administrativecumclass room building. Although the projects cannot be completed during this year, but due to the above constructions the total number of usable classrooms in the college has been increased by two.
6. Plan to request the authority for the construction of separate Girls' Canteen.	6. On the recommendation of IQAC, a separate canteen, with 400 sq. ft. area, has been constructed for the girl students of our college during this year.
7. Plan to set up a Virtual Classroom platform in the college.	7. On the recommendation of IQAC, a partial virtual classroom platform, except possibly the video conferencing software, has been established in the college.

8. Plan to purchase new Books, Furniture and Equipment in the college.	8. As per the suggestion of IQAC, our college has purchased new Books, Equipment and Furniture.
9. Plan to expand the sports infrastructure.	9. Accepting the suggestion of IQAC, the college authority has completed the construction of a concrete cricket pitch and a concrete basketball court in the college during this year. The entire roof of the 14000 sq. ft. Indoor Sports Training Facilities has also been completed during the year.
10. Plan to Install a Water purifier cum cooler in the college.	10. A water purifier with capacity 80 liters has finally been installed in the college.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body of the College	24-Mar-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	28-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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 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
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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 Prelated 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
Bratachari	Nil	04/03/2018	10	To raise the self-esteem, national awareness and physical, mental health of the students	To nurture the mind and the body and to encourage people to work for national and individual development through traditional and folk culture of the country.
Workshop on Self-Defense	Nil	07/05/2018	07	To prepare students physically and mentally to work in the Army/Police	To nurture the mind and the body for self-defense and to tackle threatening,

Services adverse conditions especially harassment to women/seniors etc.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	No new programme is introduced during the year	Nil
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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	Bengali (Hons.)	01/07/2017
BA	English (Hons.)	01/07/2017
BA	Sanskrit (Hons.)	01/07/2017
BA	Santali (Hons.)	01/07/2017
BA	Geography (Hons.)	01/07/2017
BA	History (Hons.)	01/07/2017
BA	Philosophy (Hons.)	01/07/2017
BA	Political science (Hons.)	01/07/2017
BA	Mass Com. & Journalism (Hons.)	01/07/2017
BA	Sociology (Hons.)	01/07/2017
BA	Music (Hons.)	01/07/2017
BA	Education (Hons.)	01/07/2017
BA	General	01/07/2017
BSc	Physics (Hons.)	01/07/2017
BSc	Chemistry (Hons.)	01/07/2017
BSc	Mathematics (Hons.)	01/07/2017
BSc	Zoology (Hons.)	01/07/2017
BSc	Nutrition (Hons.)	01/07/2017
BSc	Environmental Science (Hons.)	01/07/2017
BSc	General (Pure)	01/07/2017
BSc	General (Bio)	01/07/2017
BCom	Accountancy (Hons.)	01/07/2017
BCom	General	01/07/2017

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

	Certificate	Diploma Course
Number of Students	113	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
No Value Added Course is introduced during the year	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
BA	Geography	24
BSc	Zoology	49
BSc	Zoology	23
BSc	Botany	8
BSc	Environmental Science	12
BSc	Environmental Science	3
BSc	Environmental Science	792
BSc	Environmental Science	105
BSc	Environmental Science	158
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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
<p>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</p>

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	1205	81
BA	ENGLISH HONS.)	80	645	63

[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
2017	1284	0	84	0	84

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
84	68	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
3134	84	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	27	7	1	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	NIL
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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	UG	YEAR	08/05/2018	18/07/2018
BSc	UG	YEAR	11/05/2018	07/07/2018
BCom	UG	YEAR	21/04/2018	07/07/2018
BA	UG	SEMESTER	02/01/2018	05/09/2018

BSc	UG	SEMESTER	02/01/2018	05/09/2018
BCom	UG	SEMESTER	02/01/2018	05/09/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• 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 HONS.	19	11	57.89
BNGH	BA	BENGLI HONS.	57	53	92.98
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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\(SSS\)%20Report%20-2017-18.pdf](https://www.akpcmahavidyalaya.org/images/uploads/Student%20Satisfaction%20Survey(SSS)%20Report%20-2017-18.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
Model of Green House	Sankha Ghosh Subhadip Ghorui	Dept. of Higher Education, Science Technology and Biotechnology, Govt of W.B.	17/11/2017	Science Exhibition
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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	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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
NILL	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	2	Nil

International	Nutrition	2	Nil
National	Chemistry	1	Nil
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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
Geography	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
Nil	Nil	Nil	2017	0	Nil	0
Nil	Nil	Nil	2018	0	Nil	0
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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
Nil	Nil	Nil	2017	0	0	N.A
Nil	Nil	Nil	2018	0	0	N.A
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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	17	14	8	3
Presented papers	4	12	6	4
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 Celebration	N.S.S. Unit-I, II, III	21	62
AIDS Day	N.S.S. Unit-I,	58	156

Observation	II, III		
National Youth Day Celebration	N.S.S. Unit-I, II, III	23	132
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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	59
Personality Test Board to prepare the panel for Recruitment to the post of Assistant Teacher in Schools in respect of 1st SLST(A.T.), 2016 for upper primary level	Subject Expert	West Bengal Central School Service Commission	0
Executive Council Meeting	Member of Executive Council	The University of Burdwan	0
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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
AIDS Day Observation	N.S.S. Unit-I, II, III	Aids Awareness	58	156
National Youth Day Celebration	N.S.S. Unit-I, II, III	youth Day	23	132
Road Safety Awareness Programme	N.C.C AND N.S.S	Awareness Programme	1	253
Gender Sensitization	N.S.S	Gender Equity	4	158
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
Nil	0	0	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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
Nil	Nil	Nil	0
No file uploaded.			

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
7800000	7662028

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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 partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	28635	1655103	562	166315	29197
Reference Books	150	24103	6	2419	156	26522
e-Books	201451	0	0	0	201451	0
Journals	12	9300	0	0	12	9300
e-Journals	6312	5900	0	0	6312	5900
Digital Database	0	0	0	0	0	0
CD & Video	15	623	0	0	15	623
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	152	9123	0	0	152	9123
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	nil	nil	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	48	3	7	0	0	19	20	0	0
Added	13	0	0	0	0	0	0	0	0
Total	61	3	7	0	0	19	20	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	

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
2800000	2712347	5000000	4949681

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.

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	Half-free and Full-free scholarships	310	77790
Financial Support from Other Sources			
a) National	Swami Vivekananda Merit-cum-means, Kanyashree, Nabannya, Oasis (for SC, ST, OBC) and others	1849	15451800
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
Nill	Nill	0	N.A
No file uploaded.			

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
2017	Nill	Nill	Nill	Nill	Nill
2018	MOHILADER SWASTHYA SOCHETANATA	0	76	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
No file uploaded.					

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
2017	13	A.K.P.C. M AHAVIDYALAYA	PHYSICAL EDUCATION	Different	Different
2017	2	A.K.P.C. M AHAVIDYALAYA	MASS COM.& JOURNALISM	BURDWAN UNIVERSITY & JADAVPUR UNIVERSITY	M.A
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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
NET	2
Any Other	6
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
18	Institutional	765
No file uploaded.		

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
2017	Nil	Nil	Nil	Nil	Nil	Nil
2018	Nil	Nil	Nil	Nil	Nil	Nil
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 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.

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
Examination and Evaluation	(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 strictly as per the guidelines provided by the University. (4) Our Principal and departmental Heads ensure the timely publication of results of college examinations
Research and Development	(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.

	<ul style="list-style-type: none"> • An office staff for the preparation / submission of official documents related to research schemes.
Library, ICT and Physical Infrastructure / Instrumentation	<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>
Human Resource Management	<ul style="list-style-type: none"> • 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.
Industry Interaction / Collaboration	NIL
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, Eligibility criteria for each course, and complete fees structure, is widely publicized, at the beginning, through</p>

	our official website, admission portal and college notice board.
Curriculum Development	<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>
Teaching and Learning	<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.</p> <p>(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>

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

E-governance area	Details
Finance and Accounts	<ul style="list-style-type: none"> • 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.

Administration	<ul style="list-style-type: none"> • Every notice of the Principal and other administrative staff is uploaded to our official website and is simultaneously posted in the WhatsApp groups 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 WhatsApp groups. • An annual survey report is prepared and successfully uploaded to the AISHE portal.
Student Admission and Support	<ul style="list-style-type: none"> • The process of application, registration, preparation of merit list, counseling, and, finally admission, all are performed online using our Admission Portal. • Each update of the admission process is communicated to the concerned candidates through 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	<ul style="list-style-type: none"> • 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
Planning and Development	<ul style="list-style-type: none"> • 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 action. • 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.

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
2017	NIL	Nill	Nill	Nill
2018	NIL	Nill	Nill	Nill
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)
2017	Nill	Administrative training programme	24/11/2017	24/11/2017	Nill	22
2018	nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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
Refresher Course	1	10/03/2018	30/03/2018	21
Short Term Course	1	17/11/2017	23/11/2017	07
Special National Integration Course	1	12/04/2018	25/04/2018	14
REFRESHER COURSE	1	01/12/2017	21/12/2017	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
1	1	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 • Festival Advance 	<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

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. 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	Nil
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6.4.3 – Total corpus fund generated

12035016

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	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. One day training program for newly appointed non-teaching staff to enhanced their computer skills and make them ready to use the office management software and library software. 2. Hands-on workshop on WBIFMS portal from 13/12/2017 to 16/12/2017 and attended by 02 NTS of the College. 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
2017	Meeting with the N.C.C unit members	18/08/2017	18/08/2017	18/08/2017	15
2017	Meeting with the Library employees in presence of members of library sub-committee	08/09/2017	08/09/2017	08/09/2017	18

2017	Workshops for students/ other stakeholders on CBCS	22/09/2017	22/09/2017	23/09/2017	1200
2017	Administrative and Technical Training Programs for Non-Teaching staff	24/11/2017	24/11/2017	24/11/2017	22
2017	Meeting with the N.S.S unit members	15/12/2017	15/12/2017	15/12/2017	35
2018	Meeting with the Management	24/03/2018	24/03/2018	24/03/2018	28
2018	Meeting with the faculties	17/04/2018	17/04/2018	17/04/2018	101
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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
Gender Sensitization Programme	08/03/2018	08/03/2018	121	89
Women's Legal Right	24/11/2017	24/11/2017	251	14

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	Nil
Ramp/Rails	Yes	4
Braille Software/facilities	No	Nil

Rest Rooms	Yes	Nil
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nil

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
2017	Nil	1	24/11/2017	01	Women Legal right	Women Legal right	251
2018	Nil	Nil	Nil	Nil	Nil	Nil	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	01/07/2017	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	15/08/2017	15/08/2017	62
Observance of World Aids day	01/12/2017	01/12/2017	156
Foundation day	04/01/2018	04/01/2018	59
Celebration of National Youth Day	12/01/2018	12/01/2018	121
Celebration of Republic Day	26/01/2018	26/01/2018	51
Celebration of anniversary of Sister Nivedita	24/11/2017	24/11/2017	259
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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 • Title: Gender Sensitization • Objective: To make our students aware of issues like gender discrimination prevailing in patriarchal societies and the need for women's empowerment in a modern nation. • **Context:** Ours being a developing country, it is important to spread awareness among people regarding gender discrimination so that such evils can be eradicated. Even 75 years after our independence women are denied many rights in our country and they are often subjected to various types of atrocities. In this context a Gender Sensitization programme is of utmost importance to groom our students as ideal citizens of modern India. • **Practice:** Our college feels the need to sensitize our students to the evils of gender discrimination and the need for women's empowerment. So, the NSS Units of our college organized a Gender Sensitization Programme on 08/03/2018 at the Seminar Hall for our students. Muktiprakash Roy, Assistant Professor in English, of our college delivered a lecture on the said topic much to the benefit of our students. • **Evidence of success:** The growing participation of our female students in every sphere of academic and cultural activities is an evidence of our success. Moreover, complaints regarding gender discrimination or sexual harassment have become very rare on our campus. • **Problems encountered and Resources required:** It is not an easy task to uproot patriarchal values deep-seated in our society. It is not a one-day job to transform biased minds. But we believe that ultimately we can accomplish our mission if Gender Sensitization Programmes are held on a regular basis.

Best Practice 2 • Title: Waste Management • Objective: To keep the college premises clean and inculcate habits of maintaining a hygienic life in our students. • **Context:** In keeping with the Swachh Bharat Mission launched by the Government of India our college has taken a pledge to create a hygienic ambience for all stakeholders through implementing a comprehensive waste management system on our campus. • **Practice:** Our institution has made provisions for segregating biodegradable and non-biodegradable waste by installing colour-coded waste-bins in different parts of our campus. Our students and employees are encouraged to use them and warned against littering through posters and graffiti on the premises. The practice of composting organic waste has also been initiated. • **Evidence of success:** As a result of this initiative, our campus is now clean and hygienic. The drive has also enhanced the level of environmental awareness and civic sense of our students and employees. • **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.
- Extension of the Department of Physics: Since the Department of Physics as well as its laboratory is in a dilapidated condition, it is our plan to renovate and extend the same for the safety of the students and staff as well as proper running of the department. It must be done without delay, preferably next year.
- Campus to be made more eco-friendly: It is our plan to make our campus more eco-friendly by installing renewable energy sources. It can be achieved by applying to the WBREDA, Department of Power and NES, Government of West Bengal for a 10 KW SPV Rooftop Grid-Connected Power Plant.
- Completion of ongoing construction works: Next year our college plans to complete the projects, which have already

been undertaken, like the Indoor Sports Training Facilities, the concrete cricket pitches and the basketball court. • Computerization of the library and renovation of the library building (Pathabhavan): in keeping with the demand of modern times, our college library is to be computerized next year. The library building, known as the Pathabhavan, also needs thorough renovation and repair. We plan to complete all these works next year. • Concrete casting of internal roads: The internal roads on our college campus need to be cast in concrete, otherwise they become muddy and almost unusable in the monsoon. So, we plan to apply for funds to the Zilla Parishad for the said project next year.