

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**2010-2011**



**Khatra Adibasi Mahavidyalaya**

**P.O. - Khatra, Dist – Bankura**

**Pin - 722140**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Khatra Adibasi Mahavidyalaya, Khatra, Bankura**

Part – A

AQAR for the year

2010-2011

**I. Details of the Institution**

1.1 Name of the Institution

KHATRA ADIBASI MAHAVIDYALAYA

1.2 Address Line 1

P.O. - KHATRA

Address Line 2

DISTRICT - BANKURA

City/Town

KHATRA

State

WEST BENGAL

Pin Code

722140

Institution e-mail address

[kacollege@rediffmail.com](mailto:kacollege@rediffmail.com)

Contact Nos.

(+91) 8900057220 / 9932546966

Name of the Head of the Institution:

PROF. SWAPAN KUMAR BISWAS

Tel. No. with STD Code:

(+91) 03243-255561

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+	60.50	2007	5 YEARS
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2010-11

Summited on NAAC on (24/12/2015)

- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- v. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid  Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

THE UNIVERSITY OF BURDWAN

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence	.....	UGC-CPE	.....
DST Star Scheme	.....	UGC-CE	.....
UGC-Special Assistance Programme	.....	DST-FIST	.....
UGC-Innovative PG programmes	.....	Any other ( <i>Specify</i> )	.....
UGC-COP Programmes	.....		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	Nil
2.4 No. of Management representatives	02
2.5 No. of Alumni	Nil
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	Nil
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff, Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Organised national level seminar by the teachers council, purchases a photocopier for library, one laptop and one LCD projector for Remedial Coaching.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. To improve infrastructural facilities – internet connectivity.	VPN (a Central Govt. scheme for Internet connection for academic institutions) Connection has been installed for Broadband internet connectivity. College Software (CAMS) has been upgraded.
2. Provide pure and safe drinking water to the students.	Construction of water reservoir for drinking water. Installation of two water purifier (Aqua Guard) for safe drinking water.
3.To increase in number of computers.	Five Computers have been purchased and one digital duplicator, one Laptop, one LCD projector.
4. Extension of building and other infrastructural facilities.	Completion of College Canteen.

\* Attach the Academic Calendar of the year as Annexure. (Annexure ii)

2.16 Whether the AQAR was placed in statutory body: Yes  No

Management  Syndicate  Any other body

Development & Finance Sub-Committee, Teachers Council

Provide the details of the action taken

The Governing Body is always encouraging the involvement of the Staff and students in the process of institutional progress. The Chairperson and the Coordinator of the IQAC discuss various issues with the members of the G.B (particularly with Government Nominee and University Nominees) and address Teachers Council for doing needful.

IQAC prepares the AQAR and submit it to the NAAC. It analyses the feedback received from all concern. IQAC also appreciates, encourages and provides support required by all staff for their quality improvement in their respective field.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	09	Nil	Nil	01(Coaching classes for Entry into Service)
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	09	Nil	Nil	01
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	09

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure (Annexure iii)

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Our College does not enjoy any autonomy in respect of designing, updating or revising syllabi are concerned. In this regard we strictly follow the guidelines set by the University of Burdwan.

1.5 Any new Department/Centre introduced during the year. If yes, give details.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	05	07	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	02	10	Nil	Nil	Nil	Nil	Nil	01	02	11

2.4 No. of Guest and Visiting faculty and Temporary faculty 07 Nil 18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	34	Nil
Presented papers	Nil	06	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning;

- To provide a picture of the academic capacity of the students, in addition to the assessment done during the introductory classes, unit tests are taken periodically. Students with remarkable efficiency are thus identified and are motivated by
  - a) Making them acquainted with advanced reference and guiding them how to make proper utilization of the same books.
  - b) They are advised to go through the lecture materials available free in the internet and are often provided with related printed matter.
  - c) Students are encouraged to prepare and deliver seminar lectures on some specialized topics (within the syllabus).
- To help the students develop in them, creativity and the power of innovation, they are told to write articles, on contemporary topics, (students of History regularly contributed their writings on various topics of interest in the departmental magazine “Prabaha” and students of Bengali regularly contributed their writings on various topics of interest in the departmental wall magazine “Dhansis”).
- Advanced learners are suggested to attend the seminar/extension lectures, organized by different departments. Teachers make it a point to get them introduced to the distinguished academicians visiting the college and/or serving as resource persons in the seminars/workshops held in the college.

2.7 Total No. of actual teaching days: 185

2.8 *Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)*

The College cannot actively implement any examination/evaluation reforms, though inputs are given regularly to the affiliating University which in turn helps the authorities to reshape the system.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Two teachers are members of Board of Studies of the University of Burdwan

2.10 Average percentage of attendance of students 65%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (Hons)	107	Nil	6.5	66.35	NA	72.89
B. Sc(Hons)	NA	NA	NA	NA	NA	NA
B .Com(Hons)	NA	NA	NA	NA	NA	NA
B. A (Gen)	203	Nil	Nil	8.37	NA	67.98
B. Sc(Gen)	NA	NA	NA	NA	NA	NA
B. Com(Gen)	NA	NA	NA	NA	NA	NA

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC keeps close correspondence with various Academic sub-committees constituted by the teachers and Examination sub-committee of the college and provides useful suggestions to these committees as regards policy framing and executing the policies in keeping with the University norms.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	02	Nil	Nil
Technical Staff	01	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

- To monitor and address various issues of research, the Research Committee works in association with the IQAC and the UGC Committee of the college. At its regular meetings with the IQAC and the UGC committee members, the Research Committee explores all possible avenues to apply for grants to promote research.
- Research Committee holds meetings with the IQAC and the UGC committee members and experts from various disciplines at the time of organizing National and State level seminars and workshops by any department to chalk out the blueprint of the events.
- IQAC makes it a point that the institution must encourage and sanction leave to the faculty for presenting research papers in seminars/conferences. The faculty members and researchers are also encouraged and given the scope to publish their research findings as books, research papers in reputed and referred journals, articles in edited volumes, seminar proceedings etc. so that they can reach a larger section of the people concerned.

- IQAC always encourages conducting projects and field tours to provide opportunities for learning- by - doing to students and also help in disseminating common knowledge among the students and community at large.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	01
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	NA	NA	NA
Minor Projects	Nil	NA	NA	NA
Interdisciplinary Projects	Nil	NA	NA	NA
Industry sponsored	Nil	NA	NA	NA
Projects sponsored by the University/ College	Nil	NA	NA	NA
Students research projects	Nil	NA	NA	NA

<i>(other than compulsory by the University)</i>				
Any other(Specify)	Nil	NA	NA	NA
Total	Nil	NA	NA	NA

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	Nil	Nil
Sponsoring agencies	NA	UGC	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: University level

09

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

05

State level

Nil

National level

Nil

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

### 3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil		
NCC	Nil	NSS	02	Any other	Nil

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1) The programs carried out by the NSS Unit of the College during this session, are as follows:

#### Normal Developmental Programme

- Orientation classes were taken by the teachers of the college and invited guests on every month. Campus cleaning was also conducted on every month.
- Different special days of international importance were observed by the NSS Unit such as International Women's Day, World Environment Day, World AIDS Day, Human Rights Day, etc.
- On the occasion of World AIDS Day, our volunteers demonstrated awareness symbolically, by distributing red colored ribbons among all the members of teaching and non-teaching staff and students.

#### Special Camping Programme

- Special Camping Programme was conducted by the NSS Unit in the adopted village situated very close to the College. In this programme following activities were done:
- Effort was made to create Health Awareness through cleaning drains and roads in the adopted village. A survey was carried out by distributing leaflets containing a set of questionnaire regarding health and educational awareness.
- Blood donation Camp was organized by the NSS Units of the College.
- Volunteers of NSS organized an awareness programme, on general health, common diseases etc.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	109143.7 Sq-metre	Nil	Donation	109143.7 Sq-metre
Class rooms	11	Nil	UGC, Own, MP LAD	11
Laboratories	02	Nil	Own and State	02

			Govt.	
Seminar Halls	01	Nil	UGC & Own	01
No. of important equipment's purchased ( $\geq 1.0$ lakh) during the current year.	01	Nil	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	₹ 3,36,969/-	₹ 1,38,060/-	UGC	₹ 4,75,029/-
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

- The entire work of the Library has been aimed to be computerised shortly.
- SOUL-1 software is used for processing of books.
- Facilities for reading room are enhanced.
- Students of backward communities can get books from the Library for remedial coaching.
- Important paper-cutting on different issues are preserved in respective files.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (₹)	No.	Value (₹)	No.	Value (₹)
Text Books	15294	200454	95	2800	15389	203254
Reference Books	6560	110190	10	1200	6560	111390
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	10	25619	Nil	4240	10	29859
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	09	Nil	02	02	Nil	04	01	Nil
Added	08	Nil	Nil	01	Nil	01	06	Nil
Total	17	Nil	02	03	Nil	05	07	Nil



4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Members of the non-teaching staff are being acquainted with LAN, computerised billing & admission procedure. Laboratory Attendants have become familiar with the newly arrived instruments.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Nil
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	Nil
iv) Others	3.67
<b>Total :</b>	3.67

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of the college is destined to make this institution one of the leading academic institutions of south Bankura. It keeps regular contact with different academic sub committees, looks after various educational, teaching activities consistently. It also helped a lot from time to time in the selection of eligible, qualified part time teachers in various discipline. It recommends to take necessary steps for student and staff benevolence and their requirements on regular basis in order to ameliorate the efficiency level and all round development.

5.2 Efforts made by the institution for tracking the progression

- Keeping track with the academic calendar issued by the affiliating university, the college prepares the academic schedule stating the subjects to be taught and number of working hours allocated for such. The academic schedule also stresses upon the evaluation of students' progress by conducting class tests, unit tests and Test Examination before the University Final Examinations each year.
- Teachers of each department develop the academic plan for the upcoming academic session through inter departmental meetings. The complete syllabus is divided keeping in mind the number of working days so that it can be finished within the stipulated time.
- Once the new session has started, the college keeps a track whether all the action plans are followed properly. During such process, the college also ensures that the objectives of the said curriculum are achieved.

- Periodically class tests, unit tests and terminal examinations are held to see that the syllabus is covered properly and the goal is achieved. Proper documentation of the steps followed, are also done. All honours departments keep records of students' performance in class / unit tests, their performance in the Test Examination prior to the University Final Examination is preserved centrally in the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2516	NA	NA	NA

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1773	70.5		743	29.5

No	%
743	29.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1079	325	564	251	Nil	2229	1235	363	627	291	Nil	2516

Demand ratio

1:2.55

Dropout %

19.8

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

UGC Sponsored Coaching for Entry Into Service for entry level examination conducted by West Bengal School Service Commission. Services is given to the SC/ST/OBC (Non-creamy layer), Minorities and economically backward students. The aim of this programme is to make the students ready in every respect to face competitive examinations.

No. of students beneficiaries

87

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	20 (SSC, WB Police, CRPF & Private)

## 5.6 Details of student counselling career guidance

Our College has a number of cells and sub-committees and even conducts remedial course for minority and backward class students.

- **Disciplinary Sub-Committee:** The purpose of the sub-committee is not to punish but to reform students towards holistic awareness. A correctional approach, involving a kind of counselling, is made to guide the students showing unruly attitude. They are advised not to follow any undesirable path within and outside the campus.
- **Career Counselling Guidance Cell:** This cell lends a helping hand to the students so that they can cope better with the demands and pressures of increasingly competitive surroundings. This cell gathers information on different courses related to higher studies, job avenues and placements in different institutions and concerns related to the courses that the college offers through internet and papers and magazines. The Cell analyses the gathered information in the local and regional contexts to explore its relevance and utility for the students in their future careers.
- **Guidance for Entry in Service:** UGC Sponsored Coaching for Entry Level Examinations in different Government and Non-Government Services is given especially to the SC/ST/OBC (non-creamy layer), minorities and economically backward students. The programme started from 2010 and the aim of this programme is to make the students ready in every respect to face competitive examinations.
- Besides these, academic counselling begins right at the time of admission. The teacher's guide and direct the students regarding the choice of stream / subjects. Also, the Teacher-in-Charge and teachers are available in their free time to listen to the various problems of students.

No. of students benefitted:

107

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil-

5.8 Details of gender sensitization programmes

Nil

## 5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

10

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	213	₹ 84,460/-
Financial support from government	1290	₹ 3,60,000/-
Financial support from other sources	30	₹ 1,64,000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Students approach the Grievance Redressal Cell for their grievances regarding academic matters, financial matters, library and other central services.

The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the stakeholders as and when required. As a result of this mechanism, the college has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders. The College has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 & has constituted an Anti-Ragging Committee governed by the senior staff members of our college. No instances of ragging have been reported as yet.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

The vision of the College is to provide innovative educational environments, best academic standards, opportunities and experiences that enable individuals, communities, and the district as a whole to thrive, develop and prosper. We aim to offer quality education to students of all sections of society irrespective of gender and socio-economic standing and to enable them to stand up to the challenges of the new millennium with courage and conviction.

We focus on teaching and learning, creation of an environment where knowledge is used to expand growth and progress, and to inculcate a liberal mind.

**Mission:**

The Mission of The College has always been the development of complete citizens. The **goal** of the College is to endow its learners with access to higher education through quality teaching-learning process. Specifically, we aim at enlightening the rural youth through higher education and helping them to flourish as a complete human being.

- Inculcating social, cultural, scientific, spiritual and ethical values in them and thereby making them ever-growing socially responsible citizens.
- Providing professional skills to the students so that they can earn their livelihood on their own.
- Producing resourceful teachers and scholars to be employed in different educational institutions in this locality and elsewhere.

#### 6.2 Does the Institution has a management Information System

Nil

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Our college does not enjoy any autonomy so far as designing, updating or revising syllabi are concerned. In this regard, we strictly glue to the guidelines set by the University of Burdwan. However, some of our faculty members, as members of different Boards of Studies of the affiliating University, provide suggestions in matters related to restructuring of the curriculum.

##### 6.3.2 Teaching and Learning

The strategies adopted for betterment in teaching and learning are:

- Teachers of our institute are given free access to internet. This helps them to collect learning material from the internet. College has a well-developed library which contains books on various subjects, which are purchased keeping in mind the ability of different category of students to follow, and also the need of the teachers to keep themselves at pace with the modernization in the academic arena.

- Weaker students are given special coaching, extra study materials and mental support, by the teachers, to safeguard the possibility of drop-out and utter failure of the teaching-learning process.
- In addition to the assessment done during the introductory classes, unit tests are taken periodically, which provide a picture of the academic capacity of the students. Students with remarkable efficiency are thus identified and are motivated by adopting special approach. Teachers make them acquainted with advanced reference and guide them how to make proper utilization of the same books. They are advised to go through the lecture materials available free in the internet and are often provided with related printed matter.
- Students are encouraged to prepare and deliver seminar lectures on some specialized topics (within the syllabus).

### 6.3.3 Examination and Evaluation

The College follows the structure of academic calendar, designed by the University of Burdwan, at the beginning of each academic session (July-June).

- Each department exerts its best effort to complete the syllabus within stipulated time.
- Apart from the academic calendar published in the prospectus at the beginning of each session, specific time schedules, number of tests to be held, module structure and maximum marks of unit tests are settled by the individual departments and notified in the departmental notice boards. Time tables and dates of evaluation of answer scripts for the Annual Examinations (Test Examinations) are fixed in the meetings of academic council and Teachers' council.
- Teachers evaluate the answer scripts for all types of college examination within stipulated time. Records of marks for unit tests are maintained by the departments while performance of Test examinations are centrally analysed in the meetings of Academic Sub-committee and Teachers' Council.

### 6.3.4 Research and Development:

- Our college authority circulates information regarding research grants available from various agencies in time and through liaisons with funding authorities help prospective researchers to have the grants sanctioned. Prompt disbursement of sanctioned grants is ensured by the head of the institution with the help of supporting staff.
- Teaching faculties of our college, opting to pursue minor-research projects doctoral and research in various research institutions, are provided with all sorts of co-operation. Teachers are given study leave for a maximum period of three years for completing PhD under FDP scheme and are substituted by Full-time temporary teachers as per provision of the UGC. Special leaves are sanctioned by the Governing Body of the college to part time teachers, in this connection.
- Teachers are encouraged to attend and present their research works at the National and International symposium and conferences by providing them duty leaves.
- For developing research culture among the students, efforts are made to actively involve them in seminars/ special lectures / conferences/ workshops organized by different departments of the college. These provide a platform to the students to meet with researchers from various fields across the country and serve to create interest among them.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Innovative teaching facilities like, LCD projectors, internet facilities are available for the faculty as well as students. Interactive approaches like seminars, workshops, conferences, extension lectures, visits, Power point Presentations, group discussions are adopted by the faculty for enhancement of the teaching learning experience.
- There are a few numbers of computers (Desk top) and which are used for office automation and teaching-learning purposes. Most of the computers are provided with internet connection.
- In addition to a central library, there are separate Seminar Libraries for two departments. Separate libraries are also maintained for Remedial Coaching, Coaching for Entry in Services Course. Students of backward classes (SC/ST/OBC etc.) can get books from the library of Remedial Coaching.
- The central library is partly computerized with one spacious reading room and one computer room. Library work including the lending/issuing of books to the students and faculty are done manually.

### 6.3.6 Human Resource Management

Optimal utilisation of available Human Resource is achieved through the following approaches:

- People belonging to all interest groups in the college enjoy freedom of sharing their views and discussing individual grievances or inconveniences, both in academic and administrative sectors of their place of work.
- Our college provides a healthy combination of traditional and modern teaching method with a flexible approach towards betterment all the while.
- Special attention is given towards the socio-economic orientation of the students.
- Continuous up gradation of all the stakeholders stands as the ultimate motto of the institution.
- Our institution itself can be compared to a big family where the youngest members are nurtured with all possible care and none is ignored.

### 6.3.7 Faculty and Staff recruitment

- Recruitment of permanent teachers does not come under the purview of the Institution and appointment is done as per the recommendation of College Service Commission, W.B. Higher Education Department, and Government of West Bengal.
- The college appoints qualified part-time/guest teachers/contractual/temporary teachers to overcome the deficiencies due to vacant teaching posts following the norms of the concerned university. As a part of selection process in case of temporary teachers/contractual teachers, the college advertises in the local and well circulated newspapers and conducts interview forming a selection committee.
- Our college follows reservation policy of the Govt. at the time of admission of students as well as at the time of recruitment of both teaching and non-teaching staff.

### 6.3.8 Industry Interaction / Collaboration:

- Though our college lacks a direct structured mechanism for placement of its students, the Career and Counselling Cell of the college tries to help the students in different ways.
- The cell gathers and circulates information on different courses related to higher studies, job avenues and placements in different industries and other concerns.

### 6.3.9 Admission of Students:

- The admission process of the College is conducted offline on counselling basis and is completely transparent, merit being the sole consideration. The College however, offers opportunities to the candidates belonging to SC/ST/OBC and differently-abled sections abiding by the directives of the Government of West Bengal and the University of Burdwan.
- During the first phase of admission, and also in the prospectus, it is highlighted that after the completion of one month from the date of commencement of regular classes, names of the students attending less than 60% of the total Honours classes, taken in each department, would be stroked out and the corresponding seats would be declared vacant. The candidates eligible for the next phase of admission are duly notified and these vacant seats are filled up, by holding 2nd round of Counselling. This is done so as not to deprive a willing and deserving student from getting a chance to move forward with his/her subject of interest.

### 6.4 Welfare schemes for teaching non-teaching and students:

Our college provides all possible support to its teaching and non-teaching members and students in their hours of need. A few are mentioned below:

- Payment of salary is mostly done on the 1<sup>st</sup> weak of every month. In case of any delay in receiving grants from the Government, college fund is utilised.
- Sanctioning of loan from provident fund is done as early as possible as per needs of the staff.
- Each year, payment of 'festival advance' to is provided to each which is recoverable in few subsequent instalments from monthly salaries.

Welfare schemes for students include financial assistance/scholarships from Government, reservation in admission, remedial coaching, railway/bus concessions, freeships/half-freeships for tuition fees on merit-cum-means basis, and assistance to needy students (books/tuition fees/medical help) from the Student's Aid fund and UGC fund.

6.5 Total corpus fund generated:

Rs. 25,00,000/-

6.6 Whether annual financial audit has been done

Yes

No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days? NA

For UG Programmes      Yes       No

6.9 What efforts are made by the University/Autonomous College for Examination Reform?

- The College cannot actively implement any examination reforms although inputs are given regularly to the affiliating University which in turn helps the authorities to reshape the system.
- Examination reforms under 1+1+1 system introduced by the affiliating university in 2006, syllabus change/re-orientation in any session are also applicable to the College. Final Examination for each year in the 3-year degree course is now held after completion of each year as Part I, Part II, and Part III Examination.
- The University administers the activities of paper setting, moderation, evaluation of scripts and publication of results for the Final Examinations. Our faculty members participate actively in all these academic activities of the university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges:

As of yet, no special effort for attaining autonomy has been made.

6.11 Activities and support from the Alumni Association

There is no formal Alumni Association in our college. However, few sincere ex- students of the college participate in various programmes of the college. They guide the NSS volunteers to organize various useful and service based programmes, like blood donation camp, eye camp, campus cleaning works. Resultantly, close relation grows up among the ex and current students of the college at large. We deem, this is the actual responsibility and role of alumni association.

6.12 Activities and support from the Parent – Teacher Association

We do not have Parent-Teacher Association as such. However, sometimes, Parents of the academically weaker students are invited to interact with the teachers of the concerned departments as well as with the institutional Head (Teacher-in-Charge), so as to realize the basic problem or route cause of poor performance of their words.

#### 6.13 Development programmes for support staff:

- Members of support staff of our college are given free access to internet so that they can enrich their knowledge.
- Members of the non-teaching staff are being acquainted with LAN, computerized billing & admission procedure. Laboratory Attendants have become familiar with the newly arrived instruments.
- Non-teaching staff are given opportunity to attend skill development programmes organised by the Govt. for different purposes (COSA for financial assistance, training for implementation of on-line admission, training for learning software for library and office management etc.)

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Our college NSS Units organize Annual camps every year to carry out the tradition of campus cleaning. They also undertake planting of saplings during rainy season

- A number of gardens, rich with a variety of flowers, herbal and medicinal plants, fruits trees etc. is maintained inside the campus.
- Students under the supervision of the NSS unit in the college ensure that college class room and laboratories are kept clean and well ventilated and free of waste materials.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- Innovative teaching facilities like, Over Head Projector, LCD projectors, internet facilities are made available to the faculty as well as students.
- Interactive approaches like organizing seminars, workshops, conferences, extension lectures, Power point Presentations, group discussions are adopted by the faculty for enhancement of the teaching learning experience.
- There is a positive impact of such innovative practices on the students so far as better understanding of the subject matter, scientific reasoning, presentation, communication and personality development are concerned.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

Plan of Action	Achievements
1) Health Awareness Campaign for students and people of the adjoining areas.	<p>The programmes carried out by the NSS Unit of the College during this session, are as follows:</p> <p><b>Normal Developmental Programme</b></p> <ul style="list-style-type: none"> <li>• Orientation classes were taken by the teachers of the college and invited guests on every month. Campus cleaning was also conducted on every month.</li> <li>• Different special days of international importance were observed by the NSS Unit such as International Women’s Day, World Environment Day, World AIDS Day, Human Rights Day, etc.</li> <li>• On the occasion of World AIDS Day, our volunteers demonstrated awareness symbolically, by distributing red colored ribbons among all the members of teaching and non-teaching staff and students.</li> </ul> <p><b>Special Camping Programme</b></p> <ul style="list-style-type: none"> <li>• Special Camping Programme was conducted by the NSS Unit in the adopted village situated very close to the College. In this programme following activities were done.</li> <li>• Effort was made to create Health Awareness through cleaning drains and roads in the adopted village. A survey was carried out by distributing leaflets containing a set of questionnaire regarding health and educational awareness.</li> </ul>
2) Encouraging extra-curricular activities among students.	<ul style="list-style-type: none"> <li>• Two seminar lectures, one on ‘General Health Awareness’ and another on Blood donation, were organized by the NSS Unit of the College.</li> </ul>

3) Providing modern teaching aids to the teaching staff	<ul style="list-style-type: none"> <li>• Volunteers of NSS organized an awareness programme, against blind beliefs and prejudices.</li> <li>• Broadband connections have been installed which help our students and teachers to enjoy Internet facility.</li> </ul>
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*\*Provide the details in annexure (Annexure iv)*

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Best Practice: I**

Detailed Departmental Teaching Plan (DDTP): Each department prepares DDTP at the beginning of every academic session and distribute other faculty member's. Students are duly informed.

**Best Practice: II**

Apart from interdisciplinary teaching as laid down in the University curriculum the college practices interdisciplinary teaching among the departments like economics, history and political science for better teaching-learning.

*\*Provide the details in annexure (Annexure v)*

7.4 Contribution to environmental awareness / protection:

With the enthusiastic involvement of the teaching and non-teaching members, students and Students' Union, various programmes are conducted, each year, contributing to overall awareness of the society.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Drop-out is one of the major problems that the institution suffers from, being situated in a rural and backward area. As a part of preventive measures, performance of the students in the periodical class tests and Annual / Test examinations are discussed by the senior teachers of the Departments in the meetings of the Academic sub-committee. The overall result is analysed in the meeting of the Teachers' Council. Since poor academic performance is a significant signal towards anticipating the drop out percentage, the institution takes whole-hearted initiative and exercises different methods.

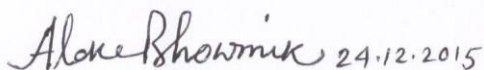
## 8. Plans of institution for next year

For the coming year, following developmental programmes have been proposed:

- Extension of building and other infrastructural facilities, namely construction of new Class room, examination hall, Seminar Hall, overall development of Hostel building, preparation of Volley Ball Court, Renovation of laboratory in Geography department, etc.
- Introduction of new subjects for UG / PG courses.
- Installation of modern audio system for Seminar and classroom.
- Extension of 'internet' facility to different departments.
- Utilization of UGC grants for purchase of LED TV, Cameras, more Audio-Visual Teaching Aids, Laptops, etc.
- Installation of software to maintain daily accounts.

Name: ALOKE BHOWMIK

Name: SWAPAN KUMAR BISWAS

 24.12.2015



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Coordinator  
I.Q. A. C  
Khatra Adibasi Mahavidyalaya

Teacher-in-Charge  
Khatra Adibasi Mahavidyalaya  
Khatra :: Bankura

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## Annexure i

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



## ANNEXURE-ii

### ACADEMIC CALENDER 2010-11

First half of the session: 1 <sup>st</sup> July 2010 – 31 <sup>st</sup> December 2010						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	Number of days for holding classes & examinations	
July 2010	1 <sup>st</sup>	July (01-03)	Nil		03 days	
July 2010	2 <sup>nd</sup>	July (04-10)	Sunday - 04.07.10	01 day	06 days	
July 2010	3 <sup>rd</sup>	July (11-17)	Sunday - 11.07.10; Rathayatra - 13.07.10	02 days	05 days	
July 2010	4 <sup>th</sup>	July (18-24)	Sunday - 18.07.10	01 day	06 days	
July 2010	5 <sup>th</sup>	July (25-31)	Sunday - 25.07.10; Sababarat - 28.07.10	02 days	05 days	
Aug 2010	6 <sup>th</sup>	Aug (01-07)	Sunday - 01.08.10	01 day	06 days	
Aug 2010	7 <sup>th</sup>	Aug (08-14)	Sunday - 08.08.10	01 day	06 days	
Aug 2010	8 <sup>th</sup>	Aug (15-21)	Sunday & Ind. Day - 15.08.10; Manasa Puja - 17.08.10	02 days	05 days	
Aug 2010	9 <sup>th</sup>	Aug (22-28)	Sunday - 22.08.10; Rakhi Purnima - 24.08.10	02 days	05 days	
Aug-Sept 2010	10 <sup>th</sup>	Aug 29 – Sept 04	Sunday - 29.08.10; Janmastami - 01.09.10	02 days	05 days	
Sept 2010	11 <sup>th</sup>	Sept (05-11)	Sunday - 05.09.10; Id-ul-Fitr - 10-11.09.10	03 days	04 days	
Sept 2010	12 <sup>th</sup>	Sept (12-18)	Sunday - 12.09.10; Viswakarma Puja - 17.09.10	02 days	05 days	
Sept 2010	13 <sup>th</sup>	Sept (19-25)	Sunday - 19.09.10	01 day	06 days	
Sept-Oct 2010	14 <sup>th</sup>	Sept 26 - Oct 02	Sunday - 26.09.10; Gandhiji's B'Day - 02.10.10	02 days	05 days	
Oct 2010	15 <sup>th</sup>	Oct (03-09)	Sunday - 03.10.10; Mahalaya - 07.10.10	02 days	05 days	
Oct 2010	16 <sup>th</sup>	Oct (10-16)	Sunday - 10.10.10; Puja Holidays - 12.10-16.10.10	06 days	01 day	
Oct 2010	17 <sup>th</sup>	Oct (17-23)	Sunday - 17.10.10; Puja Holidays - 18.10-23.10.10	07 days	Nil	
Oct 2010	18 <sup>th</sup>	Oct (24-30)	Sunday - 24.10.10; Puja Holidays - 25.10.10-30.10.10	07 days	Nil	
Oct-Nov 2010	19 <sup>th</sup>	Oct 31-Nov 06	Sunday - 31.10.10; Puja Holidays - 01.11.10-06.11.10	07 days	Nil	
Nov 2010	20 <sup>th</sup>	Nov (07-13)	Sunday - 07.11.10; Puja Holidays - 08.11.10	02 days	05 days	
Nov 2010	21 <sup>st</sup>	Nov (14-20)	Sunday - 14.11.10; Jagadhatri Puja - 15.11.10	04 days	03 days	
Nov 2010	22 <sup>nd</sup>	Nov (21-27)	Id-ud-Zoha - 17.11.10; College Foundation Day - 18.11.10			
Nov 2010	23 <sup>rd</sup>	Nov (28-Dec 04)	Sunday - 21.11.10; Guru Nanak's B'day - 21.11.10	01 day	06 days	
Nov-Dec 2010	24 <sup>th</sup>	Nov 28-Dec 04	Sunday - 28.11.10	01 day	06 days	
Dec 2010	25 <sup>th</sup>	Dec (05-11)	Sunday - 05.12.10	01 day	06 days	
Dec 2010	26 <sup>th</sup>	Dec (12-18)	Sunday - 12.12.10; Muharram - 17.12.10	02 days	05 days	
Dec 2010	27 <sup>th</sup>	Dec (19-25)	Sunday - 19.12.10; X-Mas - 25.12.10	02 days	05 days	
Dec 2010	28 <sup>th</sup>	Dec (26-31)	Sunday - 26.12.10	01 day	05 days	
<b>Total (1<sup>st</sup> half of the year, i.e. 1<sup>st</sup> July 2010 – 31<sup>st</sup> December 2010)</b>				<b>65 days</b>	<b>119 days</b>	

Second Half of the session: 1 <sup>st</sup> January 2011 - 30 <sup>th</sup> June 2011						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	No. of days Available for Classes & exams	
Jan 2011	27 <sup>th</sup>	January 01	New Year's Day – 01.01.11	01 day	Nil	
Jan 2011	28 <sup>th</sup>	January (02-08)	Sunday - 02.01.11	01 day	06 days	
Jan 2011	29 <sup>th</sup>	January (09-15)	Sunday - 09.01.11; Pous Sankranti - 15.01.11	02 days	05 days	
Jan 2011	30 <sup>th</sup>	January (16-22)	Sunday & Ahera - 16.01.11	01 day	06 days	
Jan 2011	31 <sup>st</sup>	January (23-29)	Sunday & Netaji's B'day-23.01.11; Republic Day-26.01.11	02 days	05 days	
Jan-Feb 2011	32 <sup>nd</sup>	Jan30-Feb05	Sunday - 30.01.11	01 day	06 days	
Feb 2011	33 <sup>rd</sup>	Feb (06-12)	Sunday - 06.02.11; Saraswati Puja - 08.02.11-09.02.11	03 days	04 days	
Feb 2011	34 <sup>th</sup>	Feb (13-19)	Sunday - 13.02.11; Fateha-Douz-Daham - 16.02.11	02 days	05 days	
Feb 2011	35 <sup>th</sup>	Feb (20-26)	Sunday - 20.02.11	01 day	06 days	
Feb-Mar 2011	36 <sup>th</sup>	Feb 27-Mar 05	Sunday - 27.02.11; Shivaratri - 02.03.11	02 days	05 days	
March 2011	37 <sup>th</sup>	March (06-12)	Sunday - 06.03.11	01 day	06 days	
March 2011	38 <sup>th</sup>	March (13-19)	Sunday - 13.03.11; Dolyatra - 19.03.11	02 days	05 days	
March 2011	39 <sup>th</sup>	March (20-26)	Sunday & Holi - 20.03.11	01 day	06 days	
Mar-April 2011	40 <sup>th</sup>	Mar27-April 02	Sunday - 27.03.11	01 day	06 days	
April 2011	41 <sup>st</sup>	April (03-09)	Sunday - 03.04.11	01 day	06 days	
April 2011	42 <sup>nd</sup>	April (10-16)	Sunday 11.04.11; Chaitra Sankranti - 14.04.11; Naba Barsa - 15.04.11	03 days	04 days	
April 2011	43 <sup>rd</sup>	April (17-23)	Sunday - 17.04.11; Good Friday - 22.04.11	02 days	05 days	
April 2011	44 <sup>th</sup>	April (24-30)	Sunday - 24.04.11	01 day	06 days	
May 2011	45 <sup>th</sup>	May (01-07)	Sunday & May Day - 01.05.11	01 day	06 days	
May 2011	46 <sup>th</sup>	May (08-14)	Sunday - 08.05.11; Rabindrajayanti - 09.05.11	02 days	05 days	
May 2011	47 <sup>th</sup>	May (15-21)	Sunday - 15.05.11; Summer Recess - (18-21).05.11	05 days	02 days	
May 2011	48 <sup>th</sup>	May (22-28)	Sunday - 22.05.11; Summer Recess - (23-28).05.11	07 days	Nil	
May-June 2011	49 <sup>th</sup>	May 29 - June 04	Sunday - 29.05.11; Summer Recess - (30.05-04.06).11	07 days	Nil	
June 2011	50 <sup>th</sup>	June (05-11)	Sunday - 05.06.11; Summer Recess - (06-11).05.11	07 days	Nil	
June 2011	51 <sup>st</sup>	June (12-18)	Sunday - 12.06.11; Summer Recess - (13-18).05.11	07 days	Nil	
June 2011	52 <sup>nd</sup>	June (19-25)	Sunday - 19.06.11; Summer Recess - (20-25).05.11	07 days	Nil	
June 2011	53 <sup>rd</sup>	June (26-30)	Sunday - 26.06.11; Summer Recess - (27-30).05.11	05 days	02 days	
<b>Total (2<sup>nd</sup> half of the year, i.e. 1<sup>st</sup> January 2011 – 30<sup>th</sup> June 2011)</b>				<b>76 days</b>	<b>105 days</b>	
<b>Total = 1<sup>st</sup> half + 2<sup>nd</sup> half of the year i.e. 1<sup>st</sup> July 2010 - 30<sup>th</sup> June 2011</b>				<b>141 days</b>	<b>224 days</b>	

<b>Total No. of days available for holding classes &amp; Exams.</b>	<b>224 days</b>
College Examination	12 days
Fresher's Welcome	01 day
Annual Social Function	01 day
Annual Sports	01 day
Election of the Student's Council	01 day
Principal's discretion	03 days
<b>Available Teaching Days (Net)</b>	<b>205 days</b>

### Annexure iii

There is a student feedback system in place. However the thrust area in the questionnaire targeted at 3rd year students at a random basis is more the implementation than designing because of non-existence of academic autonomy at UG level. The feedback system is however read carefully by the Principal and the areas of grievance, if any, with regard to application noted. The discussions for providing more exhaustive, researched matter with emphasis on lucid communication are undertaken to bring the student and teacher closer.



### FEEDBACK FORM

**Khatra Adibasi Mahavidyalaya**

Khatra, Bankura – 722140

(Format for the assessment of the teachers by the students)



Department of: History

Name of the Student: Sonai Choudhury Roll. No. 142, 3<sup>rd</sup> Year, 2010-11

Name of the Teacher: Alope Bhowmik, Assistant Professor

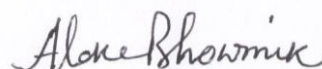
Features of Teaching / Teachers	Evaluation grade of the Teachers			
	Excellent	Good	Average	Not Satisfactory
Teaching Capacity		y		
Knowledge of the Teacher		y		
Regularity / Punctuality	y			
Creates Curiosity within students		y		
Use Board Work		y		
Speaking Ability		y		
Pronunciation		y		
Questioning capacity		y		
Understanding the weakness of the student	y			
Having Sense of wit and humor			y	
Way of narrating / description		y		
Literary Taste		y		
Command on the class room	y			
Exam. Oriented teaching / taking class		y		



tests				
Uses LCD Projector / other aids			y	
Giving time out-side the class room / helpful		y		
Giving reference other than text			y	
Student Friendly		y		
Expression of the teacher at the time of teaching		y		
Over all attitude of the teachers		y		

Sonai Choudhury

**Name of the Student**



**Signature of the Teacher-in-charge**

Teacher-in-Charge  
Khatra Adibasi Mahavidyalaya  
Khatra :: Bankura

**Analysis of the feedback:** From the above feedback it appears that students in general are very much eager to acquire knowledge of the subject and their reading of their teacher is respectful and conducive to education.

**Annexure iv**

Plan of Action	Action Taken
1) Health Awareness Campaign for students and people of the adjoining areas.	<ul style="list-style-type: none"><li>● On the occasion of World AIDS Day, our volunteers demonstrated awareness symbolically, by distributing red colored ribbons among all the members of teaching and non-teaching staff and students.</li><li>● Effort was made to create Health Awareness through cleaning drains and roads in the adopted village. A survey was carried out by distributing leaflets containing a set of questionnaire regarding health and educational awareness.</li><li>● Two seminar lectures, one on ‘General Health Awareness’ and another on Blood donation, were organized by the NSS Unit of the College.</li><li>● Volunteers of NSS organized an awareness programme, against blind beliefs and prejudices.</li></ul>
2) Encouraging extra-curricular activities among students.	<ul style="list-style-type: none"><li>● Orientation classes were taken by the teachers of the college and invited guests on every month. Campus cleaning was also conducted on every month.</li><li>● Different special days of international importance were observed by the NSS Unit such as International Women’s Day, World Environment Day, World AIDS Day, Human Rights Day, etc.</li></ul>
3) Providing modern teaching aids to the teaching staff	<ul style="list-style-type: none"><li>● Broadband connections have been installed which help our students and teachers to enjoy Internet facility.</li></ul>

## Annexure v

- **Best Practice –I**

1. Title of the Practice: Detailed Departmental Teaching Plan (DDTP).
2. Concept: For a comprehensive Programme Schedule of teaching –learning activity as per syllabi and for periodical monitoring of the students’ progression. At the beginning of the academic session students are provided teaching module and teachers strictly follow the module throughout the academic year.

Goals: Following are the goals:

- i. To inform the students about the syllabi at the beginning of the session.
- ii. To divide the syllabi for effective teaching.
- iii. To monitor the progress of the teaching –learning stipulated in the schedule of DDTP.
- iv. To arrange the remedial measure for the slow learners.

3. Context: To monitor the teaching- learning Process.
4. The Practice: Before the commencement of the academic session all the departments arrange departmental meeting where the syllabi is divided into small units to prepare DDTP.
5. Evidence of success: Inspite of shortage of Faculty syllabi in most of the subjects completed in time.
6. Problem Encountered: Provide of DDTP (Teaching Module) to all the students is required. Shortage of time and faculty disturb the practice

- **Best Practice –II**

1. Title of the Practice: Interdisciplinary teaching.
2. Concept: The practice was introduced as similarities existed in the syllabi of some subjects and to enrich the teaching- learning Process.

Goals: Following are the goals:

- i. To disseminate specialized knowledge in specific topics to the students of different programmes by the teachers of other departments
- ii. To encourage the advance learner.
- iii. To facilitate in exchanging knowledge among faculty members.

3. Context: To enrich the teaching- learning Process. The practice was introduced as similarities existed in the syllabi of some subjects.

4. The Practice: Before the commencement of the academic session Teachers' meet themselves and decide the name of the departments and teachers selected for interdisciplinary teaching as per requirement of effective teaching- learning.
5. Evidence of success: Inspite of shortage of Faculty syllabi in most of the subjects completed in time by engaging teachers in inter disciplinary teaching.
6. Problem Encountered: Constraints in the allotment of classes in the routine.