

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

**2014-15**



**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**

2014-15

**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:

(+91) 8900057220/9932546966

Name of the IQAC Co-ordinator:

ALOKE BHOWMIK

Mobile:

+91 9475623715

IQAC e-mail address:

[kamnaac@gmail.com](mailto:kamnaac@gmail.com)

1.3 NAAC Track ID(For ex. MHC0GN 18879)

March, 31/2007/222

**OR**

1.4 NAAC Executive Committee No. & Date:

March, 31/2007/222

(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:

[www.khatraadibasimahavidyalaya.in](http://www.khatraadibasimahavidyalaya.in)

Web-link of the AQAR:

[www.khatraadibasimahavidyalaya.in/AQAR](http://www.khatraadibasimahavidyalaya.in/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:

02/02/2008

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

- i. AQAR\_2010-11\_Sent to NAAC on 24/12/2015 and uploaded college website on 26/12/2015
- ii. AQAR\_2011-12\_Sent to NAAC on 28/12/2015
- iii. AQAR\_2012-13\_Sent to NAAC on 28/12/2015
- iv. AQAR\_2013-14\_Sent to NAAC on 28/12/2015
- v. AQAR\_2014-15\_Sent to NAAC on 29/12/2015

### 1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

### 1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input checked="" type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Nil"/>								

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

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

Autonomy by State/Central Govt. / University	<input type="text" value="Nil"/>		
University with Potential for Excellence	<input type="text" value="Nil"/>	UGC-CPE	<input type="text" value="Nil"/>
DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="Nil"/>

UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Nil"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other ( <i>Specify</i> )	<input type="text" value="....."/>
UGC-COP Programmes	<input type="text" value="Nil"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representative	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>

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:

- Installation of wireless device for uninterrupted internet connectivity.
- Installation of SOUL 2.0 library software for library automation.
- Insisting the College authority for constructing more spacious class rooms, laboratories, and toilets for girls and boys.
- Providing Laptops to all departments.

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.	Construction work of Boys' Hostel and class-room has been completed.
2. Construction of Girls' Hostel	Process is going on. Grants received from UGC.
3.To increase in number of books in library	Purchase books from UGC grants.
4. Extension of building and other infrastructural facilities.	Ongoing. Soil test for library building and girl's hostel has been done.

\* Attach the Academic Calendar of the year as 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

Teachers Council, a statutory body as per BU statue, and AQAR is placed before the Teachers Council and Teacher-in- Charge (also Secretary of the T C) requested to convey the suggestion of the IQAC to the Governing Body and Development Sub –Committee of the College.

## 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				
PG				
UG	11			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	11			
Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
Semester	Nil.
Trimester	Nil
Annual	11

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 III*

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

The syllabi are updated 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
13	10	03	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

05

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
05	09						02	05	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

16

Nil

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	03	05
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

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

Nil

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 has nothing to do in this matter.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

Nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

68%



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)	98		12.24	73.46		81.3
B. Sc(Hons)						
B .Com(Hons)						
B. A (Gen)	343					34.98
B. Sc(Gen)						
B. Com(Gen)						

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

IQAC suggests Teachers Council for holding class tests for each and every department at a certain interval.

2.13 Initiatives undertaken towards faculty development

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

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	16	04	---	---
Technical Staff	01	--	----	---

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC convinces teachers to carry out minor research projects in the Institute

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	---	01	--
Non-Peer Review Journals	---	02	12
e-Journals	--	---	---
Conference proceedings	---	--	--

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

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	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	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

01
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	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
-----	-----	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

University level	Nil	State level	05
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	01
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	NA	College forum	NA		
NCC	NA	NSS	03	Any other	NA

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

- The NSS units of our college took active part in Swachha Bharat Avijhan in neighbouring Gram Panchayat, located within 10 to 15 km from the college campus.
- The unit also actively participated in making awareness campaign for blood donation and general health.

## 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	19	Nil	UGC, State Govt & OWN	19
Laboratories	04	-	UGC, State govt. & Own	04
Seminar Halls	02	-		02
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.	03	Nil		03
Value of the equipment purchased during the year (Rs. in Lakhs)	₹27,60,547/-	Nil	UGC&OWN	₹27,60,547/-
Others				

#### 4.2 Computerization of administration and library

The entire administrative works of the College have been computerised, on the other hand the Library automation process using SOUL 2.0 Software is going on.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20189	940426	484	96091	20673	1036517
Reference Books	8620	493409	205	45500	8825	538909
e-Books	97000+	5000				
Journals	18	41329	06	10859	24	52188
e-Journals	6000	5000				
Digital Database						
CD & Video						
Others (specify)					5000	5000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	00	04	05	00	13	25	00
Added	00	00	00	00	00	00	00	00
Total	47	00	04	05	00	13	25	00

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

For technology upgradation each departments (GENERAL) have been provided with a Laptop. With internet facilities. Our UGC resource centre has been provided with three (03) USB modem having internet connectivity.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.81
ii) Campus Infrastructure and facilities	0.35
iii) Equipments	0.28
iv) Others	5.13
<b>Total :</b>	<b>6.57</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plans for the smooth conduct of the process of admission, remedial classes, academic progress etc.

#### 5.2 Efforts made by the institution for tracking the progression

- Conduct Unit test twice ( For Hons. students only)
- Annual test examinations conducted before the final examination of the University

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3723	...	.....	.....

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men

No	%
2315	62.23

Women

No	%
1408	37.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1507	659	990	460	Nil	3616	1438	706	1041	538	Nil	3723

Demand ratio : 1:1.66

Dropout % :23

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

Remedial coaching offered to Students aspiring for competitive examination.

No. of students beneficiaries

Data on regular basis is not available

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  CAT

IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling career guidance

After completion of Graduation our faculty members arrange support service to the students about different career opportunities and pursuit of higher studies.

No. of students benefitted:

### 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
NA	NA	NA	NA

### 5.8 Details of gender sensitization programmes

The Teachers Council insists teachers to sensitise general students about gender sensitization matters, awaking them about sexual harassment taking place in different parts of the country, awareness in respect of existing legal protection etc

### 5.9 Students Activities

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

State/ University level  National level  International level

#### 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	211	₹ 1,36,800/-
Financial support from government	2559	₹ 1,49,91,000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

### 5.12 No. of social initiatives undertaken by the students

“Nirmal Bangla” Avhijan making Human Chain, Creating blood donation awareness among general students

5.13 Major grievances of students (if any) redressed:

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:** Better employment and better citizenship.  
**Mission:** To educate the students, develop a pollution free green campus.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

College follows Curriculum Development as provided by the University.

6.3.2 Teaching and Learning

Continuous improvement of teaching methodology through ICT.

6.3.3 Examination and Evaluation

Regular class test, Unit test and test examination before the commencement of The University examination, review of result analysis.

6.3.4 Research and Development:

Initiatives were taken to motivate the students for conducting micro-level research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Facilities of central library are fully utilized by the students. It is encouraged by IQAC.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Sending proposal repeatedly to the concerned authorities of the State (W.B) stating the exact vacancy position.

6.3.8 Industry Interaction / Collaboration:

### 6.3.9 Admission of Students:

Newspaper advertisement, pasting all admission related matters in the College Notice Board and pasting the same in some important places of the locality.

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

Teaching	
Non teaching	
Students	Student Free/Half ship

6.5 Total corpus fund generated:

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?

For UG Programmes Yes  No

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

The executive council of the University of Burdwan forms a visiting team for smooth conducting of Examinations.

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

No effort has been made by the University to promote autonomy in the affiliated college.

### 6.11 Activities and support from the Alumni Association

Though the College has no formal Alumni Association, however, our ex- students are highly active and are always involved in the overall development of the institution and help the running students in various ways at a large.

#### 6.12 Activities and support from the Parent – Teacher Association

There is no parent- teacher association in our College. But senior faculty members of our College meet the parents locally in many occasions and gather feedback which virtually come to us and enrich our understanding. It is followed for effective implementation of the academic plan.

#### 6.13 Development programmes for support staff:

IQAC brings them to undergo exposure to the latest technology.

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

Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. i) IQAC tries to make the college campus a green campus by making plastic free zone. ii) Blood donation camp organised by the student union every year. iii) Campaigning against HIV. v) Health awareness programme in the adopted villages.

## 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.

- Teaching and study materials are supplied to all the students by their respective departments.
- Teaching through power-point presentation in all Honours department.

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

Action taken to improve the student attendance as well as results .Continuous counselling and warning Notices improved the attendance of the students as a whole.

*\*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: Service provided by NCC cadets & NSS volunteers for campus cleaning and development of awareness in the adopted villages.  
Best Practice II: Preservation and conservation of Bio diversity.

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

7.4 Contribution to environmental awareness / protection:

- Using eco-friendly fuel in the Boys Hostel
- Tree plantation in rainy season
- To make the college campus a plastic free zone
- Took active part in “Nirmal Bangla “Avijhan

7.5 Whether environmental audit was conducted? Yes  No

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

- The undergraduate courses (Honours & General) offered by each department aim to bring its concentrators to a point where they can understand and evaluate what is occurring in the world around them and at the same time plan their future.
- Most of the departments have witnessed many ups and downs over the years, thereby gaining strength and gathering some weaknesses as well, in the process. Quite a considerable percentage of the students who have crossed the UG level from these departments, have moved on to join PG courses at various universities. Most of the students who have graduated from these departments since the inception of the college have been placed in various occupations.

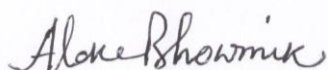
- A harmonious environment, close family like interaction that is stimulating for teachers and students, prevail in all the departments. The teaching faculty truly enjoys talking with and working with the undergraduates. Students are welcome during college hours, after classes are over and even at home on holidays. They can seek advice and counsel on issues ranging from programmes of study, career plans, and study habits and on personal problems. The teachers also gladly help the students in preparing for various professional examinations by providing guidance and books from their personal collections, sometimes even by borrowing from the library.
- Most of the departments have witnessed poor attendance, which is very alarming for the institution and the authority is serious considering about the matter and already taken few steps to curb down the tendency.

## 8. Plans of institution for next year

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

1. Boundary wall for the remaining portion of the College campus be done.
2. To open Honours Course in Geography, Physics and Chemistry.
3. To make entire Library works computerised.
4. Construction of Two Cycle/Motor cycle stands inside the campus.
5. Use of free and open source Software for operating computers.
6. To enrich College Museum.

Name: ALOKE BHOWMIK



Signature of the Coordinator, IQAC

Coordinator  
I.Q. A. C  
Khatra Adibasi Mahavidyalaya

Name SWAPAN KUMAR BISWAS



Signature of the Chairperson, IQAC

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

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## ANNEXURE -II

### ACADEMIC CALENDER-2014-15

First half of the session: 1 <sup>st</sup> July 2014 – 31 <sup>st</sup> December 2014						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	Number of days-for holding classes & examinations	
July 2014	1 <sup>st</sup>	July (01-05)	Nil	Nil	05 days	
July 2014	2 <sup>nd</sup>	July (06-12)	Sunday - 06.07.14	01 day	06 days	
July 2014	3 <sup>rd</sup>	July (13-19)	Sunday - 13.07.14	01 day	06 days	
July 2014	4 <sup>th</sup>	July (20-26)	Sunday - 20.07.14	01 day	06 days	
July-Aug2014	5 <sup>th</sup>	July 27-Aug 02	Sunday - 27.07.14	03 day	04 days	
Aug2014	6 <sup>th</sup>	Aug (03-09)	Sunday - 04.08.14	01 day	06 days	
Aug 2014	7 <sup>th</sup>	Aug (10-16)	Sunday&Rakhi Purnima - 10.08.14;Independence Day-15.08.14	02 days	05 days	
Aug 2014	8 <sup>th</sup>	Aug (17-23)	Sunday &Janmastami - 17.08.14; Manasa Puja - 18.08.14	02 day	05 days	
Aug 2014	9 <sup>th</sup>	Aug (24-30)	Sunday - 25.08.14	01 day	06 days	
Sept2014	10 <sup>th</sup>	Aug. 31-Sept. 06	Sunday - 31.08.14	01 day	06 days	
Sept 2014	11 <sup>th</sup>	Sept (07-13)	Sunday - 07.09.14	01 day	06 days	
Sept 2014	12 <sup>th</sup>	Sept (14-20)	Sunday - 14.09.13; Viswakarma Puja - 17.09.14	02 days	05 days	
Sept 2014	13 <sup>th</sup>	Sept (21-27)	Sunday - 21.09.14, Mahalaya- 23.09.14	02 days	05 days	
Sept-Oct 2014	14 <sup>th</sup>	Sept 28 - Oct 04	Sunday - 28.09.14; Puja Holidays -29.09-04.10.14 Gandhiji'sB'Day- 02.10.13,	07 days	Nil	
Oct2014	15 <sup>th</sup>	Oct (05-11)	Sunday - 05.10.14; Puja Holidays -(06-11).10.14 Id-ud-Zoha- 06.10.14	07 days	Nil	
Oct 2014	16 <sup>th</sup>	Oct (12-18)	Sunday - 12.10.14; Puja Holidays -(13-18).10.14	07 days	Nil	
Oct 2014	17 <sup>th</sup>	Oct (19-25)	Sunday - 19.10.14; Puja Holidays -(20-25).10.14	07 days	Nil	
Oct-Nov 2014	18 <sup>th</sup>	Oct 26-Nov 01	Sunday - 26.10.14; Jagadhatri Puja-01.11.14	02 days	5 days	
Nov 2014	19 <sup>th</sup>	Nov (02-08)	Sunday - 02.11.14; Maharam-04.11.2014 Guru Nanak's B'day-06.11.14	03 days	04 days	
Nov 2014	20 <sup>th</sup>	Nov (09-15)	Sunday - 10.11.14	01 day	06 days	
Nov 2014	21 <sup>st</sup>	Nov (16-22)	Sunday - 16.11.14; College Foundation Day-18.11.2014	02 days	05 days	
Nov 2014	22 <sup>nd</sup>	Nov (23-29)	Sunday - 23.11.14	01 day	06 days	
Dec 2014	23 <sup>rd</sup>	Nov 30-Dec 06	Sunday - 30.11.14	01 day	06 days	
Dec 2014	24 <sup>th</sup>	Dec (07-13)	Sunday - 08.12.14	01 day	06 days	
Dec 2014	25 <sup>th</sup>	Dec (14-20)	Sunday - 14.12.14	01 day	06 days	
Dec 2014	26 <sup>th</sup>	Dec (21-27)	Sunday - 21.12.13; X-Mas - 25.12.14	02 days	05 days	
Dec 2014	27 <sup>th</sup>	Dec (28-31)	Sunday - 28.12.14	01 day	03 days	
<b>Total (1<sup>st</sup> half of the year, i.e. 1<sup>st</sup> July 2014 – 31<sup>st</sup> December 2014)</b>				<b>61 days</b>	<b>123 days</b>	

Second Half of the session: 1 <sup>st</sup> January 2015 -30 <sup>th</sup> June 2015						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	No. of days Available for Classes & exams	
Jan 2015	27 <sup>th</sup>	January (01-03)	New Year's Day – 01.01.2015	01 day	02 days	
Jan 2015	28 <sup>th</sup>	January (04-10)	Sunday & Fateha-Doaz-Daham - 04.01.15	01 day	06 days	
Jan 2015	29 <sup>th</sup>	January (11-17)	Sunday - 11.01.15; PousSankranti- 15.01.15 Ahera- 16.01.15	03 days	04 days	
Jan 2015	30 <sup>th</sup>	January (18-24)	Sunday-18.01.15; Netaji's B'day - 23.01.15	02 days	05 days	
Jan 2015	31 <sup>st</sup>	Jan 25-Jan 31	Sunday -25.01.15, Republic Day &Saraswati Puja- 26.01.2015	02 days	05 days	
Feb 2015	32 <sup>nd</sup>	Feb (01-07)	Sunday- 02.02.15	01 day	06 days	
Feb 2015	33 <sup>rd</sup>	Feb (08-14)	Sunday - 08.02.15	01 day	06 days	
Feb 2015	34 <sup>th</sup>	Feb (15-21)	Sunday - 16.02.15; Shibratri-17.02.2015	02 days	05 days	
Feb 2015	35 <sup>th</sup>	Feb (22-28)	Sunday -23.02.15	01 day	06 days	
March 2015	36 <sup>th</sup>	March (01-07)	Sunday -01.03.15; Dolyatra- (05-06).03.15	03 days	04 days	
March 2015	37 <sup>th</sup>	March (08-14)	Sunday - 08.03.15	01 day	06 days	
March 2015	38 <sup>th</sup>	March (15-21)	Sunday- 15.03.15	01 day	06 days	
March 2015	39 <sup>th</sup>	March (22-28)	Sunday -23.03.15	01 day	06 days	
Mar-April2015	40 <sup>th</sup>	Mar 29-April 04	Sunday - 30.03.15; Good Friday - 03.04.15	02 days	05 days	
April 2015	41 <sup>st</sup>	April (05-11)	Sunday - 05.04.15	01 day	06 days	
April 2015	42 <sup>nd</sup>	April (12-18)	Sunday - 12.04.15; Chaitra Sankranti- 14.04.15 NabaBarsa- 15.04.15	03 days	04 days	
April 2015	43 <sup>rd</sup>	April (19-25)	Sunday 19.04.15	01 day	06 days	
April-May2015	44 <sup>th</sup>	April 26-May 02	Sunday - 26.04.15; May Day - 01.05.15	02 days	05 days	
May 2015	45 <sup>th</sup>	May (03-09)	Sunday - 04.05.15; Rabindrajayanti- 09.05.15	02 days	05 days	
May 2015	46 <sup>th</sup>	May (10-16)	Sunday - 10.05.15; Summer Recess - (11-16).05.15	07 days	Nil	
May 2015	47 <sup>th</sup>	May (17-23)	Sunday - 17.05.15; Summer Recess - (18-23).05.15	07 days	Nil	
May 2015	48 <sup>th</sup>	May (24-30)	Sunday - 24.05.15; Summer Recess - (25-30).05.15	07 days	Nil	
May-June 2015	49 <sup>th</sup>	May 31-June 06	Sunday - 31.05.15; Summer Recess - (02-06).06.15	07 days	Nil	
June 2015	50 <sup>th</sup>	June (07-13)	Sunday - 07.06.15; Summer Recess - (08-13).06.15	07 days	Nil	
June 2015	51 <sup>st</sup>	June (14-20)	Sunday - 14.06.15	01 day	6 days	
June 2015	52 <sup>nd</sup>	June (21-27)	Sunday - 21.06.15	01 day	6 days	
June 2015	53 <sup>rd</sup>	June (28-30)	Sunday - 28.06.15	01 day	02 days	
<b>Total (2<sup>nd</sup> half of the year, i.e. 1<sup>st</sup> January 2015 – 30<sup>th</sup> Jun 2015)</b>				<b>69 days</b>	<b>112 days</b>	
<b>Total=1<sup>st</sup> half + 2<sup>nd</sup> half of the year i.e. 1<sup>st</sup> July2014-30<sup>th</sup> June 2015</b>				<b>130 days</b>	<b>235 days</b>	

Total No. of days available for holding classes & Exams.		235 days
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>216 days</b>



### ANNEXURE - III

#### FEED BACK

Random feedback of 3<sup>rd</sup> year Hons. Students of 2014-15 was received. On the basis of the analytical report of that feedback the IQAC has come to the following observation.

Observations are as follows-

1. Teaching quality of the teachers is satisfactory to most of the students.
2. The syllabus of all the Hons. Subjects completed within the stipulated time.
3. A major section of the teachers used reference books regularly and also suggested to the students about those reference books.
4. The students are also satisfied regarding the internal evaluation of the college.
5. Most of the students have a demand of more spacious reading room and more text book and reference books.
7. The students have demanded for ICT enabled classroom.
8. Modernisation of playground of the college campus is another suggestion of the students.
9. More classrooms are required.
10. Number of teachers should be increased.
11. The students expects more innovative (Study tour, surveys, field work etc.) teaching learning process.

**ANNEXURE - IV**

Plan of Action	Achievements
1. To improve infrastructural facilities.	Construction work of Boys' Hostel and class-room has been completed.
2. Construction of Girls' Hostel	Process is going on. Grants received from UGC.
3. To increase in number of books in library	Purchase books from UGC grants.
4. Extension of building and other infrastructural facilities.	Ongoing. Soil test for library building and girl's hostel has been done.

## ANNEXURE - V

### **Best Practice - I**

1. Title of the Practice I: Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. IQAC tries to make the college campus a green campus by making plastic free zone.

Following are the goals:

- i) To develop environ friendly mentality among student.
- ii) To prepare them to provide unconditional, selfless service in the time of national disaster, natural calamities and whenever the nation requires them in the period of emergency.
- iii) To teach them to help the economically and socially weaker section and the women.
- iv) To train them to expand the consciousness of environment, general health, ecology among the neighbouring people when they work in the adopted villages.

3. Context: Environment awareness

4. The Practice: Environmental as well as health awareness programmes are carried out by the teams of NSS and NCC. IQAC tries to make the college campus a green campus by making plastic free zone.

5. Evidence of success: (i) Orchard and Green corridor of the college, (ii) vast biodiversity of the campus.

6. Problem Encountered: Adverse environment due to deforestation is one of the problem to protect natural flora and fauna.

### **Best Practice - II**

1. Title of the Practice I: Provide ICT enabled teaching to the students

2. Concept: In the age of globalisation it is inevitable to introduce ICT.

Goals: Following are the goals:

- i) Increased internet connectivity.
- ii) create wi-fi zone in campus
- iii) Acquainted the Teachers and students to the ICT.
- iv) Use latest and upgraded educational technology.

3. Context: Use of modern educational technology

4. The Practice: Use laptop and LCD Projector.

5. Evidence of success: Students are benefitted

6. Problem Encountered: Lack of fund.