The Annual Quality Assurance Report (AQAR) of the IQAC

2011-12

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 *(for example 2010-11)*

2011-12

1. Details of the Institution

1.1 Name of the Institution

KHATRA ADIBASI MAHAVIDYALAYA

1.2 Address Line 1

P.0. - KHATRA

Address Line 2

DISTRICT - BANKURA

City/Town

KHATRA

State

WEST BENGAL

Pin Code

722140

Institution e-mail address

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 |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| March, 31/2007/222 |

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)

| March, 31/2007/222 |

1.5 Website address:

| www.khatraadibasimahavidyalaya.in |

Web-link of the AQAR:

| www.khatraadibasimahavidyalaya.in/AQAR |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	60.50	2007	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th 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) and uploaded college website on 28/12/2015

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 (*Specify*) | .... |

| 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

02

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 02 |

   Non-Teaching Staff Students | 01 | Alumni | Nil | Others | Nil |

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. | Nil | International | Nil | National | Nil | State | Nil | Institution Level | Nil

(ii) Themes | .... |

2.14 Significant Activities and contributions made by IQAC:

- Main objective of IQAC is to plan and implement quality initiatives and evaluate. It follows its, quality agenda and maintains its proceedings. IQAC circulates its plan and proposes to Governing Body for implementation. In order to enhance the power back-up facility, two new generators (20 kVA each) have been installed. A total of three generators are now providing complete support.
- IQAC suggests to the development and purchases sub-committee of the college to immediate purchase of following equipment's - laptop, desktop, note counting machine, lab equipment for physics, lab equipment for chemistry, equipment's for gymnasium and purchase of books amounting to Rs. 7 laks from UGC grant received for the purpose.
- IQAC plans and supports effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluate achieving, research and various departmental activities.
- IQAC monitors teaching, research and various departmental activities. It analyses of feedback regarding teaching, infrastructural facilities and other amenities of the College, collected from the student.

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 for completion of building from state govt. grant. Four proposals placed before U.G.C (ERO)-(i) Construction of Class rooms (First Floor) under basic grant, (ii) Construction of the same in the Ground Floor under merged scheme (backward area), (iii) Construction of Ladies Common room with Toilet, and (iv) Construction of class room under Capacity Building Initiative scheme. Three proposals placed before State govt.- Construction of two storied hostel building, Science building and two storied class room	Ongoing. Revised estimates of all the scheme have been submitted to the competent authority.

building Initiative scheme. Three proposals placed before State govt.- Construction of two storied hostel building, Science building and two storied class room building	
2. Installation of two water purifier (Aqua Guard) for safe drinking water.	Achieved
3.To increase in number of computers (Purchase of 12 desktop, 6 laptop and 6 LCD projector)	Achieved
4. Organization of National Level Seminars.	Achieved
4. Extension of building and other infrastructural facilities.	Ongoing

Attach the Academic Calendar of the year as Annexure ii.

2.15 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 TIC had gone through the AQAR and conveyed the suggestion of the IQAC and GB advice the TIC to follow the suggestion of the IQAC. Also advice for organize national level seminars in the following years.

<h1 style="text-align:center">Part – B</h1>

Criterion – I
1. 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	Nil
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
Total	09	Nil	Nil	Nil

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 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.   Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	05	06	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
Nil	11	Nil	Nil	Nil	Nil	Nil	01	Nil	12

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	03	42	03
Presented papers	Nil	Nil	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 journal "Prabaha").
- 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: 188

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

> Class tests organised by Depts.
> Test Exams. Organised by College.

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
> Study of the University of Burdwan

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)	87	Nil	3.44	85.05	NA	85.05
B. Sc(Hons)	NA	NA	NA	NA	NA	NA
B .Com(Hons)	NA	NA	NA	NA	NA	NA
B. A (Gen)	321	Nil	Nil	Nil	NA	54.24
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 suggests Teachers' Council for holding class tests for each and every department at a certain
> interval.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
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:

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

3.2 Details regarding major project: **NA**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	04	Nil
Outlay in Rs. Lakhs	Nil	Nil	Rs.4,52,700/-	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	02
Non-Peer Review Journals	Nil	12	15
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range | NA | Average | NA | h-index | NA | Nos. in SCOPUS | NA |

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	1.5	UGC	Rs.4,52,700/-	Rs.3,77,350/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	NA	NA	NA
Projects sponsored by the University/ College	Nil	NA	NA	NA
Students research projects *(other than compulsory by the University)*	Nil	NA	NA	NA

Any other(Specify)	Nil	NA	NA	NA
Total	1.5	UGC	Rs.4,52,700/-	Rs.3,77,350/-

3.7 No. of books published   i) With ISBN No. | Nil | Chapters in Edited Books | 03 |

ii) Without ISBN No. | Nil |

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 | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	.....	02	….	…..	….
Sponsoring agencies	.....	UGC	….	…..	….

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

3.13 No. of collaborations | Nil | International | Nil. | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs:

From Funding agency | Rs.3,77,350/- | From Management of University/College | Nil |

Total | Rs.3,77,350/- |

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 15   State level ....

National level .....   International level ....

3.22 No. of students participated in NCC events:

University level .....   State level 05

National level ....   International level ....

3.23 No. of Awards won in NSS:

University level ...   State level .....

National level ....   International level .....

3.24 No. of Awards won in NCC:

University level .....   State level .....

National level ....   International level .....

3.25 No. of Extension activities organized

University forum Nil   College forum Nil

NCC Nil   NSS 05   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. 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, and Human Rights Day.
- Blood donation Camp was organized by the Three NSS units of the College.

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 repair roads in the adopted village. A survey was carried out by distributing leaflets containing a set of questionnaire regarding health and educational awareness.
- Two seminar lectures, one on 'General Health Awareness' and another on Blood donation, were organized by the NSS Unit of the College.
- Volunteers of NSS organized an awareness programme, against blind beliefs and prejudices.

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	12	Nil	UGC,State govt. MPand MLA LAD	12
Laboratories	02	Nil	Own and Sate Govt.	02
Seminar Halls	01	Nil	UGC	01
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	01	Nil	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	₹12,34,565/-	Nil	UGC	₹12,34,565/-
Others	Nil	Nil	NA	Nil

4.2 Computerization of administration and library

Administrative works of the College have been fully computerised. Library works are partly computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15389	203254	393	4005	15782	243259
Reference Books	6560	11390	150	22400	6710	133790
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	10	29859	03	3535	13	33394
e-Journals	----	-----	-----	------	-----	------
Digital Database	----	------	------	------	------	--------
CD & Video	----	------	-------	-----	------	-------
Others (specify)	----	-------	------	------	------	-------

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	17	02	02	03	00	05	07	00
Added	18	00	02	02	00	04	10	--
Total	35	04	04	05	03	09	17	--

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

For technology up gradation most of the administrative works have been computerised with modern software's. Library works are partly computerised.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   0.96

   ii) Campus Infrastructure and facilities   0.23

   iii) Equipments   0.20

   iv) Others   5.24

Total :   6.63

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 class test twice (for honours students only) before and after Puja vacation.
> - Annual test examinations conducted before the final examination of the University

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2715	...	.....	.....

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1841	68

Women

No	%
874	32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1235	363	627	291	Nil	2516	1263	430	676	346	Nil	2715

Demand ratio 1:2.64   Dropout % 20

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

> i) Entry in service financial support by UGC.
> ii) Remedial coaching sponsored by UGC.

No. of students beneficiaries   Data on regular basis is not available

5.5 No. of students qualified in these examinations

NET 03   SET/SLET ...   GATE ...   CAT ....

IAS/IPS etc [...] State PSC [....]   UPSC [....] Others | 30 (SSC, WB Police, CRPF &Private) |

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

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
.....	.....	.....	……

5.8 Details of gender sensitization programmes | Observe Women empowerment day |

5.9 Students Activities

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

State/ University level [Nil]   National level [Nil]   International level [Nil]

No. of students participated in cultural events

State/ University level [Nil]   National level [Nil]   International level [Nil]

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

Sports : State/ University level [Nil]   National level [Nil]   International level [Nil]

Cultural: State/ University level [Nil]   National level [Nil]   International level [Nil]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	213	₹ 74,207/-
Financial support from government	1480	₹ 38,50,000/-
Financial support from other sources	40	₹ 42000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students

- Every year, our NSS unit organizes a socio-economic survey and medical camp in a selected nearby village. Apart from undertaking cleaning operations and educating the village flock about basic amenities of life, students collect information on various aspects relating to the place and teachers help them prepare reports based on this information.
- As a step to make them ecologically aware, our NSS volunteers are involved in planting saplings regularly.
- Various socially relevant services are provided by NSS students like blood donation camp, counter checking of pulse polio drive and health awareness etc.
- To commemorate the World AIDS Day, students and volunteers of both NSS and NCC jointly hold an awareness rally from college where different aspects of health and related matters were represented by posters and banners. Teachers and non-teaching staffs also march with the rally. Our volunteers demonstrate awareness by stitching/wearing red ribbons among Teachers, Non- Teaching Staffs, and Students and also to the commoners passing by.

5.13 Major grievances of students (if any) redressed:

Students approach the Grievance Redressal Cell for their grievances regarding academic matters 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.
In this year two auaguard were installed for redressing the grievance relating to drinking water.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: For better employment and better citizenship.
Mission: To educate the students, empower the socially challenged sections of the student community.

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

Session wise sending proposal for changing syllabi, new subjects are introduced according to the need of the society to the University.

6.3.2 Teaching and Learning

Improvement of teaching methodology. Introducing Projector and Laptops in the course of class lectures.

6.3.3 Examination and Evaluation

Class test examination at regular intervals, test examination before the final University exam, review of result analysis.

6.3.4 Research and Development:

Initiatives were taken to motivate the students for minor field works e.g. In connection with environmental studies, students of Degree Final Year, are required to submit Project paper (Carrying 20 Marks) which is completely based on field works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management   Nil

6.3.7 Faculty and Staff recruitment

Sending proposal repeatedly to the higher authorities stating the exact vacancy position.

6.3.8   Industry Interaction / Collaboration: | Nil |

6.3.9   Admission of Students:

Newspaper advertisement, pasting admission related matters on College Board.

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 1st week of every month. In case of any delay in receiving salary 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 non-teaching staff (as per rules) 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, entry into services, railway/bus concessions, free ships/half-free ships for tuition fees on merit-cum-means basis, and assistance to needy students (books/tuition fees/medical help) from the Studenst'Aid fund and UGC grant.

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?

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

There is no formal Alumni Association in our College, however ex- students of our College are very much active and always involved in the overall development of the institution

6.12 Activities and support from the Parent – Teacher Association

Senior faculty members of our Institution express their experience based upon interaction with the Parents on academic related issues in different meetings of the Teachers Council.

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 NSS Units every year. iii) Local Campaigning against HIV. v) Health awareness among the malnutrition, Eye check-up, Iron deficiency, diet chart supplied among the neighbouring villages of the College.

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, like important points/ notes for further studies, are supplied to all the students (mainly Honours students) by their respective 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. Warning Notice to those who scores below the qualifying marks.

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 brotherhood sprit among the students irrespective of caste and creeds.
>
> **Best Practice: II**
> Oraganised Blood Donation Camp by the NSS units of the College

Provide the details in annexure (Annexure v)

7.4 Contribution to environmental awareness / protection:

> i.. Using less smokeless fuel in the Hostel premises.
> ii. Tree plantation in rainy season.

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.
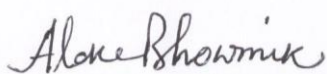
- Most of the departments have witnessed many ups and downs over the years, thereby gaining strength and gathering some weaknesses as well, in the process. Quite a considerable percentage of the students who have crossed the UG level from these departments, have moved on to join PG courses at various 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.
- Perhaps the most important resource to the students of any department is the wealth of experience, enterprise and creativity of the teachers concerned. Our college can boast of its sincere, capable and motivated teachers who constantly try to monitor their students and motivate them to develop eagerness to orient themselves towards overall betterment.

8. Plans of institution for next year

For the coming year, following developmental programmes have been proposed:
1. Opening of Honours course in Mathematics.
2. Providing Smart room to Science students.
3 Providing more toilets to Girl students.
4. Providing more class rooms.
5. Providing more living rooms in the Boys' Hostel.

Name: ALOKE BHOWMIK   *Name SWAPAN KUMAR BISWAS*

_____   _____

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

_____***_____

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

ACADEMICK CALENDER 2011-12

First half of the session: 1st July2011 – 31st December 2011						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	Number of days for holding classes & examinations	
July 2011	1st	July (01-02)	Nil	Nil	02 days	
July2011	2nd	July (03-09)	Sunday - 03.07.11; Rathayatra - 03.07.11	01 day	06 days	
July2011	3rd	July (10-16)	Sunday - 10.07.11	01 day	06 days	
July2011	4th	July (17-23)	Sunday - 17.07.11; Sabebarat - 17.07.11	01 day	06 days	
July2011	5th	July (24-30)	Sunday - 24.07.11	01 day	06 days	
July-Aug2011	6th	July 31 – Aug 6	Sunday - 31.07.11	01 day	06 days	
Aug2011	7th	Aug (07-13)	Sunday - 07.08.11; Rakhi Purnima - 13.08.11	02 days	05 days	
Aug2011	8th	Aug (14-20)	Sunday- 14.08.11; Ind. Day – 15.08.11 Manasa Puja –(18-19).08.11	04 days	03 days	
Aug 2011	9th	Aug (21-27)	Sunday - 21.08.11; Janmastami - 22.08.11	02 days	05 days	
Aug-Sept2011	10th	Aug 28–Sept 03	Sunday - 28.08.11; Id-ul-Fitr – 31.08.11-01.09.11	03 days	04 days	
Sept2011	11th	Sept (04-10)	Sunday - 04.09.11	01 day	06 days	
Sept 2011	12th	Sept (11-17)	Sunday - 11.09.11	01 day	06 days	
Sept 2011	13th	Sept (18-24)	Sunday - 18.09.11; Viswakarma Puja - 18.09.11	01 day	06 days	
Sept-Oct 2011	14th	Sept 25-Oct 01	Sunday - 25.09.11; Mahalaya - 27.09.11; Puja Holidays – 01.10.11	03 days	04 days	
Oct2011	15th	Oct (02-08)	Sunday - 02.10.11; Puja Holidays – (03-08).10.11	07 days	Nil	
Oct2011	16th	Oct (09-15)	Sunday - 09.10.11; Puja Holidays –(10-15).10.11	07 days	Nil	
Oct2011	17th	Oct (16-22)	Sunday - 16.10.11; Puja Holidays –(17-22).10.11	07 days	Nil	
Oct 2011	18th	Oct (23-29)	Sunday - 23.10.11; Puja Holidays –(24-29).10.11	07 days	Nil	
Oct-Nov 2011	19th	Oct 30-Nov 05	Sunday - 30.10.11; Jagadhatri Puja - 04.11.11	02 days	05 days	
Nov 2011	20th	Nov (06-12)	Sunday - 06.11.11; Id-Ud-Zoha – 07.11.11 Guru Nanak's B'day - 10.11.11	03 days	04 days	
Nov 2011	21st	Nov (13-19)	Sunday - 13.11.11; College Foundation Day - 18.11.11	02 days	05 days	
Nov 2011	22nd	Nov (20-26)	Sunday - 20.11.11	01 day	06 days	
Nov-Dec2011	23rd	Nov 27-Dec 03	Sunday - 27.11.11	01 day	06 days	
Dec 2011	24th	Dec (04-10)	Sunday - 04.12.11; Muharram - 06.12.11	02 days	05 days	
Dec 2011	25th	Dec (11-17)	Sunday - 11.12.11	01 day	06 days	
Dec 2011	26th	Dec (18-24)	Sunday - 18.12.11	01 day	06 days	
Dec 2011	27th	Dec (25-31)	Sunday - 25.12.11, X-Mas - 25.12.11	01 day	05 days	
Total (1st half of the year, i.e. 1st July 2011 – 31st December 2011)				64 days	119 days	

Second Half of the session: 1st January 2012 -30th June 2012						
Month & Year	Week	Date in the Week	Purpose of Holidays	Number of No Class Days/Holidays	No. of days Available for Classes & exams	
Jan 2012	28th	Jan(01-07)	Sunday, New Year's Day - 01.01.12	01 day	06 days	
Jan 2012	29th	Jan (08-14)	Sunday - 08.01.12	01 day	06 days	
Jan 2012	30th	Jan (15-21)	Sunday - 15.01.12; Pous Sankranti - 15.01.12; Ahera – 16.01.12	02 days	05 days	
Jan 2012	31st	Jan (22-28)	Sunday- 22.01.12; Netaji's Birth Day – 23.01.12; Republic Day – 26.01.12; Saraswati Puja – 28.01.12	04 days	03 days	
Jan - Feb 2012	32nd	Jan 29 – Feb 04	Sunday - 29.01.12;Saraswati Puja – 29.01.12	01 day	06 days	
Feb 2012	33rd	Feb(05-11)	Sunday - 05.02.12; Fateha-Douz-Daham - 05.02.12	01 day	06 days	
Feb 2012	34th	Feb (12-18)	Sunday - 12.02.12	01 day	06 days	
Feb 2012	35th	Feb (19-25)	Sunday - 19.02.12; Shibaratri - 20.02.12	02 days	05 days	
Feb - Mar 2012	36th	Feb 26 – Mar 03	Sunday - 26.02.12	01 day	06 days	
Mar 2012	37th	Mar (04-10)	Sunday - 04.03.12; Dolyatra – (08-09).03.12	03 days	04 days	
March 2012	38th	March (11-17)	Sunday - 11.03.12	01 day	06 days	
March 2012	39th	March (18-24)	Sunday - 18.03.12	01 day	06 days	
March 2012	40th	March (25-31)	Sunday- 25.03.12	01 day	06 days	
April2012	41st	April (01-07)	Sunday - 01.04.12; Good Friday - 06.04.12	02 days	05 days	
April 2012	42nd	April (08-14)	Sunday - 08.04.12; Chaitra Sankranti - 13.04.12 Naba Barsa - 14.04.12	03 days	04 days	
April 2012	43rd	April (15-21)	Sunday -15.04.12	01 day	06 days	
April 2012	44th	April (22-28)	Sunday - 22.04.12	01 day	06 days	
Apr-May 2012	45th	Apr 29–May 05	Sunday - 29.05.12; May Day - 01.05.12	02 days	05 days	
May 2012	46th	May (06-12)	Sunday - 06.05.12;Rabindrajayanti - 08.05.12	02 days	05 days	
May 2012	47th	May (13-19)	Sunday - 13.05.12; Summer Recess - (18-19).06.12	03 days	04 days	
May 2012	48th	May (20-26)	Sunday - 20.05.12; Summer Recess - (21-26).06.12	07 days	Nil	
May-June 2012	49th	May 27-June 2	Sunday - 27.05.12; Summer Recess –28.05.12-02.06.12	07 days	Nil	
June 2012	50th	June (03-09)	Sunday - 03.06.12; Summer Recess - (04-09).06.12	07 days	Nil	
June 2012	51st	June (10-16)	Sunday - 10.06.12; Summer Recess - (11-16).06.12	07 days	Nil	
June 2012	52nd	June (17-23)	Sunday - 17.06.12; Summer Recess - (18-23).06.12	07 days	Nil	
June 2012	53rd	June (24-30)	Sunday - 24.06.12; Summer Recess - (25-30).06.12	07 days	Nil	
Total (2nd half of the year, i.e. 1st January 2012 – 30th Jun 2012)				76 days	106 days	
Total = 1st half + 2nd half of the year i.e. 1st July2011-30th June 2012				140 days	225 days	

Total No. of days available for holding classes & Exams.	225 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	04 days
Available Teaching Days (Net)	205 days

FEED BACK

Random feedback of 3rd year Hons. Students of 2011-12 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.

6. There is also a demand for installation of aquaguard at the different point of the college campus for purified drinking water.

7. The students have demanded for ICT enabled classrooms.

8. The students have sought for internet accessibility.

9. Modernisation of play ground of the college campus is another suggestion of the students.

10. More classrooms are required.

11. Number of teachers should be increased.

12. From feedback it seems that there is a demand for infrastructural development of college Hostel.

13. Though the department of Bengali runs a departmental library but the students of other departments sought their own departmental library.

14. The students expects more innovative (Study tour, surveys, field work etc.) teaching learning process.

Plan of Action	Achievements
1. To improve infrastructural facilities for completion of building from state govt. grant. Four proposals placed before U.G.C (ERO)-(i) Construction of Class rooms (First Floor) under basic grant, (ii) Construction of the same in the Ground Floor under merged scheme (backward area), (iii) Construction of Ladies Common room with Toilet, and (iv) Construction of class room under Capacity Building Initiative scheme. Three proposals placed before State govt.-Construction of two storied hostel building, Science building and two storied class room building	Ongoing Revised estimates of all the scheme have been submitted to the competent authority.
2. Installation of two water purifier (Aqua Guard) for safe drinking water.	Achieved
3.To increase in number of computers (Purchase of 12 desktop, 6 laptop and 6 LCD projector)	Achieved
4. Organization of National Level Seminars.	Achieved
4. Extension of building and other infrastructural facilities.	Ongoing

BEST PRACTICES

- **Best Practice – I**

1. Title of the Practice: – Service provided by NSS volunteers for campus cleaning and development of brotherhood sprit among the students irrespective of caste and creeds

2. Concept: to develop the awareness of social service among the budding youths and to grow an itch for Good Samaritan in them

Goals: Following are the goals

   i) To develop the mentality of social service in the students.
   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 womenfolk.
   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: Service provided by NSS volunteers for campus cleaning and development of brotherhood sprit among the students irrespective of caste and creeds

4. The Practice: 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

5. Evidence of success: Campus is clean and green.

6. Problem Encountered: Monetary assistance.

- **Best Practice –II**

1. Title of the Practice: Organised Blood Donation Camp by the NSS units of the College

2. Concept: To develop the awareness of social service among the budding youths.

Goals: Following are the goals

   i) To develop the mentality of social service in the students.
   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 womenfolk.
   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: Service provided by NSS volunteers for humanitarian ground

4 The Practice: NSS organise blood donation camp every year. Students voluntarily donate blood.

5. Evidence of success. Average 50 students donate blood every year in blood donation camp organise by NSS

6. Problem Encountered: Lack of assistance from concerned authorities.