The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Dwijendralal College

1.2 Address Line 1

> A. H. Mitra Road

Address Line 2

> Krishnanagar

City/Town

> Krishnanagar

State

> West Bengal

Pin Code

> 741101

Institution e-mail address

> info@dwijendralalcollege.org

Contact Nos.

> (03472) 252240 ;
> 9434245262

Name of the Head of the Institution:

> Sk. Sahajahan Ali

Tel. No. with STD Code:

> (03472) 252240

Mobile:

> 9434245262

Name of the IQAC Co-ordinator: | Pradip Kumar Mukhopadhyay

Mobile: | 9434255238

IQAC e-mail address: | iqacdlc@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) : EC/33/076 dated 16.09.2004

1.4 Website address: | http://www.dwijendralalcollege.org/

Web-link of the AQAR: | http://www.dwijendralalcollege.org/AQAR2011-12.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	59	2003	5 Years
2	2nd Cycle	N.A.	N.A.	N.A.	N.A.
3	3rd Cycle	N.A.	N.A.	N.A.	N.A.
4	4th Cycle	N.A.	N.A.	N.A.	N.A.

1.6 Date of Establishment of IQAC :   DD/MM/YYYY | Not Yet Established

1.7 AQAR for the year *(for example 2010-11)* | 2011-12

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR 2010-11 submitted to NAAC on 22.12.2015   (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
  iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. 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) | Distance Education Programmes of IGNOU & DODL , University of Kalyani |

1.11 Name of the Affiliating University *(for the Colleges)* | University Of Kalyani |

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

Autonomy by State/Central Govt. / University | Nil |

University with Potential for Excellence | Nil | UGC-CPE | Nil |

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (*Specify*)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

N.A. [IQAC not yet established]

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
        community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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 | N.A. |

2.14 Significant Activities and contributions made by IQAC

| N.A. |

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
N.A.	N.A.

Academic Calendar attached in Annexure II

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

| |

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	11	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	03	NIL	NIL	NIL
Others : 1.DODL , University of Kalyani	08	NIL	NIL	NIL
Total	22	NIL	NIL	NIL

Interdisciplinary	02	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

Pattern	Number of programmes
Semester	3
Trimester	Nil
Annual	19

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

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

* Details provided in Annexure III

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

> The syllabi of the affiliating university are followed.

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	9	Nil	Nil	2*

* Principal & Librarian

2.2 No. of permanent faculty with Ph.D.

1

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	7	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest: 25	NIL	Contractual : 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	8	10
Presented papers	4	8	4
Resource Persons	0	0	1

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

1. **Academic calendar (faculty-wise and discipline wise):** Academic Calendar is prepared and teaching plans are prepared based on those. Classes are conducted based on the Academic Calendar and Teaching Plan.
2. **Tutorial classes for the students:** Tutorial Classes are taken for the students outside of the regular classes.
3. **Departmental Orientation:** Departmental orientation of the students is conducted in the beginning of the session that ensures a better and effective teacher-student relationship.
4. **Observation of special days:** Special days like International Mother Language Day, Teachers day, etc are observed which paves the path to share the knowledge to different aspects to the students.
5. **Continuous guidance**: Teachers guide the students anytime, e.g. in an off period or within the study leave before the exams.

2.7 Total No. of actual teaching days
during this academic year

174

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

Internal evaluation as per the rules of the University.

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

BOS: 2	Nil	Nil

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	Class / Division				
		Distinction %	I %	II %	Pass Division	Pass %
B.A. (Honours)	251	N.A.	21.12	72.12	N.A.	91.24
B.A. (General)	433	N.A.	Nil	9.47	68.82	78.29
B.Com (Honours)	54	N.A.	1.85	88.89	N.A.	90.74
B.Com (General)	24	N.A.	Nil	4.16	91.67	95.83

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
      N.A. [IQAC not yet established .]

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
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 (Short-term course)	1

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	10	4	0	3
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

> N.A. IQAC not yet formally established .

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	1	Nil	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	3	Nil

3.5 Details on Impact factor of publications:

Range Nil   Average Nil   h-index Nil   Nos. in SCOPUS Nil

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

3.7 No. of books published   i) With ISBN No. [Nil]   Chapters in Edited Books [1]

ii) Without ISBN No. [Nil]

3.8 No. of University Departments receiving funds from

UGC-SAP [Nil]   CAS [Nil]   DST-FIST [Nil]

DPE [Nil]   DBT Scheme/funds [Nil]

3.9 For colleges   Autonomy [Nil]   CPE [Nil]   DBT Star Scheme [Nil]

INSPIRE [Nil]   CE [Nil]   Any Other (specify) [Nil]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations   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 [Nil]   From Management of University/College [Nil]

Total [Nil]

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	Dist	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 NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No. of students Participated in NSS events:

University level Nil   State level Nil

National level Nil   International level Nil

3.22 No. of students participated in NCC events:

University level Nil   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 1

NCC Nil   NSS Nil   Any other Nil

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

 A blood donation camp was held on 16th December , 2011 .

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	1 Acre	Nil	N.A.	1 Acre
Class rooms	13	2	Grant in aid	15
Laboratories	1	Nil	Grant in aid	1
Seminar Halls	1	1	Grant in aid	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year. [a]	7	9	Grant in aid and own fund	16
Value of the equipment purchased during the year (Rs. in Lakhs)	4.23766[1]	8.52725[2]	Grant in aid and own fund	12.76491[3]
Others	Nil	Nil	Nil	Nil

Note:

a. Computers

1. Existing value of equipment is the WDV with respective rates.

2. Furniture, `15,400; Computers `2,01,573, Generator `3,36,500, Geography Equipment's `2,99,002, Acquaguard `35,380

3. Total = WDV + Newly Created

4.2 Computerization of administration and library

Partly Computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (`)	No.	Value (`)	No.	Value (`)
Text Books	14,686	16,49,300	1,011	2,12,310	15,697	18,61,610
Reference Books	6,544	6,84,256	815	1,72,546	7,359	8,56,802
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	12	6,000	Nil	Nil	12	6,000
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	Depart-ments	Others
Existing	7	4	Nil	Nil	Nil	1	Nil	2
Added	9	6	Nil	Nil	Nil	1	Nil	2
Total	16	10	Nil	Nil	Nil	2	Nil	4

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

Nil

4.6 Amount spent on maintenance in lakhs (`) :

i) ICT

0.2135

ii) Campus Infrastructure and facilities

0.69835

iii) Equipments

0.13671

iv) Others

Nil

Total :

1.04856

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> In the absence of IQAC, the college authority has taken some steps in enhancing awareness about Student Support Services:
> 1. Scholarship to SC, ST and minority students.
> 2. Tutorial classes for students.
> 3. Publication of College magazine containing writings of the students.
> 4. Annual athletic meet and indoor games.

5.2 Efforts made by the institution for tracking the progression

> Result evaluation of the students is done by institute on a regular basis and necessary measures are taken to improve the results of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2704	N.A.	N.A.	N.A.

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1843	68.16

Women

No	%
861	31.84

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1419	608	21	196	No data	2244	1708	733	26	237	26	2704

Demand ratio (No. of applications received / No. of students admitted) :- 5 : 1

Dropout % : 15-20 % (approx.) [#]

[#] A student gets five chances to complete the undergraduate course . Calculation of the percentage of dropout requires data about the progress of each student , which is not available .

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

> The college offers free coaching for SC, ST and Minority Students for Competitive Examinations in association with WBMDFC.

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

Nil   Nil   Nil   Nil

NET   SET/SLET   GATE   CAT

IAS/IPS etc | Nil | State PSC | Nil | UPSC | Nil | Others | Nil |

5.6 Details of student counselling and career guidance

| Counselling of the students is done at the entry point so that they can choose the course and subjects that suits him the best. The teachers also provide the necessary guidance to the students to about their career on a continuous basis. |

No. of students benefitted | We don't have the adequate data about it. |

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

| None |

5.9 Students Activities

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

       State/ University level | 24* | National level | Nil | International level | Nil |

                              *8 students in athletics and 16 students in football.

       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 $^@$	414	2,35,820
Financial support from government $^\#$	210	9,65,000
Financial support from other sources $^\$$	6	13,200
Number of students who received International/ National recognitions	Nil	Nil

Note :
$^@$ Half- free studentship and Students' Aid Fund.
$^\#$ Scholarships for Minority , West Bengal Govt. Merit cum Means Scholarship (excluding scholarships for SC/ST which are auto -generated directly to the Bank A/Cs of the recipients and for which no data is available).
$^\$$ Scholarship from Sitaram Jindal Foundation & Bangiyo Christiyo Parishad ,Bishop House, Krishnagar.

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 | 1$^@$ |

$^@$ *Blood donation camp on 16.12.2011*

5.13 Major grievances of students (if any) redressed:
Students wanted 3 books to be lend against the lending card of the library instead of two; and the college authority accepted it.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:
Providing quality education in the light of changing scenario in the area of higher education.

Our Mission:
1. To maintain accessibility , equitability and quality in higher education .
2. To maintain suitable environment for promotion of quality and relevance in teaching - learning process in the institution .
3. To maintain sustainable development in higher education .
4. To encourage the students belonging to the backward and underprivileged communities to pursue higher studies .
5. To create linkages with various organisations for providing opportunities of employment for students.
6. To set higher benchmarks in consonance with the changes taking place in higher education .

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

1. Subject allocation according to the specialization of teachers
2. Teaching plan and academic calendar

6.3.2 Teaching and Learning

Tutorial Classes, Well stacked Library, Innovative practices in teaching.

6.3.3 Examination and Evaluation

All teachers are engaged in evaluation of answer scripts of B.A. and B. Com examinations of the university. Conduct Practical exams both as internal and external examiners.

6.3.4 Research and Development

6 teachers are pursuing their Ph.D. research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library is partly computerized.

6.3.6 Human Resource Management

Various types of leaves are sanctioned to teaching and non-teaching staff .

6.3.7 Faculty and Staff recruitment

Faculty are recruited as per recommendation of the West Bengal College Service Commission. Staffs are recruited through recommendation of selection committee constituted by the GB on the basis of the guidelines of department of higher education and University of Kalyani.

6.3.8 Industry Interaction / Collaboration

1. WEBEL Computer Training Centre
2. District Employment Exchange .
3. Axis Bank Ltd.
4. Krishnanagar Municipality.

6.3.9 Admission of Students

Students are admitted as per merit list prepared in accordance with the university guidelines through counselling conducted by faculty members and ably supported by other official staffs .

6.4 Welfare schemes for

Teaching	Salary through BANK, PF Loan
Non teaching	Do
Students	Scholarship, Aid fund, Stipend, Students Health Home membership.

6.5 Total corpus fund generated   ` 63,98,137

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	N.A.	Yes	GB & HODs
Administrative	No	N.A.	Yes	GB

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes   Yes   No

For PG Programmes   Yes ☐   No ☐

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

> N.A.

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

> N.A.

6.11 Activities and support from the Alumni Association

> Interaction with present students, sharing knowledge and experience, providing suggestions.

6.12 Activities and support from the Parent – Teacher Association

> Parent-teacher meeting is held on a regular basis which leads to various improvements in teaching-learning.

6.13 Development programmes for support staff   Nil

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

> Plantation of tress within the campus .

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.

> 1. The installation of the CCTV in the college campus: It helped the college authority to observe what is going on in the college. Various odd situations were easily dealt with because of this innovation.
> 2. The free coaching of SC, ST and minority students: It caused a great motivation to some students, which reflected in their attendance and results.

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

beginning of the year

> 1. Installation of CCTV in the college campus, to keep a close eye on what is going on there in the real time.
> 2. Two new classrooms are constructed to provide more accommodation to the students.
> 3. Three - phase electricity connection and installation of 15kVA sound - proof generator .

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

> 1. Free coaching for SC, ST and Minority students in association with West Bengal Minority Finance Corporation.
> 2. Preparation of Academic Calendar and teaching plan to distribute syllabi and classes.

Details Provided in Annexure III

7.4 Contribution to environmental awareness / protection

> Plantation of tress within the campus .

7.5 Whether environmental audit was conducted?   Yes ☐   No ✓

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

> **Our Strengths**:
>   1. Good and healthy teacher-student relation.
>   2. Sound and strong admission.
>   3. Overall co-operation form the staff members despite of their heavy workload.
>   4. Well-stacked library.
> **Our weaknesses**:
>   1. The English and Sanskrit department does not have any permanent teacher yet.
>   2. Departments like Geography, History, and Political Science etc. are not having adequate number of full time teachers.
>   3. Lack of full-time staff in the office.
>   4. The Geography practical lab does not have any laboratory attendant.
> **Our opportunities**:
>   1. The location of the college is a district town.
>   2. The students of the college are well mannered and willing to study better.
>   3. The faculty members, the staff members and the librarian are always to help the students in all respects.
>   4. The college has a very experienced principle whose leadership is gradually advancing the college.
> **Our threats**:
>   1. The scope of expansion is almost saturated within the college campus.
>   2. The college lacks full time faculty members and staff members.
>   3. The socio-economic background of the majority of the students is a major challenge before the institution. Many of them are first generation learners.
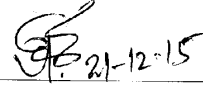
8. **Plans of institution for next year**

> To construct some more classrooms to provide enhanced accommodation for the students.
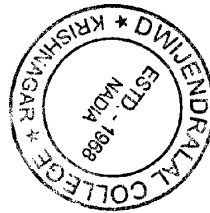
Name : **PRADIP KUMAR MUKHOPADHYAY**

11.12.15

Signature of the Coordinator, IQAC

Name : **SK. SAHAJAHAN ALI**

21-12-15

Signature of the Chairperson, IQAC
**Principal
Dwijendralal College
Krishnagar, Nadia.**

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 FOR THE SESSION 2011-12

Class	Part – I	Part - II	Part - III
Probable Date of Commencement of Classes	15th July , 2011	15th July , 2011	15th July , 2011
Holding of Classes & Tests for Honours/Major Subjects: 1st Phase To be completed for Puja Vacation of 2011	40 % of syllabus	40 % of syllabus	40 % of syllabus
2nd Phase To be completed during 2nd fortnight of December, 2011	25 % of syllabus	25 % of syllabus	25 % of syllabus
3rd Phase To be completed during 2nd fortnight of March , 2012	35 % of syllabus	35 % of syllabus	35 % of syllabus
Holding of Classes & Test Examinations for General Subjects	To be completed during 1st fortnight of April , 2012	To be completed during 1st fortnight of April , 2012	To be completed during 2nd fortnight of March , 2012

Calculation of Probable Net Teaching Days

Particulars	Days	Days
Gross Working Days [excluding Sundays (52 days) and other listed holidays* (43 days) but including summer recess (having 6 Sundays) : $366 – 52 – 43 + 6$]		277
Less : University examinations days (approx.)	65	
Less : College examination days	24	
Less : Other working days on which classes cannot be held [1 day each for Freshers' Welcome , Annual Social Function , College Sports , Students' Union Election & 2 days for Seminars / Conferences]	6	95
Probable Net Teaching Days		182

* Excluding holidays falling on Sundays and 5 holidays on Principal's discretion reserved for local and other unlisted holidays .

Principal
Dwijendralal College
Krishnagar, Nadia

Annexure III

Best Practice No. 1

1. **Title of the Practice:** Free coaching for SC, ST and Minority Students for Competitive Examinations.

2. **Goal:** The goal of this practice is

- To pave a path to job opportunities for the backward and weaker section of the society.
- To fulfil the obligation of social responsibility.
- To establish equity in the social orders.

With a view to these missions, we have started the scheme of free coaching for SC, ST and Minority students for competitive exams.

3. **The context:** The College is situated in such a place where there is a population of SC and Minority people. So the college also get a sizeable amount of students who belong to these categories. It is often seen that some of them are first generation learners, and having no idea as to how to go for a job opportunity. Generally they don't have anybody competent to guide them in their home, too. So , the college has undertaken the responsibility to help them to establish themselves in their lives. And this is the bottom-line of this practice.

4. **The Practice:** In association with West Bengal Minority Finance Development & Finance Corporation, the practice started. Coaching for the examinations of West Bengal School Service Commission, West Bengal Madrasah Service Commission, West Bengal Public Service Commission etc. are provided to them. The classes held on Saturday and Sunday, two days a week. In the guidance, they are provided guidance for the written and MCQ examinations, mock tests, mock interviews and regular counselling. Various employment magazines are also provided to them, too.

5. **Evidence of success:** The practice has all the evidences of success. Initially we got fair attendance of students, and they were eager to learn. As a result, 15 students of our centre got employed through the School Service Commission and Madrasah Service Commission examinations of 2012-13 and 2013-14

6. **Problems encountered and Resources Required:** There were some problems that we have encountered to run this practice. Gradually the number of students of the coaching programme tends to decrease. And the attendance of them in the classes tends to be very poor over time. Due to these reasons it is in front of a great challenge to run the programme successfully over time.

Best Practice No. 2

1. Title of the Practice: Preparation of Academic Calendar and Teaching Plan.

2. Goal: The goal of this practice is

- To determine what will be taught and when it will be taught at the very beginning of the session.
- To ensure a better usage of the teaching time.
- To provide plan of learning to the students.
- To facilitate the completion of syllabi and preparing the students for the exams.

With a view to these missions, we have undertaken the practice of preparing the Academic Calendar and also the teaching plan according to it.

3. The context: There is a shortage of teaching staff in various departments of the college. Some departments run with only one or two full time teachers, and some departments are totally dependent on the guest teachers. In such a situation, it is felt to maximize the use of the teaching hours throughout the year in such a way that the syllabi is properly completed and there remains enough time for revisions and tests.

4. The Practice: At the very beginning of the session, we chalk out the possible number of working days of the coming session. We sub-divide it into three phases; determine the tentative number of teaching days of each phase, and then the tentative number of classes per subject/paper per teacher. We sub-divide the total syllabus of every subject/paper in accordance with the academic calendar. The class routines of the departments are prepared based on these.

5. Evidence of success: We can say that this practice is a successful one, because of the following reasons:

- Other than for the abnormal and uncontrollable reasons, the syllabi of the various departments are always complete before the exams.
- The preparation of the attentive students went in the right way, and they scored very good results.
- Students are able to cope up with various important days with a mental preparation in advance.

6. Problems encountered and Resources Required: The basic problem with the practice is the unexpected variation of working days due to reasons beyond our control. The dates of the examinations are often fluctuate, which highly hampers the process. Some other things like elections etc., for which both the teachers and the college premises got engaged which also lead to some problems to maintain the academic calendar properly.