



POLBA MAHAVIDYALAYA &lt;officepolbamahavidyalaya@gmail.com&gt;

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**Submission of AQAR 2017-2018 of Polba Mahavidyalaya**

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**CAPU AQAR** <capuaqar@gmail.com>

Thu, Jan 3, 2019 at 11:44 AM

To: POLBA MAHAVIDYALAYA &lt;officepolbamahavidyalaya@gmail.com&gt;

NAAC/AQAR ACK/ DECEMBER/2018/

Polba Mahavidyalaya

Polba, Hooghly

Chinsurah

West Bengal

**Subject: Acknowledgement of AQAR**

We are Acknowledging the receipt of Online Submission of Annual Quality Assurance Report (AQAR) for the Year: 2017-18.

For any queries related to AQAR, you may kindly contact E-mail ID ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)).

Wishing you success in your Quality Enhancement Process.

THANKS WITH REGARDS

CAPU-AQAR

(CENTRAL APPLICATION PROCESSING UNIT)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

**ANNUAL QUALITY ASSURANCE REPORT**

**FOR THE PERIOD**

**JULY 2017 – JUNE 2018**

**Of**

**POLBA MAHAVIDYALAYA**

POLBA, HOOGHLY , WEST BENGAL -712148



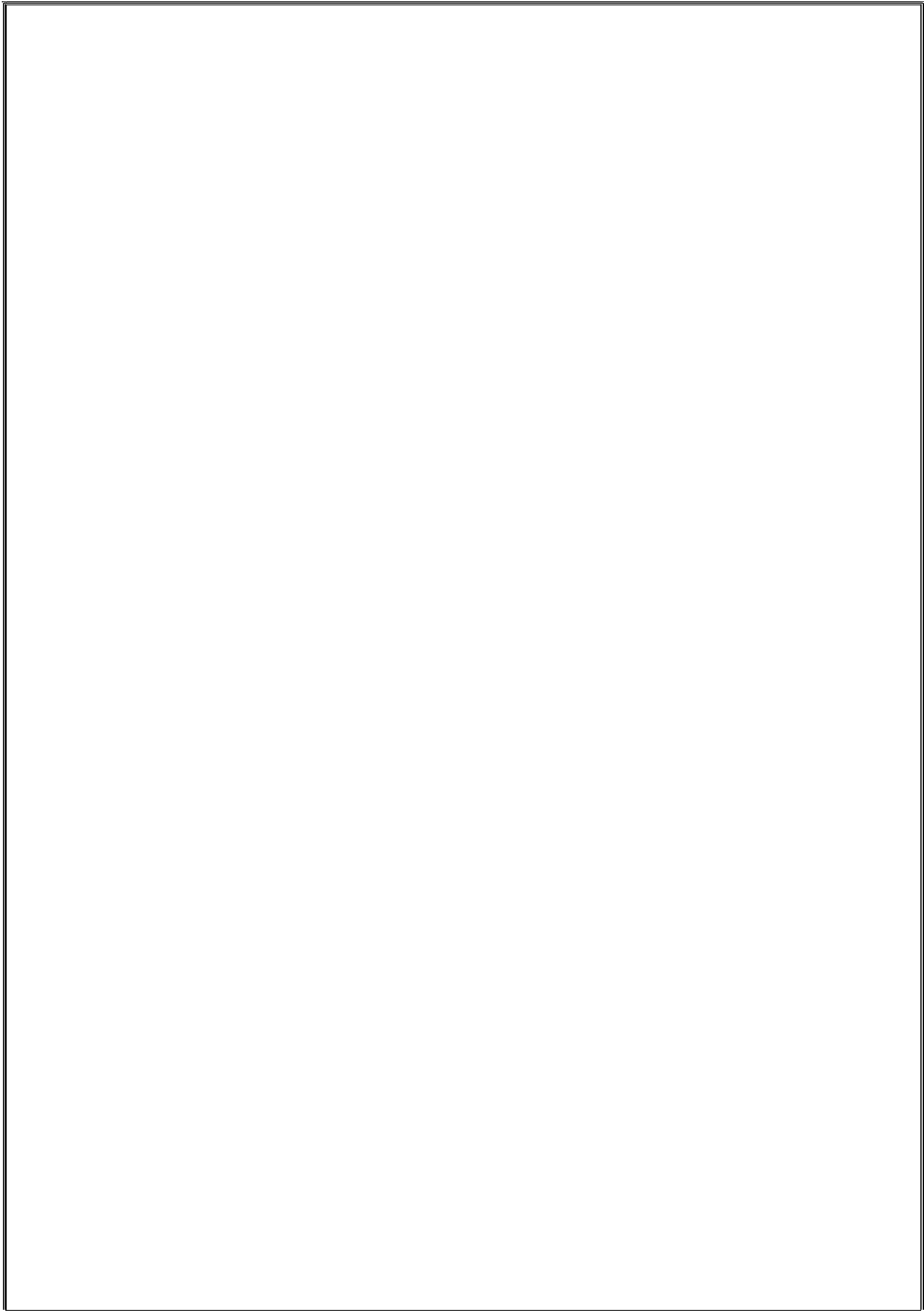
Submitted to



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072



## 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

#### I. Details of the Institution

1.1 Name of the Institution

Polba Mahavidyalaya

1.2 Address Line 1

Polba

Address Line 2

Hooghly

City/Town

Chinsurah

State

West Bengal

Pin Code

712 148

Institution e-mail address

officepolbamahavidyalaya@gmail.com

Contact Nos.

03213-225128

Name of the Head of the Institution:

Dr. Sushanta Kumar Mazumdar

Tel. No. with STD Code:

033213-225

Mobile:

+919433217622

Name of the IQAC Co-ordinator:

Santanu Sengupta

Mobile:

+9180170005983

IQAC e-mail address:

santanu.sengupta21@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN2  
5221

1.4 NAAC Executive Committee No. & Date:

F.19.26/EC(SC-  
20)/DO/2016/81  
Dated- 16.12.2016

(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.polbamahavidyalaya.com

Web-link of the AQAR:

[http://www.polbamahavidyalaya.com/?page\\_id=1039](http://www.polbamahavidyalaya.com/?page_id=1039)

report For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.44	2016	2021 (Five Years)

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

23/02/2015

1.8 AQAR for the year (for example 2010-11)

2017-18

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

i. AQAR 2016-17 submitted to NAAC on 11/11/2017 (DD/MM/YYYY)

#### 1.10 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 ☐

#### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

· NA

#### 1.12 Name of the Affiliating University (*for the Colleges*)

The University of Burdwan

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

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

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<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="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>

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

NA

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

Use of Educational Documentaries for Undergraduate teaching.

2.14 Significant Activities and contributions made by IQAC

- (1) Successful initiation and completion of an academic session under CBCS Semester system.
- (2) Extension of Boundary Wall.
- (3) Making Second (Science) Building fully functional.
- (4) Increasing the number of classrooms.
- (5) Implementation of E-tender system.
- (6) Building up a Resource base for E-learning.
- (7) Formulating Mentoring System.
- (8) Encouraging Girl Students of the area to enroll in Higher Education.
- (9) Opening a second NSS Unit.
- (10) Extension of Wi-Fi facility.
- (11) Encouraging Social Outreach Programmes.
- (12) Academic Audit.
- (13) Green Audit.
- (14) Review of Career Oriented Programmes.
- (15) Extending Student Welfare Measures.



## 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
Academic Calendar 2017-18	The plan for the college's academic programme and co-curricular practices is set at the beginning of the year according to the Academic Calendar of the University of Burdwan (our affiliating University)
Submission of data for All India Survey of Higher Education	AISHE report for year has already been uploaded successfully.
Institutional Swacchta Ranking	The college has participated and uploaded its institutional data in the Institutional Swacchta Ranking of All India Survey on Higher Education.
Curricular Development	Importance given to the development of E-learning resources; Organisation of Institutional seminars.
Add on/ Career Oriented Courses	Add on/Career Oriented Courses are being continued as before.
Green Audit	Green Audit has also been conducted in our college under the supervision of external expert.
Mentoring	Policy of distribution of the students under the system has been finalized and is under the process of implementation.
Transparency	Transparency of the Admission Process maintained by resolution to continuation of fully online admission system; Further administrative transparency ensured by the initiation of E-tender system.

Implementation of CBCS semester system.	IQAC has assisted the teachers and the administration to cope and make necessary changes for the CBCS semester system. The college has successfully completed one session (two semesters) under this system in the session of 2017-2018.
Extension of Boundary wall	594metre stretch of the perimeter of the College campus has been covered by Boundary Wall.
Academic Audit	Audit conducted by competent external authorities.
Extension of classrooms	Number of classrooms has been raised to 18.
Creating dedicated Laboratory Space	Two rooms have been dedicated for using as Laboratory space for Pure Science students and Bio students separately.
Opening New Courses	Opening of new courses in Nutrition and Pisciculture could not be realized in this session as approval from relevant authority is awaited.
Gymnasium ,Sports Infrastructure, seminar hall and auditorium.	Current Sports Infrastructure including a playground, equipments and table tennis facility has been maintained but funds for the making of the gymnasium, seminar hall and auditorium is awaited from appropriate authorities.
Application for funds under RUSA	Subsequently there has been a parametric change in the criteria and shift of priority areas in the realm of sanctioning grants to college. In notification, UGC Categorized Components, where we were considered by the then “Dept. of Higher Education, Science, Technology & Biotechnology, Govt. of West Bengal’ for Component 11- Equity Initiatives for Colleges. Accordingly, as per the instructions from them we have submitted detailed plan estimate and abstract cost for “Construction of Women’s Hostel Building- G+1 storied for girl students(General & SC/ST Girls of Polba Mahavidyalaya, under Polba P.S., Distt Hooghly) at estimated cost of Rs. 1.01,61, 938/-. We are waiting for the sanction of the grant from RUSA.
Wi-Fi Facility	Wi-Fi facility has been extended to the Computer Lab for the benefit of the students for academic purposes.
Solar Panels and Rainwater Harvesting	Applications are being processed to be sent to the appropriate authorities.
Seminars of State/National Level	Departments have been motivated to submit their proposals for grants-in-aid to organize State/National seminars in our college.

Canteen Refurbishment	College has been refurbished with the selection of a new vendor through proper channel and process.
National Service Scheme	A second NSS Unit has been formed in the college from this session.
Student Welfare Measures	<ul style="list-style-type: none"> <li>The college has acquired concession assigned by the Indian Railways for its students to commute to college from their residence.</li> <li>Two members of the non-teaching staff has been assigned to look after and execute the procedure of applying for different government scholarships and two members of the teaching staff have been assigned to supervise the process.</li> </ul>

*\* Attach the Academic Calendar of the year as Annexure.*

(Academic Calendar for 2017-2018 is attached herewith as 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

Approved by Management for submission

## 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	0	-	-	-
PG	0	-	-	-
UG	10	01	-	-
PG Diploma	0	-	-	-
Advanced Diploma	0	-	-	-
Diploma	0	-	-	-
Certificate	0	-	-	-
Others	0	-	-	03
<b>Total</b>	10	01	-	03
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	09 [All UG First and Second Semesters]
Trimester	-
Annual	08 [All UG Second & Third Years]

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

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

*\*Please provide an analysis of the feedback in the Annexure*

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

CBCS SEMESTER system in all UG programme from 1<sup>ST</sup> July 2017

##### 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+1(Principal)	11	--	01	--

2.2 No. of permanent faculty with Ph.D.

04

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
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	6	-
Presented papers	10	1	1
Resource Persons	03	-	-

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

Accumulating related e-lecture series of materials created by Educational Multimedia Research Centre, Kolkata, which is a digital learning resource formulating centre under the NME-ICT program of the MHRD, Govt. of India.

2.7 Total No. of actual teaching days

231

during this academic year

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

Two Unit Tests for every course per semester, Discussion on answer scripts. However the process of examination has to be kept within the guidelines of the University of Burdwan.

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

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

01

2.10 Average percentage of attendance of students

60%

**2.11 Course/Programme wise distribution of pass percentage:**

<b>Title of the Programme</b>	<b>Total no. of students appeared</b>	<b>Pass %</b>
Bengali Hons.	25	100%
English Hons.	09	88.8%
Sanskrit Hons.	09	67%
History Hons.	05	80%
Geography (B.A. Hons)	nil	nil
Pol. Science Hons.	nil	nil
Philosophy Hons.	nil	nil
Education Hons.	nil	nil
Geography (B.Sc Honours)	nil	nil
B.A. General	63	98%
B.SC General	nil	Nil

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

Continuous monitoring & periodic review, Review of Result, Analysing students' feedbacks, SWOC analysis, Preparing and enforcing academic schedule, Encourage use of E-learning methods and materials.

**2.13 Initiatives undertaken towards faculty development**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	04
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	01	02	00	00
Technical Staff	01	00	00	00
Cash Wing Staff	01	00	00	00
Supporting Staff	03	00	00	00

### Criterion – III

## 3. Research, Consultancy and Extension

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

1. Motivating faculty members to submit proposals for Major and Minor Research Projects.
2. Encourage faculty members to publish in peer reviewed journals.
3. Gender sensitization programmes.
4. Developing infrastructural support such as Library, Laboratory and Reprographic facilities.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	06	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	03	-

#### 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 (other than compulsory by the University)	-	-	-	
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	-	-	-	-	01
Sponsoring agencies	-	-	-	-	College

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	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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
-	-	-	-	-	-	-

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

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

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  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="06"/>	Any other	<input type="text" value="01"/>

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

- Special Medical Camp.
- Awareness regarding AIDS and Thalassaemia through Red Ribbon Club.
- Swachhta Pakhwada.
- Plantation activities in college and the locality on Environment Day.
- Swachhta Divas.
- Gender Sensitization.
- Special Camp in adopted village.

### 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	4.54 acres	-	-	4.54 acres
Class rooms	09	09	College/Govt	18
Laboratories	00	02	College	02
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	254(Water Purifier, ICT,A.C., Equipments etc.)	16+1 (CCTV, Digital Camera)	College/Govt	260
Value of the equipment purchased during the year (Rs. in Lakhs)	34,75,262/-	2,00,990/-	College/Govt.	3676252/-
Others	-	-	-	-

#### 4.2 Computerization of Administration and Library

Administrative Office and Accounts Deptt., have been computerized. IFMS, E-billing, E-Pradan and E-tendering manoeuvres have been successfully implemented. Library has been computerized. Digital catalogue, E-browsing and KOHA systems have been made functional.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (INR)	No.	Value (INR)	No.	Value (INR)
Text Books	10,023	15,08,524	646	2,18,614	10,669	1,727,138
Reference Books						
e-Books	-	-	-	-	-	-
Journals	01	6046	00	00	01	6046
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	--
Others (specify)	10(4 Newspapers, 2 Employment Newsletters, 4 Magazines)	28,737	-	14,878		43,615

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	13	Wi-Fi/4 connections	All Computers	1	06	01	09
Added	-	-	Wi-Fi	All Computers	-	-	-	-
Total	30	13	Wi-Fi	All Computers	1	06	01	09

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

1. In House computer literacy programme at minimum cost.
2. All Students & Staff have Internet access in day to day performance of their duties.
3. Original and licensed software used.
4. Maintenance of administrative software and all computer machineries handled by professional agencies.
5. Software for storing and processing student data customized for the requirements of the college.
6. Free access E-learning material is being procured from Educational Multimedia Research Centre, Kolkata, which is a digital learning resource formulating centre under the NME-ICT program of the MHRD, Govt. of India.

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

1. ICT- Rs. 70,896
2. Campus Infrastructure/Facilities  
Rs. 1,72, 823
3. Equipment- Rs. 47,672
4. Others-Rs. 68,202
5. Total- Rs. 3,59,593.

### **Criterion – V**

## **5. Student Support and Progression**

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

1. All welfare related notices are posted on website.
2. SMS communication regarding admission, examination enrolment and other important issues.
3. Students' Welfare issues monitored.
4. Two members of the non-teaching staff have been assigned to look after and execute the procedure of applying for different government scholarships and two members of the teaching staff have been assigned to supervise the process.
5. Anti-Ragging Cell, Grievance Redressal Cell and Gender Sensitization Cell intend to provide a secure and democratic atmosphere to the students.
6. Medical facility to students under Students' Health Home, which provides subsidized treatment to students.
7. On line admission purely on merit basis via college website system, along with updated on line prospectus for students' admission
8. The policy of mentoring system has been finalized and is being implemented.
9. Wi-fi facility extended to the students' computer laboratory.
10. Railway concession facility has been acquired for the students.

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

- The Institute supervises the progress of the students by conducting regular assessments and assignments, group discussions, classroom seminars etc. The students needing special care are identified in this manner and given assistance.
- Students' feedback is collected and analyzed with maximum importance to locate the areas of development and the sectors of lag, demanding special care.
- The internal assessment and University results are being analyzed by the departments to monitor the performance of the students.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
500	-	-	-

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

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

-
---

No	%
-	-

Women

No	%
-	--

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
236	116	59	96	00	507	210	107	52	131	01	500

Demand ratio 1:2.22

Dropout %: 40.6%

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

The College Library is well stocked with books and journals for competitive examinations. Teachers also provide informal advice to students for the purpose. Otherwise, we have a meagre Students' Counseling and Career Guidance Cell. Members of our teaching staff are available throughout the week to the students for counseling and guidance.

No. of students beneficiaries

N.A.

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

NET	n.a	SET/SLET	n.a.	GATE	-	CAT	-
IAS/IPS etc	n.a	State PSC	n.a	UPSC	-	Others	-

### 5.6 Details of student counselling and career guidance

We have lean Students' Counseling and Career Guidance Cell. Members of our teaching staff are available throughout the week to the students for counseling and guidance.

No. of students benefitted

28

### 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
00	00	00	-

### 5.8 Details of gender sensitization programmes

Orientation Programme on gender sensitivity and the functions of the Gender Sensitization Cell.  
Conducting Gender Audit.

### 5.9 Students Activities

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

State/ University level 01 National level 01 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
Financial support from institution	02
Financial support from government	298
Financial support from other sources	N.A.
Number of students who received International/ National recognitions	N.A.

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_NIL\_\_

## **Criterion – VI**

### **6. Governance, Leadership and Management**

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

##### **Vision:**

- To develop human potential by providing quality education intermingled with value to our rural students in general and to our students belonging to SC, ST, Minority communities and other backward categories.
- Polba Mahavidyalaya intends to embark on a journey with its students towards perfection, such that humanity manifests with its highest ethical form and moral standard imbued with mettle to struggle against all types of negatives. It thus envisions a journey from enlightenment to empowerment, knowledge to wisdom and perception to application.
- Polba Mahavidyalaya aims to emerge as a facilitator of a lifelong, continuous education in the lap of nature through different man-man and man-nature interactions; by encouraging self-learning leading to creativity and perfection of self.

##### **Mission:**

- To motivate students to face struggles in life with courage, zeal and austerity and be winner with cultivation of common sense which is rarest in form in the realm of knowledge and wisdom.
- Facilitate learning through discovery, synthesis, dissemination and preservation of knowledge.
- To bring higher education within the reach of students coming from poor and economically backward families in this rural area; and to create an ambience in which new ideas spontaneously develop and knowledge gets freedom.
- To armour students to overcome their weaknesses, to accept each and every odd in life with dedication and devotion such that odds transform into successes with excellence and perform to their fullest potential so as to cope with the present and future needs of the society.

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

College Management Information System is in operation for administrative work, including administrative and financial record keeping. MSS software is used by the College administration for transacting different business. SMS service developed for delivering urgent information to the students. Implementation of Integrated Financial Management System (I.F.M.S.) has been implemented as per order of the Government of West Bengal. Financial management has been further strengthened and digitized using E-billing, E-Pradan and E-tender maneuver.



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

#### **6.3.1 Curriculum Development**

Being affiliated to the University of Burdwan, the college is required to follow the syllabus set by the University. However the college duly sends its representatives to the meetings organized to review the curriculum by the University and its respective departments and voice the views emerging from the college. Our Principal Sir is a member of the Board of Undergraduate Studies of the University of Burdwan, who takes active part in framing the syllabus as and when required. The college develops the structure of its add-on courses.

#### **6.3.2 Teaching and Learning**

- The College follows a well-planned schedule of teaching learning and evaluation prepared beforehand by the Academic Subcommittee and approved by the IQAC.
- Academic Calendar of the College is monitored by the IQAC that depicts schedules of classes and examinations.
- IQAC ensures that teaching plans are made in all departments. At the beginning of the academic session, a special departmental meeting is convened to discuss the distribution of teaching work load. IQAC has encouraged the departments to opt for participative learning by encouraging more subjects, quiz events, student seminars, projects, presentations etc. The IQAC also encourages, beyond classroom teaching, learning through excursions, field visits etc.
- The departments are encouraged to organise institutional seminars to broaden the spectrum of academic exposure of the students.
- The IQAC has paid particular attention to usage of modern ICT methods of teaching-learning. Two fully equipped Smart class rooms and one Virtual Classroom have been introduced to use. Internet facility has been made available to both teachers and students for academic purposes. E-lecture videos acquired from EMMRC Kolkata are being used for modernizing teaching methods.
- Add-on skill based courses on Computer literacy, Informal Sanskrit and Communicative English have been continued for the students' academic and intellectual enrichment.

#### **6.3.3 Examination and Evaluation**

- Regular class tests are arranged for students of all Honours and General courses. Class tests are taken by respective departments.
- Two internal tests are taken in every semester with utmost importance for screening the students' performance and for forwarding the internal assessment score to the University according to the requirements of the new CBCS system.
- Students are shown their marked answer scripts and given advices regarding their shortcomings by the faculty members in order to ensure better performance in the university examinations.
- Departments also take project works and presentations from students periodically.

#### **6.3.4 Research and Development**

- A 'Research Consultancy and Extension Committee' was constituted during the session of 2015-2016. The Committee recommends and encourages research activities of the faculty members. The teachers are encouraged to apply for Minor and Major Projects of UGC.
- The committee is also trying to create a fund for encouraging research activities. However, it is still negotiating with shortage of resources.

- Several teachers have published in peer reviewed journals.
- Majority of our teachers have attended and presented research papers at national and international seminars and workshops.
- Teachers who are not yet registered to PhD courses are encouraged to pursue PhD course, without hampering their respective workload in the College.
- Assistant Professor of Bengali, Sri Sanjoy Kumar Ghosh has completed all formalities and submission for his PhD in Bengali from the University of Burdwan. He is currently waiting for his viva-voce necessary for the award of the Ph.D (Arts) Degree at the University of Burdwan, West Bengal.

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

- The Library has an Advisory Committee, composed of Teaching, Non-Teaching Staff and Government Nominee of the Governing Body that ensures proper functioning of the space.
- The College has taken an active role in digitising the catalogue through KOHA. The digitised catalogue has been updated in this session and can be accessed by students and readers in the computers provided in the Library.
- The Governing Body, IQAC and the Purchase Committee prepare a budget for buying books, journals and magazines. Book lists are taken from each department to update necessary titles.
- The Library currently has over 10,669 titles, it subscribes 4 magazines and 4 newspapers, 2 employment related journals and 1 academic journal.
- Accumulation of E-lectures from EMMRC, Kolkata to facilitate the utilization of two Smart Class Rooms and one fully equipped Virtual Class Room.
- Wi-fi access has been extended to the students' computer lab for academic purposes.
- All necessary equipments for the two science laboratories and the geography students have been acquired.

### **6.3.6 Human Resource Management**

The Human Resource of the College is managed in a free and democratic manner. The aim of the College is to make optimum use of the available human resources. All faculty members are involved in different activities of the College. The non-teaching staff members are also a part of different committees and sub-committees. The employees of the College are encouraged to develop their skills in various ways. The Grievance Redressal Cell allows the employees to project their problems in constitutional manner to ensure amicable work and academic friendly environment.

The Human Resource of the College is managed under the leadership of the Governing Body, Principal Sir and the IQAC.

### **6.3.7 Faculty and Staff recruitment**

- Faculty recruitment is done through the West Bengal College Service Commission (WBCSC) as per the rules of the Department of Higher Education, Govt. of West Bengal and the UGC. The college sends requirements to the appropriate authority as per norms and in due process.
- Guest Faculty members are recruited on temporary basis through a proper interview board composed under the guidance of the University of Burdwan, as per the UGC norms.
- Non-Teaching Staffs are recruited as per Govt. of West Bengal's regulations by the Governing Body, through a proper and impartial Recruitment Board formed as per Government norms before the recruitment process ensues.

#### 6.3.8 Industry Interaction / Collaboration

NIL
-----

#### 6.3.9 Admission of Students

- Admission process has been made fully automatic to ensure maximum transparency in the system.
- Admission of the students is done strictly on the basis of merit and monitored to avoid any discrepancy.
- Updated prospectus had been made available to the students.
- Automated SMS support to the applicants during admission to ensure dissemination of information.
- Online admission is conducted as per instructions of the University of Burdwan and order of the Dept. of Higher Education, Govt. of West Bengal.

#### 6.4 Welfare schemes for

Teaching	Provident Fund, Cooperative Society.
Non teaching	Provident Fund, Cooperative Society.
Students	<ul style="list-style-type: none"><li>• Free/Half Scholarship (from College Fund).</li><li>• Minority Scholarship.</li><li>• SC/ST/OBC Scholarship.</li><li>• Kanyashree Prakalpa for Girl Students.</li><li>• Swami Vivekananda Merit cum Means Scholarship.</li><li>• Students' Health Home access.</li><li>• Suburban Railway Concession.</li></ul>

6.5 Total corpus fund generated

NIL
-----

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	Yes	Non Government	Yes	IQAC
Administrative	No	-	No	-

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

For UG Programmes      Yes ☐ No ☒

For PG Programmes      Yes ☐ N.A. No ☐ N.A.

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

Online form filling & delivery of Registration & Admit cards by the University.

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

The institution has attempted to set up a registered Alumni Association in 2016. The institution considers its ex students as a vibrant resource. It intends to take their concerted efforts to develop the infrastructural facilities, improve the social-industrial participation and promote an overall good academic environment in the College.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meet held before form fill-up of semester examination.  
Views and suggestions of the parents are always considered with utmost importance.

6.13 Development programmes for support staff

They are updated as and when required, according to the needs of implementation of new technology or any updated rules of the Government authorities, UGC and the University of Burdwan.

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

- The College has conducted annual Green Audit to locate areas where it can make the campus more eco-friendly.

- Every effort has been made to protect and maintain various kinds of plants available in and around the College premises to keep the College green and pollution free.
- A Green Survey of plants has been made by Experts/Botanists to enlist the plants using eco-friendly measures and making all stake-holders aware of maintaining Ecological balance.
- In addition, some of the important medicinal plants are conserved as Ex-Situ conservation to make the local people aware about the importance of various wildly grown medicinal plants for the welfare of local people towards curing various diseases and implementing them as non-traditional cash crops for the reclamation of wasteland in the area.
- In the Green Audit, total about hundred plants have been shown including herbs, shrubs, trees, climbers etc. of which about forty medicinal plants have been protected and maintained in the medicinal plant garden named Susruta Herbal Garden.
- Campus follows a strict no plastic and no tobacco regulation.
- NSS volunteers regularly maintain the plantation area of the campus.
- Powers saving electrical products are utilized.

## 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.

- Use of E-lecture to facilitate modernized teaching techniques.
- Extension of Wi-Fi in Students' Computer Laboratory.
- E-tendering maneuver has strengthened our efforts to ensure administrative and financial transparency.
- Systematic unit tests to ensure continuous evaluation.

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

Academic Audit for 2017-18	Done
Green Audit for 2017 – 18.	Done
Opening new courses	Waiting for approval
Academic Calendar	Prepared
AISHE report & SWACHTA Ranking Report.	Uploaded
Add on Courses.	Continued
Green Audit & Gender Audit.	Done
Accumulation & expansion of E-learning.	Satisfying Progress
Mentoring	Plan Finalised
Transparency	E-tendering
Gymnasium, Seminar Hall, Auditorium	Waiting for Funds
RUSA	Revised Application Sent
CBCS	Initiated Successfully
Boundary Wall & Classrooms	Extended
Laboratory Space	Assigned
WiFi	Expanded
Canteen	Reopened with new vendor
NSS	Unit II Opened
Students' Welfare	Expanded

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

- |     |   |
|-----|---|
| i.  | Accumulation and development of E-learning resources. |
| ii. | Implementing E-tendering maneuver.                    |

7.4 Contribution to environmental awareness / protection

Other than earlier mentioned efforts like ex-situ conservation, green audit, plantation, medicinal plants garden, the college with help of the NSS Units has conducted awareness regarding plantation, conservation and cleanliness during Swachta Pakhwada, Swachta Mission Day and World Environment Day.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

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

1. SWOC Analysis done by every Department and reviewed by the IQAC.
2. Institutional Website redesigned and is regularly updated.

3. **SWOC ANALYSIS:**

**Strength**

1. The College has a unique work culture, where teachers, administrative staff and other support staff members perform relentlessly together as a team for the development of the College under the administrative control of the Principal.
2. Other than the departments of Geography, Political Science and Education, all other Honours Departments have two full time teachers, ensuring greater competence in the planning and execution of the academic affairs.
3. The non teaching staff community is most concerned about the need of the students thereby ensuring a congenial academic environment in the College.
4. In spite of being situated in a considerably backward Integrated Tribal Development Block, the College has a disciplined, interested and participatory student community.
5. Being the first College in the locality that has only 62.6% female literacy rate, the College has an invested presence of female students.
6. The College has carried out computerisation of all administrative works and digitisation of all records including those of students is in process to ensure greater transparency and efficiency. E-tendering has been introduced to strengthen the culture.
7. To ensure transparency in governance, the College has a dedicated RTI response unit with Public Information Officer & Appellate Authority.
8. The College has a strong Library unit with a dedicated reading space that supplies necessary textbooks, as well as higher academic titles to develop academic acumen and to instill intellectual inquisitiveness among the students.
9. The campus is under CCTV surveillance that ensures a secured environment that in turn encourages better academic productivity.
10. The College has installed ample number of computers to ensure adequate access to students, faculty and other staff members guaranteeing switchover to IT based work culture. E-lectures have been acquired and utilized to further develop the culture.
11. Gender sensitivity is given primary importance in the College. There are separate toilets for girl students and female teaching staff members. It has also conducted a gender audit by competent and impartial external agency.
12. An active Anti Ragging Cell ensures adherence to UGC norms against ragging and creates an ideal environment in the College.
13. The College has two functional NSS units that not only constructs a bridge between the institution and the greater society but also participates incessantly in the direction of building a new vibrant societal set up in West Bengal in particular.
14. The College has continued with add-on courses in Communicative English, Computer literacy and Non formal Sanskrit Education to expand the intellectual horizon of the students.
15. Dropout rate has been reduced in this session.

**Weakness**

1. The College is rather financially weak. Being a rather new undergraduate College, located in a remote rural area, it has not yet become able to generate considerable revenue by itself and its dependence on various grants in aid from UGC, Government of West Bengal and other Governmental agencies appears to linger its process of development at times.

The College needs to carry out intensive construction work and further enhance the number of class rooms. It needs to construct a separate administrative wing and Library wing. Financial limitations have hindered our progress at the desired speed; but myriad attempts are being made to secure funds for making progress in that direction.

2. The College does not have a substantive post of Librarian. As our Library Clerk has been promoted to the post of Cashier, this has left a vacancy in our Library System. The College needs a full time employee in the Library but inspite of financial constraints the institute has engaged one Library personnel from own fund. We are waiting for the permission to fill the vacant post of the Library clerk from Department of Higher Education, Science & Technology, and Biotechnology, Government of West Bengal.
3. As the then Accountant of Polba Mahavidyalaya has been promoted to the post of Head Clerk, the post of the Accountant remains vacant. Prayer for rationalization of Staff Pattern and permission to fill up vacant post of Accountant has already been sent to Department of Higher Education, Science & Technology, and Biotechnology, Government of West Bengal
4. The College lacks a proper Seminar Hall and an Auditorium which has become a weakness for the College and it is currently waiting for the approval of funds it has applied for.
5. The College currently lacks a functional Placement Cell.

### **Opportunities**

1. Being the only College in of Polba-Dadpur Block, it can avail itself of the opportunity of having a huge composition of female students, minority students, SC/ST, OBC-A and OBC-B students. The College considers this as a great prospect for fulfilling its proclaimed vision of developing the vibrant and efficient human resource and latent talents among the marginalized groups of the nation.
2. In the revised guidelines for RUSA funds, it has applied for the construction of a modern hostel facility for the girl students of rural and marginalized background.
3. There is enough scope of expanding multiple streams of teaching-learning like Nutrition in Science Stream; Commerce Stream and separate Physical Education Department.
4. The College has ample ground area to construct Annex wings, Library and Administrative wings. This ensures scope to get extension of affiliation in new subjects.
5. The College has a scenic and green campus. This gives us the opportunity to create a model eco-space with serious outlook for environmental conservation and creating ecological awareness.
6. There is a medium sized water body inside the campus of the College. We can use the water body for pisciculture and for training local interested people relating to it.

### **Challenges**

1. In spite having a very committed student community, the pass percentage has not raised to the level that was expected due to several constraints including social and economic backwardness of the students. Although the results are showing some development since the introduction of CBCS pattern.



2. There is a need to introduce vocational courses and to arrange for a fully functional placement cell to provide information relating to future job opportunities to the students.
3. Number of teaching staffs of the College should increase to further develop its academic milieu. The number of non -teaching staff is required to be multiplied to introduce greater efficiency in the administrative arena.

#### **8. Plans of institution for next year**

1. Academic Audit and Green Audit for the session of 2018-2019.
2. Opening of a NCC Unit.
3. Expansion of the Girls' Toilet areas.
4. Install an eco-friendly waste management system.
5. Construction of a students' activity room.
6. Organize more departmental seminars.

Name : Santanu Sengupta

*Santanu Sengupta*  
Signature of the Coordinator, IQAC

Coordinator  
I. Q. A. C.  
Polba Mahavidyalaya  
Polba, Hooghly.



Name : Dr. Sushanta Kumar Mazumdar

*S. Mazumdar*  
Signature of the Chairperson, IQAC

**Principal**  
Polba Mahavidyalaya  
P.O.- Polba, Dist.- Hooghly  
West Bengal

*S. Mazumdar*

## **ANNEXURE I**

Analysis of Students' Feedback Reports (B.A. Second and Third Year)

Number of Respondents: 241

Date of Feedback Session: 06/03/2018.

### **Report**

#### **Section A**

Feedback on Teachers:

S.I. No	Query	Very Poor	Poor	Average	Good	Excellent
1.	Teacher's ability to explain concepts from the course clearly.	-	-	15	85	141
2.	Coverage of matter according to the specified syllabus.	-	02	48	136	55
3.	Teacher's ability to deliver lectures with clarity.	-	-	20	100	121
4.	Encouragement given by the teacher to free participation in the class.	-	-	25	87	129
5.	Effort given by the teacher in preparation and organization for the class.	-	10	26	105	100
6.	Punctuality and sincerity of the teacher.	-	10	30	101	100
7.	Scope of Teacher-Student interaction and guidance outside the classroom.	-	-	20	90	131

While, clearly, the majority of the respondents have answered positively to the queries regarding the performance of the teachers, there are some matters of concern that exist. There is scope of immediate improvement in sections of Punctuality and Classroom organization. The IQAC aims to eradicate the problem through communication with the Principal Sir, the Academic Subcommittee and the respective Heads of the Departments. Some positive development has been seen in the sphere student-teacher interaction.

### **Report Section B**

Feedback on Library & other Learning Infrastructure in College:

S.I. No.	Query	Yes	No	No Comments
1.	Are enough titles/books of your syllabi available in the College Library?	215	10	16
2.	Are multiple copies of essential titles available in the College Library?	210	05	26
3.	Is there a sitting & reading arrangement in the Library?	241	--	--
4.	Is it easy to find and borrow books from the Library?	200	25	16
5.	Is there any arrangement for multimedia and IT based teaching in the instituion?	240	-	01

The students have mostly responded positively to the queries on the existing Library and other learning infrastructure of the College. There is some concern in the fact that some students have faced problems in browsing for and borrowing the books.

### Report Section C

#### Feedback on- Basic Infrastructure & Environment

S.I. No.	Query	Good	Fair	Bad	No Comments
1.	Facility of drinking water & sanitaion in the College.	150	75	05	11
2.	How is the canteen facility in the College?	100	120	06	15
3.	How is the infrastructure regarding Grievance Redressal & Gender Sensitization in the College?	115	65	01	60
4.	How is the infrastructure for cultural & sports activities in the College?	90	120	10	21

The Students are mostly satified with the overall infrastructure and facility in the College. The new canteen system is also satisfactory. There is scope of development regarding the awareness about Grievance Redressal Cell and Gender Sensitization works.

## **Report**

### **Section D**

Specific suggestions received from the students.

Majority of the students have suggested the following for the betterment of the institution.

1. Introduction of a N.C.C. Unit.
2. Construction of a large hall for Seminars. Conferences and other Programmes.
3. Further development of sports infrastructure, including a Gymnasium.
4. Further development of Drinking Water facilities.

The IQAC has forwarded the above mentioned suggestions of the students to the Governing Body of the College. The Governing Body has taken the following actions till date:

1. Decision has been taken to reapply for a NCC Unit to the appropriate authorities.
2. IQAC has also initiated a plan to increase the numbers of water purifier units in the College in the session of 2018-19.
3. Construction of the hall for seminars and programmes has been included in the plans for 2018-19.
4. Construction of a gymnasium is also a part of the plan of action. We are waiting for approval of funds from appropriate authority.

## **ANNEXURE II**

### THE UNIVERSITY OF BURDWAN Department of Inspector of Colleges

Academic Calendar for the affiliated Colleges- year 2017-2018 (From 1st July, 2017 to 30th June, 2018)						
First Term : 01.07.2017 to 25.09.2017						
Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
July '17	1st	July (1)			1 Day	
July '17	2nd	July (2-8)	1 day: Sunday-02.7.17	1 Day	6 Days	
July '17	3rd	July (9-15)	1day: Sunday- 09.7.17	1 Day	6 Days	
July '17	4th	July (16-22)	1 day: Sunday- 16.7.17	1 Day	6 Days	
July '17	5th	July (23-29)	1 day: Sunday- 23.7.17	1 Day	6 Days	
July-Aug. '17	6th	July 30-Aug 5	1 day: Sunday- 30.7.17	1 Day	6 Days	
Aug. '17	7th	Aug. (6-12)	1day: Sunday 6.8.17	1 Day	6 Days	
Aug. '17	8th	Aug. (13-19)	3days Sunday-13.8.17, Janmashtami-14.8.17 & Independence Day- 15.8.17	3 Days	4 Days	
Aug. '17	9th	Aug. (20-26)	1 day, Sunday - 20.8.17	1 Day	6 Days	
Aug.-Sept. '17	10th	Aug. 27-Sept.2	2days: Sunday- 27.8.17 & Id-Uz-Zoha- 2.9.17	2 Days	5 Days	
Sept. '17	11th	Sept. (3-9)	1 day: Sunday- 3.9.17	1 Day	6 Days	

Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Sept. '17	12th	Sept. (10-16)	1 day: Sunday-10.9.17	1 Day	6 Days	
Sept. '17	13th	Sept. (17-23)	1 day: Sunday- 17.9.17 & Mahalaya- 19.9.17	2 Days	5 Days	
Puja Holidays from 26.09.17 to 12.10.17						
Sept. '17	14th	Sept. (24-30)	1 day: Sunday- 24.9.17	6 Days	1 Day	
Sept.-Oct '17	15th	Oct.(1-7)	Puja Vacation (Maharram-1.10.17, Gandhiji's Birthday-2.10.17)	7 Days	Nil	
Oct. '17	16th	Oct. (8-14)	1 day: Sunday- 8.10.17	4 Days	2 Days	
2nd Term : From 13.10.17 to 31.12.17						
Oct. '17.	17th	Oct. (15-21)	1 day: Sunday- 15.10.17, Kali Puja-19.10.17 to 20.10.17 & Bhatridwitya-21.10.17	4 Days	3 Days	
Oct. '17	18th	Oct. (22-28)	1 day: Sunday- 22.10.17	1 Day	6 Days	
Oct.-Nov. '17	19th	Oct.29-Nov.4	2 days: Sunday- 29.10.17 & Guru Nanak's Birthday-04.11.17	2 Days	5 Days	
Nov. '17	20th	Nov. (5-11)	1 day: Sunday 05.11.17	1 Day	6 Days	
Nov. '17	21st	Nov. (12-18)	1 day: Sunday-12.11.17	1 Day	6 Days	
Nov. '17	22nd	Nov. (19-25)	1 day: Sunday-19.11.17	1 Day	6 Days	

Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Nov-Dec. '17	23rd	Nov. 26-Dec.2	2 days: Sunday-26.11.17 & Fathehdoazdaham-02.12.17	2 Days	5 Days	
Dec. '17	24th	Dec. (3-9)	1 day: Sunday- 03.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	25th	Dec. (10-16)	1 day: Sunday-10.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	26th	Dec. (17-23)	1 day Sunday-17.12.17	1 Day	6 Days Examination (Tentative)	Semester Examination (Tentative)
Dec. '17	27th	Dec. (24-30)	2 days: Sunday-24.12.17 & X-Mas day- 25.12.17	2 Days	5 Days	
3rd Term : From 01.01.18 to 30.6.18						
Dec '17- Jan '18	28th	Dec. 31-Jan.06	2 days: Sunday- 31.12.17 & New year's day - 01.1.18	2 Days	5 Days	
Jan. '18	29th	Jan. (7-13)	2 days: Sunday-07.1.18 & Birth Day of Swami Vivekananda -12.1.18	2 Days	5 Days	
Jan. '18	30th	Jan. (14-20)	1 day: Sunday-14.1.18	1 Day	6 Days	
Jan. '18	31st	Jan. (21-27)	4 days: Sunday- 21.1.18, Saraswati Puja -22.1.18, Netaji's Birth Day-23.1.18 & Republic Day - 26.1.18	4 Days	3 Days	



Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Jan.-Feb. '18	32nd	Jan 28-Feb.3	1 day: Sunday -28.2.18	1 Day	6 Days	
Feb. '18	33rd	Feb.(4-10)	1 day: Sunday -04.2.18	1 Day	6 Days	
Feb. '18	34th	Feb.(11-17)	2 days: Sunday -11.2.18 & Shivaratri- 14.2.18	2 Day	5 Days	
Feb. '18	35th	Feb.(18-24)	1 day: Sunday-18.2.18	1 Day	6 Days	
Feb.-Mar. '18	36th	Feb.25 - Mar.3	3 days: Sunday- 25.2.18 & Doljatra- 01.3.18 to 02.3.18	3 Days	4 Days	
Mar. '18	37th	Mar.(4-10)	1 day: Sunday- 04.3.18	1 Day	6 Days	
Mar. '18	38th	Mar.(11-17)	1day: Sunday-11.3.18	1 Day	6 Days	
Mar. '18	39th	Mar.(18-24)	1day: Sunday-18.3.18	1 Day	6 Days	
Mar. '18	40th	Mar. (25-31)	2 days: Sunday- 25.3.18 & Good Friday- 30.3.18	2 Days	5 Days	
Apr.'18	41st	Apr.(1-7)	1 day: Sunday- 01.4.18	1 Day	6 Days	
Apr. '18	42nd	Apr.(8-14)	2 days: Sunday- 08.4.18 & 14.4.18- Birth Day of Dr. B.R. Ambedkar	2 Days	5 Days	

Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
Apr. '18	43rd	Apr.(15-21)	1 day: Bengali New Year's Day & Sunday- 15.4.18	1 Day	6 Days	
Apr. '18	44th	Apr.(22-28)	1day: Sunday- 22.4.18	1 Day	6 Days	
Apr.-May '18	45th	Apr.29 - May 5	2 days: Sunday- 29.4.18 & May Day-1.5.18	2 Days	5 Days	
May '18	46th	May(6-12)	2 days: Sunday- 06.5.18 & Rabindra Jayanti- 09.5.18	2 Days	5 Days	
May '18	47th	May(13-19)	1 day: Sunday- 13.5.18	1 Day	6 Days	
May '18	48th	May(20-26)	1 day: Sunday- 20.5.18	1 Day	6 Days	
May-June '18	49th	May 27 - June 2	1 day: Sunday- 27.5.18	1 Day	4 Days & 2 Days- Examination (Tentative)	Semester Examination along with Summer recess (Tentative)
June '18	50th	June(3-9)	1day: Sunday-03.6.18	1 Day	6 Days Examination (Tentative)	Semester Examination along with Summer recess (Tentative)

Month	Week	Dates in the week	Number of Holidays	Number of no class days	Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Observation etc.	Remarks
1	2	3	4	5	6	7
June'18	51st	June(10-16)	1 day: Sunday-10.6.18	1 Day	6 Days Examination (Tentative)	Semester Examination along with Summer recess (Tentative)
June'18	52nd	June(17-23)	1 day: Sunday- 17.6.18	1 Day	6 Days	Semester Examination along with Summer recess (Tentative)
June'18	53rd	June(24-30)	1 day: Sunday- 24.6.18	1 Day	6 Days	Semester Examination along with Summer recess (Tentative)
Total					276 Days	Including Principal's discretion 4days

Academic Calendar for the affiliated Colleges- year 2017-2018.	
Particulars	Days
Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examinations, Examinations along with Summer recess, Observation etc.	$276-4 = 272$
Holiday including Sunday	91
Principal's Discretion, if applied/used	4
<b>Total</b>	<b>365 days</b>

Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Observation etc. =  $272 - 18$  (Tentative Examination days) -  $30$  (Tentative Examination along with Summer recess) = 224 days (Approx.)

1. Tentative dates for Examinations have been mentioned in view of introduction of CBCS cum Semester system from the academic session 2017-18.
2. Separate notification relating to programme of Examinations will be notified by the Dept. of Controller of Examinations in due courses.
3. Summer Recess should be maintain during the period from 49th week to 53 week keeping the provision as mentioned in the Statute of the University of Burdwan.