



POLBA MAHAVIDYALAYA <officepolbamahavidyalaya@gmail.com>

AQAR POLBA MAHAVIDYALAYA 2016-2017

CAPU AQAR <capuaqar@gmail.com>

Tue, Nov 21, 2017 at 3:20 PM

To: POLBA MAHAVIDYALAYA <officepolbamahavidyalaya@gmail.com>

NAAC/AQAR ACK/ NOVEMBER/ 2017/

Polba Mahavidyalaya
Polba, Hooghly
Chinsura
West Bengal

Subject: Acknowledgement of AQAR

We are acknowledging the receipt of Online Submission of **Annual Quality Assurance Report** (AQAR) for the year : 2016-17.

For any queries related to AQAR, you may kindly contact E-mail ID (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 2016 – JUNE 2017

Of

POLBA MAHAVIDYALAYA

POLBA, HOOGHLY, WEST BENGAL -712148



ACCREDITED BY NAAC WITH GRADE B (2.44) IN 2016

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, July1, 2012 to June 30, 2013)

Part–A

1. Details of the Institution

1.1 Name of the Institution

POLBA MAHAVIDYALAYA

1.2 Address Line 1

POLBA, HOOGHLY

Address Line 2

-

City/Town

CHINSURA

State

WEST BENGAL

Pin Code

712148

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:

(03213)225128

Mobile:

+919433217622

Name of the IQAC Coordinator:

Santanu Sengupta

Mobile:

+918017005983

IQAC e-mail address:

santanu.sengupta21@gmail.com

1.3 NAAC Track ID (For ex.MHCOGN18879)

WBCOGN25221

1.4 NAAC Executive Committee No. & Date:

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

F.19.26/EC(SC-20)/DO/2016/8.1
Dated-16.12.2016

1.5 Website address:

www.polbamahavidyalaya.com (old)

www.polbamahavidyalaya.ac.in (new)

Web-link of the AQAR:

<http://www.polbamahavidyalaya.com/wp-content/uploads/2017/11/polbamahavidyalayaAQAR2016-17.pdf> (old)

<https://polbamahavidyalaya.ac.in/page.aspx?id=94&mn=IQAC>
(new)

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.44	2016	5 years

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

23.02.2015

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

2016-2017

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 2016-2017 submitted to NAAC on

.....**11/11/2017**.....

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 ☒ UGC2 (f) ☒ UGC12B ☒

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)

N.A.

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

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

03

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

00

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

01

Community representatives

2.7 No. of Employers/Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

10

2.10 No. of IQAC meetings held: 05

2.11 No. of meetings with various stakeholders:

No.

5

Faculty

3

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

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 No. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Provides quality education to marginalized community students and girl students irrespective of caste, creed, religion & economic status.
- Encourage the differently abled students, who have been admitted and special attention is ensured towards their needs.
- Orientation session for newly admitted B.A/B.Sc 1st Year students has been arranged to make them aware about different academic, social & cultural activities of the College. The Principal Sir of the College addressed the newly admitted students to orient them towards the academic and socio-cultural affairs of the College and apprised them of Mission, Vision, Aims and Objectives of our College.
- Encourage students to involve in NSS activities to ensure their meaningful engagement with the local society through communication benefit chain.
- Use of ICT (LAPTOP& LCD Projectors) to facilitate teaching learning process. Two ICT rooms have been developed to encourage updated teaching-learning.
- Installation and initiation of one virtual class room has also been completed successfully.
- IQAC motivates faculty members to submit proposals for PhD and for attending seminars and workshops meaningfully at reputed institutes, without hampering their teaching assignments.
- Motivates the faculty members to avail need based Faculty Development Programmes under UGC. IQAC encourages the faculty members to participate in Refresher courses/Orientation Programmes /relevant Short term courses organized by different State aided Universities without compromising the academic interest of the students.
- Encourages students to present papers in Departmental Seminars & participate in Departmental Quiz competitions. Students have also been encouraged to participate in cultural programmes and contests organized by the College authorities.
- Internet service has been made available to the teachers (in administrative area, Teachers' Room and Library) and Students (Library and Computer Laboratory).
- Various committees have been formed to monitor different activities and programmes in the College for effective implementation of the Mission and Vision of the College to achieve excellence.
- IQAC has been checking and certifying the API score of the faculty members for their promotion under CAS.
- Feedback from B.A. Second Year and Third Year students are being received and analyzed and statistical interpretations have been duly recorded.

- Online admission of students is monitored closely to ensure transparency and accuracy as per instructions received from the appropriate authority.
- Process of IFMS (Integrated Financial Management System) has been implemented successfully. Financial management has been further digitized using, E-billing and E-Pradan maneuvre.
- Classrooms have been increased to 14 from 09.
- The total built-up space of the College has been increased by 660 square metre with the construction of our second academic building. Presently total built-up space of the College is 5967 square metre.
- Conducting gender audit, academic audit by external agencies on regular basis.
- Filling and submitting reports of 2016-2017.
- Academic audit 2016-2017.

2.15 Plan of Action by IQAC/Outcome

The academic plan of action has been chalked out by the IQAC in the beginning of each academic session (July to June of each year) with a view to ensure the qualitative growth of academic standard and teaching learning and its outcome and efficacy is analyzed and judged by the end of the same academic session. *

Plan of Action	Achievements
Academic Calendar & Teaching plan for the session July 2016 – June 2017.	The organization and planning of the College's curricular and extra-curricular affairs is based strictly on the Academic Calendar published on receipt of the same from the University of Burdwan.
Submission of the data of All India Survey of Higher Education (AISHE)	Data of AISHE 2015-2016 has been successfully uploaded & Certificate received.

Curriculum Enrichment

- The College has organized 05 institutional seminars in the academic session 2016-2017, with reputed Guest Speakers to initiate the students towards higher learning and academic culture with their scholarly deliberations.
- The said Seminars also aimed at raising issues of socio-economic importance, both local and global.
- Various value added programmes are organized to ensure holistic development of the students like:
 - Celebration of the College Foundation Day (19th September)
 - Celebration of the Independence Day and Week (7th to 15th August)
 - Celebration of the Teachers' Day (5th September)
 - Celebration of the NSS Day (24th September)
 - Celebration of the National Youth Day by NSS Unit-I (12th January)
 - Celebration of the Environmental Awareness Day (15th January)

<p>Feedback from Students & Faculty members on Curriculum</p>	<ul style="list-style-type: none"> ➤ Celebration of the Republic Day (26th January) ➤ Celebration of the Rabindra Jayanti (9th May) ➤ Celebration of the World Yoga Day (21st June). <ul style="list-style-type: none"> • Feedback from second and third year Undergraduate Students (B.A.) are being collected and analyzed to chalk out future plan and strategy to ensure quality development in teaching and learning. • Internal meetings are held on the curriculum change for the CBCS system that has been introduced with effect from July 2017, in the academic session of 2017-2018. • The faculty members are being encouraged to attend the meetings organized by the different Departments of the University of Burdwan to formulate the CBCS syllabus, as and when asked for and requested to.. The faculty members conveyed the feedback of their peers and the students there. • Our Principal Sir is the member of the Undergraduate Board of Studies of the
<p>Transparency in the Admission Process for the session : 2016-17</p>	<ul style="list-style-type: none"> • Online Admission has been made further systematic and monitored to ensure maximum transparency in the system. • Admission of the students is done strictly on the basis of merit. • Updated prospectus has been made available to the students. • Online admission is conducted as per instructions of the University of Burdwan and order of the Dept. of Higher Education, Science & Technology and Biotechnology.
<p>To organize Special lectures , Seminars & Workshops in different Departments</p>	<p>Five (5) Institutional Seminars have been organized by different departments (Departments of History, Bengali, Philosophy, and Sanskrit) of the College.</p> <ol style="list-style-type: none"> 1) Value Education and Ethics (Philosophy); 2) Culture & History of the Santhali People (History); 3) Railway in 19th century Bengali literature (Bengali); 4) Environment & ethno-medicine (General); 5) Sanskrit & the identity of Modern India (Sanskrit).

Students' Feedback on Faculty, Teaching, Learning & Evaluation	Feedback have been collected from Second and Third Year students (B.A) and analyzed. Appropriate correctional & ameliorated measures are taken in right spheres.
Encourage faculty members to pursue their Ph.D Work	<p>One of our faculty members, Sri Sribas Biswas from Department of Bengali has submitted his PhD dissertation and has been awarded the PhD Degree in Arts (Bengali) by the University of Kalyani, West Bengal.</p> <p>One of our faculty members from the Department of English Md Mizanur Rahaman Sardar has registered himself for pursuing research leading to PhD degree in Arts on part time basis at the University of Calcutta.</p>
Paper Presentation by Faculty members in seminars & Publish their works in reputed journals	<p>09 (Nine) of our faculty members presented their papers in seminars.</p> <p>03 (Three) of our faculty members published their research papers in journals.</p>
Minor & Major research Projects & Emeritus Fellowship	Nil

<p>Encourage Students to participate/present papers in seminar/workshop</p>	<p>Students of the Departments of Sanskrit, History, Bengali and English presented their papers in Departmental Students' Seminars in our College.</p>
<p>Application for RUSA Grant</p>	<p>The College has applied and prayed for Rs. 2, 00, 00,000/- Grant in Aid from M.H.R.D., Govt. of India under RUSA for creation of new facilities, Renovation and Procurement of new Equipments/facilities.</p> <p>The amount applied for, if received, will be divided under the following projects:</p> <ul style="list-style-type: none"> • Construction of Boys' Toilet and Girls' Toilet. • Construction of Classrooms. • Construction of Common Room for Boys. • Construction of Canteen/Cafeteria area. • Construction of concrete road, fencing of garden, electrification for watching and safeguarding College Property, water supply, boundary wall. • Laboratory equipment and furniture. • Preparation of football ground. • Purchase of sports equipment. • Purchase and upgradation of computers. • Purchase of books and book racks.

Computerization of the Administration	<ul style="list-style-type: none"> • MSS software used by College administration for transacting different student related and administrative works. • Administrative area, Teachers' Room and ICT rooms have been made Wi-Fi enabled. • SMS service developed for delivering urgent information to the students. • Implementation of Integrated Financial Management System(I.F.M.S.).of Government of West Bengal Financial management has been further strengthened and digitized using, E-billing and E-Pradan manœuvre.
Orientation Programme for B.A /B.Sc 1 st Year students	Orientation session is organized for B.A /B.Sc First Year students to make them aware of different curricular & Co-curricular activities of the College. The students are given exposure such that they get information necessary to begin or continue a career. In the session our Principal Sir appeals all the students to utilize the facilities available in the College and have a holistic learning during their stay. Principal Sir always insists that students should cherish lofty aims and ideals, cultivate good & meaningful habits, abide by the rules & regulations, have good & far reaching vision & should thrive to achieve and excel in their set goals.
To encourage students to participate in N.C.C, N.S.S. , sports & other social/cultural Activities of the College	Students are encouraged to take part in different Intra and Inter College cultural and sports activities. Students participate in socially relevant activities through the various NSS programs, all the year round.
Students Quality Circle	Students' Quality Circle has been formed. The main objective of the Circle is to enhance the latent skills and expressions among the students related to Leadership, Teamwork, Cooperation, Discipline, Innovation & Creativity.
Career Advancement for Faculty member	API scores of five of our faculty members have been calculated and papers have been processed by Directorate of Public Instructions, Government of West Bengal and their pay and allowances have been fixed under Career Advancement Schemes accordingly.
Development programme for Support Staff	We have created a congenial atmosphere in the College office with learning opportunities to help support staff meet their professional development goals & boost their career. Each member of the support staff is required to keep learning through performance of their respective duties. Support staff are assigned with duties of various nature.
Appointment of Guest Lecturers (For this session)	10 Guest Lecturers have been engaged in the session 2016-2017.

Recruitment of Permanent Non-Teaching Staff

One Permanent Non-Teaching Staff (Group-D) has been recruited obeying norms of Government of West Bengal .

Academic Calendar of the year attached in Annexure -I

2.15 Whether the AQAR was placed in Statutory Body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken :

Has been reviewed and approved by the Governing Body of the College.

Part-B

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	0	0	0	0
PG	0	0	0	0
UG	8	2	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	3
Total	08	02	00	03
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

The College has options at the Under Graduate level in Bengali, English , Sanskrit, History, Philosophy, Political Science , Education ,Geography (Honours and General);and Economics, Physics,Chemistry, Mathematics, Zoology, Botany (General) . All of these subjects are available in elective mode.The University of Burwan did not offer CBCS for its affiliated Colleges in 2016-2017. CBCS has been introduced only from July 2017.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	00
Trimester	-
Annual	10 (U.G)

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

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

**Analysis of the feedback forms given in Annexure-II*

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

As the College follows the syllabus of University of Burdwan, there is no scope for revision/update of regulation or syllabi at our end. Board of Undergraduate Studies of the University of Burdwan frames, revises, updates and modifies the syllabus as per requirement.

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

Yes. Teaching learning of B.Sc General programme has been introduced under the aegis of five departments, i.e., Chemistry, Physics, Mathematics, Botany & Zoology.

Criterion-II

3. 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.

03

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	1	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	14	02
Presented papers	02	14	-
Resource Persons	-	01	-

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

- Use of ICT (Laptop & LCD Projectors) to facilitate teaching-learning process. Two rooms have been dedicated as ICT enabled rooms and one room has been converted into Virtual Class Room.
- Paper presentation by the Students in departmental students' seminars.
- Organizing Departmental Quiz, exhibition and debates to encourage learning beyond class room.
- Project Papers prepared and submitted by Honours students.
- Screening of films related to the curriculum and general cultural awareness.
- Educational tours.
- Institutional Seminars conducted by eminent academicians.
- Feedback mechanism: Feedback regarding academic performance of the teachers is obtained course-wise and teacher-wise. Model questionnaire of NAAC has been accepted for taking feedback with subtle modifications. IQAC analyses the feedback forms and gives the analyzed evaluative report teacher-wise to the Principal. This teacher wise report is perused by the Principal & the outcome of the report is discussed by the Principal with teachers separately for further improvement & encouragement. The evaluation report is intimated to each teacher for understanding their strength and weakness.

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

196 days

2.8 Examination/Evaluation Reforms initiated by the Institution

(For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As the entire process of examination and evaluation process is governed by the affiliating University, there is no scope for any Examination/Evaluation reforms Initiated by the College. However regular internal assessment is done and Test examinations (yearly) are conducted and records are regularly maintained.

2.9 No. of faculty members involved in curriculum

01

Restructuring/revision/syllabus development

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

2.10 Average percentage of attendance of students

60%

2.11 Course/ Programme wise distribution of pass percentage:

Title of the Programme	Total no. of Students Appeared	Pass %
B.A. Honours		
Bengali	25	(96%) 24
English	09	(88%) 08
History	05	(80%) 04
Philosophy	Nil	Nil
Sanskrit	09	(66.6%) 06
B.A. General	63	(98.4%) 62

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

- IQAC provides academic calendar and plan along with activities and programmes to be organized by various committees for the year and regularly monitors the same.
- Encourages faculty members to organize seminars, workshops, and Departmental Quiz & Group discussions
- The institute takes care of the progress of the students by conducting formative & summative tests, assignments, group discussions, paper presentations, debate, quiz and other co-curricular activities; Regular reports are submitted to the IQAC.

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	--
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	0	0
Cash wing Staff	01	0	0	0
Technical Staff	01	0	0	0
Supporting Staff	03	0	0	0

Criterion-III

4. Research, Consultancy and Extension

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

- IQAC has been continuously motivating faculty members for submission of proposals for Major & Minor Research projects.
- Emphasizing upon faculty members to publish research papers in referred and peer reviewed Journals.
- Adequate infrastructural support such as Library, laboratory and reprographic facilities are arranged.

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	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned(Rs.)	Received (Rs.)
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Inter disciplinary 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	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>
Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.9 For Colleges

3.10 Revenue generated through consultancy

None

3.11 No. of conferences/Seminar
/workshop organized by the
Institution

Level	International	National	State	University	College
Number	0	0	0	0	5
Sponsoring agencies	-	-	-	NA	Self Sponsored

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

3.13 No. of collaborations

International

-

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

N.A.

From Management of University/College

N.A.

Total

N.A.

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-

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

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

0

0

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 State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Organized Campus cleaning programme.
- Awareness programme for sexual harassment and gender sensitization.
- Cleanliness drive in College campus, neighbouring areas and adopted village- Kantapukur.
- Survey of the socio-economic status of the neighbouring villages, conducted by students.
- Observing World Environment Day by planting saplings and also distributing saplings among local society members.
- Awareness programmes to facilitate Nirmal Bangla and Swachh Bharat Abhijan.

Criterion–IV

5. 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	Nil		4.54 Acres
Classrooms	09	5	-	14
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments Purchased(\geq 1-0 lakh) during the current year.	246(Water Purifier, Computers, A.C., Reprography, CCTV, Almirah, Geography Equipments etc.)	08 (Computer, Water Purifier, Almirah)	UGC, Govt. Grant and College Fund.	254
Value of the equipment purchased During the year (Rs.)	Rs.32,47,682	Rs. 2,27,580	DO	Rs.34,75262.
Others	-	-	-	-

4.2 Computerization of administration and Library

- Digital catalogue & online browsing has been made available in the Library for the students & the users.
- All Library resources have been catalogued using KOHA system.
- College Administrative Management System has been put to use for computerizing administrative operations, record keeping, financial management.
- Process of IFMS (Integrated Financial Management System) has been implemented successfully. Financial management has been further digitized using E-billing & E-Pradan maneuvre.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs.)
Text & Reference Books	8754	11,55,463/-	1269	353061/-	10023	1508524/-
e-Books			-	-		
Journals	-	-	1	-	1	6046/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	10(4 Daily Newspapers, 2 Employment Newspapers, 4 Magazines)	21,042/- (Till 2015-16)	-	7695/-		28737/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department	Others
Existing	25	12	04(Connections)	02	-	04	01	06
Added	05	01	-	-	-	02	-	02
Total	30	13	04(Connections)	02	-	06	01	08

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

- In House Computer literacy programme for students of the College, with daily dedicated class assigned in the routine, at minimum possible cost.
- Internet browsing facility is provided to the students in Library & Computer Lab.
- Faculty members access internet in the administrative area & Teachers' Room.
- Administrative area and Teachers' Room have Wi-Fi access.
- All College records are maintained through CAMS software. All financial affairs are managed through IFMS manouvre.
- Two fully equipped ICT enabled rooms and one Virtual Classroom assist modern E-teaching & E- Learning techniques.

4.6 Amount spent on maintenance :

i) ICT

61,235/-

Campus Infrastructure and facilities

12,000/-

ii) Equipments

Rs.74,679/-

iii) Others

Rs.59,280/-

Total:

Rs.207194/-

-

Criterion-V

6. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation session is organized for B.A / B.Sc 1st Year students to make them aware of different curricular & Co-curricular activities of the College. The students are given exposure such that they get information necessary to begin or continue a career. In the session our Principal Sir appeals all the students to utilize the facilities available in the College and have a holistic learning during their stay. Principal Sir always insists that students should cherish lofty aims and ideals, cultivate good & meaningful habits, abide by the rules & regulations, have good & far reaching vision & should thrive to achieve and excel their set goals.
- The College contains disciplinary committee, anti-ragging & anti-harassment committee. The tasks of these committees are to look after the welfare of the students and redress their complaints. The IQAC regularly interacts with these bodies and intervenes about the matters raised, as and when needed.
- IQAC also monitors the activities of the Grievance Redressal Cell, for which, there is a dedicated Complaint Box in the College premises.
- Teachers are encouraged to play the role of mentors and provide psychological support to the students to control dropout rate.
- Internet access for the students (strictly for academic purposes) is ensured and monitored by the IQAC.
- IQAC encourages the students to approach the career counseling cell to find guidance and requisite information for developing their career path.
- IQAC ensures that all information related to curriculum, class routine, class attendance, examination schedules, scholarships, placements, social & cultural activities, health facilities, NSS programmes are displayed on the Notice Board and Website as well.
- IQAC interacts with the Students' Quality Circle to understand their needs.

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 analyzed by the departments to monitor the performance of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
507

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	242	47.7

Women

No	%
265	52.7

Last Year(2015-2016)						This Year(2016-2017)					
Gen	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
70	264	131	71	Nil	536	236	116	59	96	--	507

Demand Ratio: 1:2.24

Dropout: 42.17

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 examination. Teachers also provide informal advice to students for the purpose.

No. of students beneficiaries : N.A.

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc.

-

State PSC

-

UPSC

-

Others

-

5.6 Details of student counseling and career guidance

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

No. of students benefitted

Not Available

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
0	0	0	-
Name of the companies/Organization visited:			Nil

5.8 Details of gender sensitization programmes

- Orientation session regarding Gender Sensitization Cell in the College.
- Conducting Gender Audit of the College by external experts.

5.9 Students Activities

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

State/University level National level International level

No. of students participated in cultural events
State/University level National level International level

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

Sports: State/University level National level International level

Cultural: State/University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs.)
Financial support from institution	13	20,907(Full) 26,137(Half)
Financial support from government (Kanyashree Prakalpa)	105 (25,000 each)	26,25,000
Financial support from other sources	45 (2,500 each)	1,12,500
Number of students who received International/National recognitions	-	-

5.11 Student organized/ 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:

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 have 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 and E-Pradan manœuvre.

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 Teachers are asked to attend the meetings organized by the respective departments of the University and share their views regarding the syllabi, its framing as well as its modification and alteration. Our Principal Sir is a member of the Board of Undergraduate Studies of the University of Burdwan (West Bengal) who takes active part in framing modifying and modernizing the syllabus as and when required.

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.
- Add-on skill based courses on Computer literacy, Informal Sanskrit and Communicative English have also been introduced 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.
- Pre-university selection test is treated with utmost importance for screening the students' performance.
- 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.

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.
- The teachers are encouraged to present research papers at renowned institutions.
- 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.

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 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 10,000 titles, it subscribes 4 magazines and 4 newspapers, 2 employment related journals and 1 academic journal.
- Two Smart Class Rooms have been introduced. Also one fully equipped Virtual Class Room has been put to use.
- 05 Number of computers have been added in 2016-2017 to further bolster the e-teaching and learning process.

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 Director of Public Instructions, Govt. of West Bengal and the UGC.
- 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 : **None**

6.3.9 Admission of Students -

- Online Admission has been made further systematic and monitored to ensure maximum transparency in the system.
- Admission of the students is done strictly on the basis of merit.
- Updated prospectus had been made available to the students.
- Online admission is conducted as per instructions of the University of Burdwan and order of the Dept. of Higher Education, Science & Technology, and Biotechnology

6.4 Welfare schemes for :

Teaching	<ul style="list-style-type: none"> • Provident Fund. • Cooperative Society.
Non-Teaching	<ul style="list-style-type: none"> • Provident Fund. • Cooperative Society. • Festival Advance.
Students	<ul style="list-style-type: none"> • Free/Half Scholarship (from College Fund) • Minority Scholarship • SC/ST/OBC Scholarship • Kanyasree for Girl Students • Swami Vivekananda Merit cum Means Scholarship • Chief Minister's Relief Fund • Beedi Shramik Scholarship • Private Scholarship (on a limited scale)

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done:

Yes

√

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Non Govt	NO	-
Administrative	NO		NO	-

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

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?

NA

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

There are regular exchanges of views in parent-teacher meetings, both formal and informal ones. Parents are cordially invited to the College Functions. They are encouraged to associate themselves with the Development & social activities of the College.

6.13 Development programmes for support staff : None

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

- The College conducts 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 wildlly 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.

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.

- Formation of Students Quality Circle. From March 2017 onwards, we have formed small groups of 25 students each of second and third year, under the friendly leadership of one or two advanced students. The idea is to create understanding and camaraderie among the students in the field of learning and in acquisition of real world knowledge. The aim is to insinuate and foster the leadership quality among the students who are relatively advanced, who function as guides and mentors for his or peer circle. A few such circles are in turn put under the supervision of a teaching staff. The IQAC intends to seek report of the outcome in January 2018. Students' Quality Circle has formed spontaneously among the students of 2nd and 3rd year in particular, as advanced students give guidance to relatively lagging students in acquisition of knowledge and dissemination of information. As an outcome most of the teachers come forward to till the uncultivated minds of some students who lag behind and give encouragement to advanced students through persuasion, discussion, invigoration and proper psychological training.
- SMS service subscribed for delivering urgent information to the students of the College.
- Participative model of teaching-learning: The College has introduced multimedia tools in teaching-learning to ensure the most modern methodology of imparting knowledge. This model of teaching learning has also encouraged students to participate with interest in class. Power point Presentations, visual images and film screening pertinent to the content of curriculum has assisted the students in developing their academic capability. The College also clubs together debates, quiz contests, student presentations along with curricular practices to encourage more student participation in the process of learning. By introducing extension lectures, seminars and workshops oriented towards the students, the College has taken a mission to encourage our students to undertake higher academic pursuits in future.
- Introducing students to ethno-medicines and herbal plants through awareness programs and workshops based on Susruta Herbal Garden, formed and maintained by the college to ensure ex-situ conservation of some rare flora located in the campus and in the vicinity.
- Inculcating Values and Social Participation: The College has an active NSS unit that conducts various activities of social importance all around the year. The NSS unit also comes forward in preservation of greenery and maintenance of cleanliness in the local areas. Involvement in the NSS activities has helped the College to nurture young minds to become responsible citizens of the future.

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

The following are the plan based Action taken during the academic session of 2016-2017:

- **To face the NAAC Peer Team visit in the session of 2016-2017:** The College faced the NAAC Peer Team in November, 2017.
- **To transform one classroom into Virtual Classroom & add one more ICT enabled Smart Class Room:** One Virtual Classroom and One ICT enabled Virtual Classroom has been made functional successfully.
- **Attempt to open NCC Unit I and NSS Unit II:** As the College did not get permission from proper authorities in the session of 2016-2017, the College is going to appeal again in the session of 2017-2018.
- **To complete the construction of the boundary wall:** The boundary wall of the College has been completed partially with the help of funds from Government of West Bengal. The College is applying for the funds for the remaining portion with the proper Utilization Certificate.
- **Construction of a separate Science Building:** Construction has been completed up to the funds received. Utilization Certificate will be sent to the appropriate authorities for receiving next set of resources.
- **KOHA Cataloguing of Library Resources:** Our Library resources have been digitally catalogued on the “KOHA” platform.

7.3 Give two Best Practices of the institution:

1. Implementation of e-governance manoeuvres.
2. Policy of ecological conservation while ensuring horizontal as well as vertical growth of the institution.

7.4 Contribution to Environmental Awareness/Protection

- From an institutional vantage point we have successfully conducted a Green Audit via Competent external agency.
- The College believes in the idea of development with conservation. From its very inception, the College was cautious in preserving its surrounding ecology that included flora and fauna both. So while constructing the buildings, utmost care is taken towards the preservation of trees in particular. No flora is harmed, until and unless, there is absolutely no way out. There is a medium sized water body in the College campus. The sanctity of the water body has not been harmed in any way and none of the fauna in the water body has also been touched. The College took the cause of conserving medicinal plants in the campus by initiating the Sushruta Herbal Garden that house over 40 rare medicinal plants.
- The College has been proclaimed as a plastic and tobacco free campus to make it more eco-friendly.
- We have done away with the use of Filamentous Lamps. We have opted for the use of energy saving tube lights/CFL lamps/LED Lamps. Power Switches have been installed in classrooms, to encourage students to switch off electrical appliance while moving out of class. All our computers have power saving LED monitors.
- We are taking measures for erection of Solar Panels for utilizing Solar Energy.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT 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 faculty is dedicated both inside and outside the classroom to ensure incessant counselling to the students to extract the best qualities out of them.
4. The non teaching staff community is most concerned about the need of the students thereby ensuring a congenial academic environment in the College.
5. In spite of being situated in a considerably backward Integrated Tribal Development Block, the College has a disciplined, interested and participatory student community.
6. Being the first College in the locality that has only 62.6% female literacy rate, the College has an invested presence of female students accounting to almost 50.9% of the total students.
7. 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.
8. To ensure transparency in governance, the College has a dedicated RTI response unit with Public Information Officer & Appellate Authority.
9. 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.
10. The campus is under CCTV surveillance that ensures a secured environment that in turn encourages better academic productivity.
11. 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. The College has a dedicated ICT room that encourages multimedia based teaching-learning. Two other class rooms have also been equipped with projector and LCD screens.
12. Gender sensitivity is given primary importance in the College. There are separate toilets for girl students and female teaching staff members. In 2015, the College took a crucial initiative in institutionalizing the idea of gender parity by establishing a Gender Sensitization Cell composed of members of the student, teaching and nonteaching communities. It has also conducted a gender audit by competent and impartial external agency.
13. An active Anti Ragging Cell ensures adherence to UGC norms against ragging and creates an ideal environment in the College.
14. The College has a functional NSS unit 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.
15. The College has started add-on courses in Communicative English, Computer literacy and Non formal Sanskrit Education to expand the intellectual horizon of the students.

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 to 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 has various necessary equipments for conducting Geography practical classes and examinations but we currently lack a dedicated room for conducting practical.
3. 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.
4. 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

5. The College lacks a proper Seminar Hall and an Auditorium which has become a weakness for the College.
6. 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. There is enough scope of expanding multiple streams of teaching-learning like Nutrition in Science Stream; Commerce Stream and separate Physical Education Department.
3. The College has ample ground area to construct Annexe wings, Library and Administrative wings. This ensures scope to get extension of affiliation in new subjects.
4. 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.
5. 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.
6. The College also has the scope to open a new course on pisciculture.

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. The College has to organise more tutorial and remedial classes to overcome this stone wall.
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.
4. Although the construction of Girls' Hostel has been completed partly, the process requires to be accelerated without delay, such that Girls' Hostel could be utilized effectively and properly. The College Authority has been discussing the issue with Department of Higher Education, Science & Technology, and Biotechnology, Government of West Bengal.

8. Plans of institution for next year (2017-2018)

1. Opening new modern courses, in subjects like Nutrition Science, Pisciculture.
2. Further improvement in Sports infrastructure, including the construction of a fully equipped Gymnasium.
3. Construction of a Seminar Hall/Auditorium.
4. Arrangement of Seminars of State/National Level.
5. Extend Wi-Fi facility along the length and breadth of the campus for academic purposes.
6. Installation of Solar Panels to encourage the usage of alternative sources of power.
7. Installation of a Rainwater Harvesting System.
8. Refurbishment of canteen facility.

Name : Santanu Sengupta

Name : Dr. Sushanta Kumar Mazumdar

Santanu Sengupta 11/11/2017.

Signature of the Coordinator, IQAC

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

Prishu
11/11/17



S. Mazumdar
11/11/2017

Signature of the Chairperson, IQAC
Principal

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

Prishu
11/11/17

Annexure I

POLBA MAHAVIDYALAYA P.O. & P.S. – Polba, District- Hooghly, Pin- 712148

Academic Calendar, 2016 – 2017 (w.e.f. 01.07.2016 – 30.06.2017)

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
July 16	1 st	July- 01, 02		0 day	02 days	
July 16	2 nd	July 03 – 09	01 day Sunday 03-07-2016 01 day Wednesday 06-07-2016 (Rathayatra) 01 day Thursday 07-07-2016 (ID-UL-Fiter)	03 days	04 days	
July 16	3 rd	July 10 – 16	01 day Sunday 10-07-2016	01 day	06 days	
July 16	4 th	July 17 – 23	01 day Sunday 17-07-2016	01 day	06 days	
July 16	5 th	July 24 – 30	01 day Sunday 24-07-2016	01 day	06 days	
July – Aug. 16	6 th	31 July – 06 Aug.	01 day Sunday 31-07-2016	01 day	06 days	
August- 16	7 th	07 Aug. – 13 Aug.	01 day Sunday 07-08-2016	01 day	06 days	
August-16	8 th	14 Aug. – 20 Aug.	01 day Sunday 14-08-2016 01 day Monday 15-08-2016 (Independence Day) 01 day Thursday 18-08-2016 (Rakhi Purnima)	03 days	04 days	
August-16	9 th	21 Aug. – 27 Aug.	01 day Sunday 21-08-2016 01 day Thursday 25-08-2016 (Janmastami)	02 days	05 days	
August- Sept. 16	10 th	28 Aug. – 03 Sept.	01 day Sunday 28-08-2016	01 day	06 days	
Septebmer-16	11 th	04 Sept. – 10 Sept.	01 day Sunday 04-09-2016	01 day	06 days	
September-16	12 th	11 Sept. – 17 Sept.	01 day Sunday 11-09-2016 01 day Monday 12-09-2016 (ID-UL-Zuha) 01 day Saturday 17-09-2016 (Viswakarma Puja)	03 days	04 days	
September-16	13 th	18 Sept. – 24 Sept.	01 day Sunday 18-09-2016 01 day Monday 19-09-2016 (Foundation Day)	02 days	05 days	

Contd.

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
Sept. 16 – Oct.16	14 th	25 Sept. – 01 Oct.	01 day Sunday 25-09-2016 01 day Friday 30-09-2016 (Mahalaya)	02 days	05 days	
October 16	15 th	02 Oct. – 08 Oct.	01 day Sunday 02-10-2016 (Gandiji's Birth Day) Puja Vacation	04 days	03 days	
Puja Holidays 06-10-2016 to 02-11-2016						
October 16	16 th	09 Oct. – 15 Oct.	01 day Sunday 09-10-2016 01 day Wednesday 12-10-2016 (Muharram) 01 day Saturday (Laxmi Puja) Puja Vacation	07 days	Nil	
October 16	17 th	16 Oct. – 22 Oct.	Puja Vacation	07 days	Nil	
October 16	18 th	23 Oct. – 29 Oct.	Puja Vacation	07 days	Nil	
Oct. 16 – Nov. 16	19 th	30 Oct. – 05 Nov.	Puja Vacation upto 02-11-2016	04 days	03 days	
November 16	20 th	06 Nov. – 12 Nov.	01 day Sunday 06-11-2016 01 day Wednesday 09-11-2016 (Jagadhatri Puja)	02 days	05 days	
November 16	21 st	13 Nov. – 19 Nov.	01 day Sunday 13-11-2016 01 day Monday 14-11-2016 (Guru Nanak's Birthday)	02 days	05 days	
November 16	22 nd	20 Nov. – 26 Nov.	01 day Sunday 20-11-2016	01 day	06 days	
Nov. 16 – Dec. 16	23 rd	27 Nov. – 03 Dec.	01 day Sunday 27-11-2016	01 day	06 days	
December 16	24 th	04 Dec. – 10 Dec.	01 day Sunday 04-12-2016	01 day	06 days	
December 16	25 th	11 Dec. – 17 Dec.	01 day Sunday 11-12-2016 01 day Tuesday 13-12-2016	02 days	05 days	
December 16	26 th	18 Dec. – 24 Dec.	01 day Sunday 18-12-2016	01 day	06 days	
December 16	27 th	25 Dec. – 31 Dec.	01 day Sunday 25-12-2016 (X-Mas Day) 26-12-16 to 31-12-16 Winter Recess	07 days	Nil	

Contd.

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
January 17	28 th	01 Jan. – 07 Jan.	01 day Sunday 01-01-2017 (New Year's Day)	01 day	06 days	
January 17	29 th	08 Jan. – 14 Jan.	01 day Sunday 08-01-2017 01 day Saturday 14-01-2017 (Pous Sankranti)	02 days	05 days	
January 17	30 th	15 Jan. – 21 Jan.	01 day Sunday 15-01-2017	01 day	06 days	
January 17	31 st	22 Jan. – 28 Jan.	01 day Sunday 22-01-2017 01 day Monday 23-01-2017 (Netaji's Birth Day) 01 day Thursday 26-01-2017 (Republic Day)	03 days	04 days	
Jan. – Feb. 17	32 nd	29 Jan. – 04 Feb.	01 day Sunday 29-01-2017 02 days Wednesday & Thursday 01-02 & 02-02-2017 (Saraswati Puja)	03 days	04 days	
February 17	33 rd	05 Feb. – 11 Feb.	01 day Sunday 05-02-2017	01 day	06 days	
February 17	34 th	12 Feb. – 18 Feb.	01 day Sunday 12-02-2017	01 day	06 days	
February 17	35 th	19 Feb. – 25 Feb.	01 day Sunday 19-02-2017 01 day Friday 24-02-2017 (Shivaratri)	02 days	05 days	
Feb. – March 17	36 th	26 Feb. – 04 March	01 day Sunday 26-02-2017	01 day	06 days	
March 17	37 th	05 Mar. – 11 March	01 day Sunday 05-03-2017	01 day	06 days	
March 17	38 th	12 Mar. – 18 March	02 days Sunday & Monday 12-03 & 13-03-2017 (Dol Yatra)	02 days	05 days	
March 17	39 th	19 Mar. – 25 March	01 day Sunday 19-03-2017	01 day	06 days	
March – April 17	40 th	26 Mar. – 01 April	01 day Sunday 26-03-2017	01 day	06 days	

Contd.

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
April 17	41 st	02 April – 08 April	01 day Sunday 02-04-2017	01 day	06 days	
April 17	42 nd	09 April – 15 April	01 day Sunday 09-04-2017 01 day Friday 14-04-2017 (Good Friday) 01 day Saturday 15-04-2017 (Bengali New Year's Day)	03 days	04 days	
April 17	43 rd	16 April – 22 April	01 day Sunday 16-04-2017	01 day	06 days	
April 17	44 th	23 April – 29 April	01 day Sunday 23-04-2017	01 day	06 days	
April 17 – May 17	45 th	30 April – 06 May	01 day Sunday 30-04-2017 01 day Monday 01-05-2017 (May Day)	02 days	05 days	
Summer Recess 05-05-2017 to 08-06-2017						
May 17	46 th	07 May – 13 April	01 day Sunday 07-05-2017 01 day Tuesday 09-05-2017 (Rabindra Jayanti) Summer Recess	02 days	05 days	
May 17	47 th	14 May – 20 April	01 day Sunday 14-05-2017 Summer Recess	01 day	06 days	
May 17	48 th	21 May – 27 April	01 day Sunday 21-05-2017 Summer Recess	01 day	06 days	
May – June 17	49 th	28 May – 03 June	01 day Sunday 28-05-2017 Summer Recess	01 day	06 days	
June 17	50 th	04 June – 10 June	01 day Sunday 04-05-2017 Summer Recess upto 08-06-2017	01 day	06 days	
June 17	51 st	11 June – 17 June	01 day Sunday 11-05-2017	01 day	06 days	
June 17	52 nd	18 June – 24 June	01 day Sunday 18-05-2017	01 day	06 days	
June 17	53 rd	25 June – 30 June	01 day Sunday 25-05-2017 (Rath Yatra) 01 day Monday 26-05-2017 (ID-UL-Fitre)	02 days	04 days	

Contd.

Academic Calendar for the affiliated Colleges year 2016 – 2017	
Particulars	Days
Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Examination, Examinations along with Summer recess, Observation etc.	255 – 04= 251
Holiday including Sunday	106
Principal's Discretion, if applied/used	04
Total:	365

Number of days available for holding Admission Work, Classes, Class Tests, Internal Assessment, Observation etc. = 251 – 20 (Tentative Examination days) – 35 (Tentative Examination along with Summer recess) = 196 days (Approx.)

ANNEXURE II

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

Number of Respondents: 266

Date of Feedback Session: 22/02/2017.

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.	-	-	14	81	171
2.	Coverage of matter according to the specified syllabus.	-	04	62	100	100
3.	Teacher's ability to deliver lectures with clarity.	-	02	26	115	123
4.	Encouragement given by the teacher to free participation in the class.	-	-	27	87	152
5.	Effort given by the teacher in preparation and organization for the class.	-	13	36	111	106
6.	Punctuality and sincerity of the teacher.	-	12	32	62	160
7.	Scope of Teacher-Student interaction and guidance outside the classroom.	-	04	21	89	152

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 Subcommitte and the respective Heads of the Departments.

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?	203	34	29
2.	Are multiple copies of essential titles available in the College Library?	209	31	26
3.	Is there a sitting & reading arrangement in the Library?	245	--	26
4.	Is it easy to find and borrow books from the Library?	218	24	24
5.	Is there any arrangement for multimedia and IT based teaching in the institution?	176	50	40

The students have mostly responded positively to the queries on the existing Library and other learning infrastructure of the College. However a matter of concern is the response regarding the arrangement of multimedia and IT based teaching aids. Although the College has developed computer lab, two ICT enabled rooms, one virtual classroom, it seems that a section of the students are still outside the positive impact of such endeavour. The IQAC intends to counter this by encouraging teachers to use more multimedia and IT enabled teaching aids.

Report Section C

Feedback on- Basic Infrastructure & Environment

S.I. No.	Query	Good	Fair	Bad	No Comments
1.	Facility of drinking water & sanitation in the College.	165	54	02	17
2.	How is the canteen facility in the College?	57	110	76	15
3.	How is the infrastructure regarding Grievance Redressal & Gender Sensitization in the College?	159	50	09	39
4.	How is the infrastructure for cultural & sports activities in the College?	174	62	08	17

The Students are mostly satisfied with the overall infrastructure and facility in the College. But as the students have also mentioned in the suggestions, there is a need to overhaul the existing canteen facility. Most of the students suggests that the scope of drinking water in the College may be increased. The IQAC has included the tasks, in its plan of action for the session of 2017-2018.

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. Further development of Canteen.
3. Construction of a large hall for Seminars. Conferences and other Programmes.
4. Further development of sports infrastructure, including a Gymnasium.
5. 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. Refurbishment of canteen facility has been included in the plans for the session of 2017-2018.
3. IQAC has also initiated a plan to increase the numbers of water purifier units in the College in the session of 2017-2018.
4. Construction of the hall for seminars and programmes has been included in the plans for 2017-2018. The same had been sent as a part of the funding sought from the RUSA.
5. Construction of a gymnasium is also a part of the 2017-2018 plan of action. The same has been sent as a part of the funding sought from the RUSA.

