

The Annual Quality Assurance Report (AQAR) of the IQAC



**Alipurduar College
(Govt. Sponsored)
P.O. Alipurduar Court
Dist. Alipurduar
PIN- 736122 (W.B.)**

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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

Alipurduar College

1.2 Address Line 1

College Para

Address Line 2

P.O.Alipurduar Court, Dist.
Alipurduar

City/Town

Alipurduar

State

West Bengal

Pin Code

736122

Institution e-mail address

alipurduarcollege@gmail.com

Contact Nos.

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Name of the Head of the Institution:

Dr JyotiBikashNath

Tel. No. with STD Code:

03564-255045

Mobile:

+91-9474844303

Name of the IQAC Co-ordinator:

Dr Ranjit Kumar Ghosh

Mobile:

+91-9474519474

IQAC e-mail address:

iqacapdcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN25890

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)

EC (SC)/21/A & A/17.1

1.5 Website address:

www.apdcollege.org

Web-link of the AQAR:

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 st Cycle	B+	2.69	2017	22.01.2022
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01.07.2014

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 _____ N.A _____ (DD/MM/YYYY)4
- ii. AQAR _____ N. A _____ (DD/MM/YYYY)
- iii. AQAR _____ N. A _____ (DD/MM/YYYY)
- iv. AQAR _____ N. A _____ (DD/MM/YYYY)

1.10 Institutional Status

University State NA Central NA Deemed NA Private NA

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(PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

None

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

University of North Bengal

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

No

UGC-Special Assistance Programme DST-FIST

No

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

NA

UGC-COP Programmes

No

2.IQACComposition and Activities

2.1No. of Teachers

2.2No. of Administrative/Technical staff

2.3No. of students

2.4No. of Management representatives

2.5No. of Alumni

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

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10No. of IQAC meetings held: 07 (As on 31.01.2018)

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13Seminars 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

1. International Conference on Globalism, Environmentalism and Morality (10-12 January-2018)
2. State Level Seminar cum Workshop on National Statistic Day collaboration with Bureau of Applied Economics and Statistics, Govt of West Bengal on 29.06.2017. The Topic of the Seminar was “Data Analytics and Uncertainty to Decision Making”.
3. State Level Seminar cum Workshop on GST on 14.09.2017 in collaboration with Sales Tax Department, Northern Region, Govt of West Bengal.
4. Institutional Level Seminar on International Mother Language Day on 21.02.2017.
5. Institutional Level Seminar on International Women’s Day on 08.03.2017.
6. Institutional Level Seminar in collaboration with RICE ON CAREER AWARENESS ON GOVT. AND PRIVATE JOBS on 12.06.2017.
7. Institutional Level Seminar on the 70th year of India’s Independence and 75th year of Quit India Movement on 29.08.2017.
8. Institutional Level Seminar on World Science Day on 10.11.2017.

2.14 Significant Activities and contributions made by IQAC: 07

1. Health Awareness Programme and Blood Donation Camp on 08.02.2017.
2. Electricity Awareness Programme in collaboration with the Board of Electricity, Alipurduar district on 07.03.2017.
3. Career Counselling Programme in collaboration with Air Force on 28.03.2017.
4. Observance of World Environment Day by VigYan Parishad under IQAC on 05.06.2017.
5. Observance of International Yoga Day on 21.06.2017 with the NCC units including C.O.s.
6. Awareness Programme on Cancer and Treatment in collaboration with SBI Life on 12.10.2017.
7. Awareness Programme and Seminar on “Self Defence for Women in present Day Society” in collaboration with Blood Donor Organization, Alipurduar on 29.11.2017.
8. Career Orientation 100 hrs counselling of students by TCS from 25.01.18 to 17.02.18 and nine students were directly placed in TCS services.

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
<ol style="list-style-type: none"> 1. Proposed and planned to conduct national and international conferences. 2. Planning educational tours and excursions 3. Research activities and academic orientation. 4. Propagation of extension services. 5. Students performance improvement proposals. 6. Promoting sports and games 7. Cultural activities were proposed and planned. 8. Higher studies and further studies at PG Level were planned. 9. Students feed back programme were arranged and planned. 10. Some theoretical and practical out of the campus classes were planned. 11. The college made sure to foster scientific temperament with special emphasis on the applied aspect of the science faculties. 	<ol style="list-style-type: none"> 1. Conducted an international conference with the Cross Cultural Society of Academic Exchange, N.C, USA; participated by 184 delegates and presenters with more than 11 overseas Resource Persons from many countries including USA, England & Finland. 2. Accordingly the departments of Geography, Zoology and Botany conducted educational tours. 3. Faculty members were aided and helped to prepare their academic projects such as MRPs, also in their pursuit of RCs/ Ops as the case may be, from time to time. 4. The NCC & the NSS Units conducted many community services, such as “Drive for clean and green campus” by the NCC. 5. Accordingly, extra classes, remedial classes, class tests and class assignments for the slow learners were conducted. 6. The students participated in many sports competition. The college badminton team won the University championship and ended up as runners up Cup winner in Volleyball competition. 7. Students regularly participated in various cultural activities, including the college cultural competition and college social functions. 8. Many students qualified for different departments to pursue post graduate studies in different Universities and higher institutions. 9. The college received some valuable suggestion from the feedback received from the students and imparted them to the general system of the college functioning. 10. Accordingly, the department of Chemistry took the students to the Tea industries and gardens for practical experience of tea plucking and preparation of consumable tea leaves. 11. The Physics department students stood first, and the students of the Botany department stood third respectively in the district level science fair organized by Govt. of West Bengal in the current academic year.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

a. University of North Bengal
b. Higher Education Department.

Provide the details of the action taken

The Governing Body of the college and the IQAC as the body accepted and approved the Annual Quality Assurance Report (AQAR) after thorough discussion and insisted further to streamline and strengthen all the areas specially the students’ teacher interactions and other academic issues such as examinations and remedial classes. The Governing Body also insisted to initiate regular departmental meetings and report the outcome of such meeting to the Teacher-in-Charge from time to time.

Part-B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	14	Nil	02	02 (TCS)
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	14	Nil	02	02 (TCS)
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	02

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

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

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

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

There is an effort on the part of the affiliating University, North Bengal University, to implement CBCS.

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

Career Oriented Placement Cell has been introduced with the active cooperation of the Tata Consultancy Service.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41(04 on lien)	24	16	00	01

2.2 No. of permanent faculty with Ph.D.

20

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
02	16	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

00

04

2.5 Faculty participation in conferences/ Seminars and symposia:

No. of Faculty	International level	National level	State level
Attended	35	19	38
Presented papers	29	13	04
Resource Persons	02	Nil	Nil

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

1. Smart Classroom
2. PPT based classes
3. Audio Visual aids.
4. Departmental Seminars.
5. Engaging Guest Teachers
6. Field Studies and Field Survey
7. More equipment for the laboratories.
8. Industrial visit by the students
9. Reading room facility with Wi-fi
10. Placement and carrier oriented classes
11. Special UGC sponsored programme under CCES for the SC/ST/OBC and other the weaker section of the society.
12. Career-oriented Programme by TCS (25.01.18-17.02.18)

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

192 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 per University guideline.

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

19	00	12
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2.10 Average percentage of attendance of students

75.3

2.11 Course/Programme wise distribution of pass percentage : (Final 3rd year Result only)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A	829	N. A	0.72	30.52	40.28	74.19
B. SC	156	N. A	10.89	85.89	1.92	87.18
B. COM	11	N. A	00	54.54	18.18	72.72

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

- **IQAC closely monitor the teaching learning process of the college**
- **Help preparing career advancement scheme of the teachers.**
- **IQAC conducts different seminars and conference with proper documentations**
- **There are different wings of the IQAC such as ICC (Internal Complaints Committee) Women's Cell etc. IQAC conducts meetings with such wings from time to time.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others/ Short-Term Courses	05

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	28	15	10	11
Technical Staff	-	-	-	03

Criterion – III

3. Research, Consultancy and Extension

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

1. Renovation of Science laboratories
2. Initiatives have been taken to involve the teachers into project works
3. Departments have organised Work-Shops, Seminars, etc. in the Institutional Level.
4. IQAC has taken initiatives to involve the teachers into OP, RC, International/ National Seminars/ Conferences.

3.2 Details regarding major projects: Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	04	03	-	02
Outlay in Rs. Lakhs	Rs. 7,80,000	Rs. 5,50,000	-	-

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	10	09	09
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01(Under process)	-	-

3.5 Details on Impact factor of publications: NA

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	Nil	NA	NA	NA
Minor Projects	2 years	UGC	1449000/-	372500/-
Interdisciplinary Projects	Nil	NA	NA	-
Industry sponsored	Nil	NA	NA	-
Projects sponsored by the University/ College	Nil	NA	NA	-
Students research projects <i>(other than compulsory by the University)</i>	Nil	NA	NA	-
Any other(Specify)	-	-	-	-
Total	-	-	1449000/	372500/

3.7 No. of books published: 03 i) With ISBN No.

ISBN-
(i) 9789385161469
(ii) 9789385161551
(iii) 978-93-86911-01-8

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

Nil

3.11 No. of conferences

organized by the Institution:

Level	International	National	State	University	College
Number	01		02		
Sponsoring agencies					

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

02

3.13 No. of collaborations

International 01

National

-

Any other

02

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :1.0

From Funding agency

From Management of University/College

1.0

Total

1.0

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the Institute in the year :None

Total	International	National	State	University	Dist	College
Nil						

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

01

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

NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): NA

JRF JRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level 01
National level International level

3.22 No of students participated in NCC events:

University level State level
National level 04 International level

3.23 No. Of Awards won in NSS: NIL

University level State level
National level International level

3.24 No of Awards won in NCC: NIL

University level State level
National level International level

3.25 No of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="01"/>		
NCC	<input type="text" value="03"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

- The Institution with the help of NSS & NCC of the college conducted environmental awareness programme, health check-up campus and the programme under the Red Ribbon Club.

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	86288.34 (SQ.MT)	NIL	State & Central	86288.34 (SQ.MT)
Class rooms	22	NIL		22
Laboratories	10	NIL	Institution & UGC	10
Seminar Halls	04	NIL		04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	16	NA	Institution & UGC	16
Value of the equipment purchased during the year (Rs. in Lakhs)	3.24	NA	Institution & UGC	3.24
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

- **Computerization of the Library with wi-fi**
- **Computerized Online Admission system**
- **Computerized registration process**
- **Fully computerised office functioning**
- **Online Salary disbursement through HRMS**
- **INFLIBNET in the Library.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33622	Rs.978410	614	Rs. 90052	34,236	Rs. 1068462
Reference Books	1560					
e-Books						
Journals	286	Rs. 89400	102	Rs. 35700	388	Rs.125100
e-Journals	1 NLIST	Rs. 5750	1 NLIST	Rs. 5900		
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	In -Campus Internet	Library Reading Room	Office Room, Reading Room, Math. Lab.	√	Math. Lab, Library	
Added	NIL	NIL						
Total	40	01	In -Campus Internet	Library Reading Room	Office Room, Reading Room, Math. Lab.	√	Math. Lab, Library	

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

- Two days workshop in Kolkata, Salt Lake, Sector-II in the first week of March 2017 attended by the teaching and non teaching of the college for training programme on HRMS.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 0.15
ii) Campus Infrastructure and facilities	Rs. 0.80
iii) Equipments	Rs. 0.30
iv) Others	Rs. 0.15
Total :	Rs. 1.40

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC has facilitated smooth running of UGC Sponsored Coaching Classes for Entry in Services (CCES) for SC, ST, OBC & Minority students who have taken Honours and General Courses.
2. The IQAC has assisted in the distribution of Post- Metric Scholarship for SC, ST, OBC, Lowe Income Group Students, Female students under State Government Scheme.
3. The IQAC has arranged meetings with the Departmental Heads to organize remedial classes for the slow learners.
4. The students are actively encouraged to participate in different co-curricular activities, Games and Sports for the overall development of their personality.
5. The IQAC has re-formed Anti-Ragging Committee and Internal Complaints Committee to prevent and resolve issues of ragging, sexual mis-conduct and harassment within the campus.
6. The IQAC has organised multiple work-shops and seminars to spread awareness about the need for self-defence, and sensitize the students about gender related issues.

5.2 Efforts made by the institution for tracking the progression

1. The Institution has provided proper facilities for the smooth running of CCES.
2. The Institution has timely notified and prepared lists of students eligible for Post-Metric Scholarship and other State and Institutional Scholarships.
3. The Institution has overseen the process and progress of remedial classes for students who needed it.
4. Proper facilities have been provided for extra- curricular and co-curricular activities.
5. The Institution has facilitated the proper mechanism to track any untoward incidents within the campus.

5.3 (a) Total Number of students:

1325

(b) No. of students outside the state

NIL

(c) No. of international students

Men

No	%
NA	

Women

No	%
NA	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
665	356	57	109	nil	1187	682	409	114	120	nil	1325

Demand ratio 0.90 Dropout %: -

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

No. of students beneficiaries

16

5.5 No. of students qualified in these examinations: Nil

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The students are made aware of different career opportunities through interactive sessions with the teachers.
- Every Saturday, special classes are arranged in the smart classroom to develop skill of the incumbents to face competitive examinations.
- The teacher counsellors take care of the poor and the slow learners. They also deal with their social, economic, and personal problems.
- The Institution has organised, in collaboration with Tata Consultancy Service (TCS), a hundred hour course for preparing the students for competitive examinations. In 2017-18, 07 students have been placed with private sector jobs in TCS after the successful completion of their training.
- Career Guidance Cell : The college has a career guidance cell this functions as a very important wing of the IQAC. For two consecutive years the cell has successfully conducted Career Orientation programme through the Tata Consultancy Service.

No. of students benefitted:

16

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
01	90	16	Nil

5.8 Details of gender sensitization programmes:

1. On 8th March, 2017, the IQAC in collaboration with Women's Cell observed International Women's Day by organizing a seminar on ' Women's Right and Empowerment'. Anindita Choudhury, Officer-in-Charge of Alipurduar Police Station, Women's Section spoke about the prevention of crimes against women and discussed the different laws to protect them. She encouraged women to lodge complaints to the police station instead of keeping silent in the face of injustice. The DSP of Alipurduar also stressed on filing complaints against any injustice.
2. Awareness Programme and Seminar on "Self Defence for Women in present Day Society" in collaboration with Blood Donor Organization, Alipurduar on 29.11.2017.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	41550/-
Financial support from government	1088	Govt approved amount directly deposited to the incumbents account
Financial support from other sources	nil	nil
Number of students who received International/ National recognitions	nil	nil

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

(a) **Red Ribbon Club (AIDS Awareness Programme)**

(b) **NSS (Blood donation camp)**

(c) **Women Development Cell (Gender Sensitization)**

(d) **NCC Male wing (Green and clean campaign)**

(e) **NCC Female wing (Green and clean campaign)**

(f) **Science Club (Science exhibition)**

(g) **Music and Dance club (Cultural activities)**

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Alipurduar College strives to provide comprehensive education for infusing human values and ideals, scientific disposition, and expertise to all sections of students including Scheduled Tribes, Scheduled Castes, Other Backward Communities, and religious minorities, with special focus to female students.

Mission: The mission of the college is:

1. To provide and promote comprehensive education for all
2. To provide superior higher education to students from all sections of the society
3. To provide comprehensive opportunity for all-round development of local young people cutting across race, caste, gender, and religion
4. To create and provide academic programmes and activities based on local/regional/national/global requirements
5. To foster student-oriented education with a strong focus on humanistic ideals for self, skill, and character development of the students
6. To instil a vision of social awareness and responsibilities among the students

6.2 Does the Institution has a management Information System

At the present moment the institution has no formal procedure to initiate a management information system.

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

6.3.1 Curriculum Development: University of North Bengal

The Teachers of the college have joined in the work-shops and seminars in curriculum development organised by the University of North Bengal

6.3.2 Teaching and Learning

The college follows an academic calendar and departmental teaching-learning plan in modulating and organising the teaching, learning and evaluation schedules. Admission schedules, date of beginning of classes, date of issuing library cards and evaluation schedules, vacation schedules, are notified in the academic calendar which is published in the annual prospectus. The lesson plans, departmental syllabus distribution, and departmental class routines are prepared within the departments.

- The college insists on result oriented teaching learning practice.
- There are relentless efforts to create favourable learning environment in the class room to instil creativity and knowledge among the students.
- For nearly all programmes practical orientation is encouraged through field study, practical classes, projects invited lecturers & seminars.
- Teaching learning process has been streamlined with greater emphasis on e-learning.
- There are remedial classes for the slow learners.

6.3.3 Examination and Evaluation

- Class tests are part of the regular academic exercise.
- There are pre-university test examinations every year.
- The college conducts parent teachers meet on annual basis as per amount practice.

6.3.4 Research and Development

There is a Research committee under the IQAC which functions round the year to

- (a) Encourage the faculties to join FDPS OP/RC as per requirement.
- (b) To publish papers in reputed national and International Journals.
- (c) Encourage the faculties to attend and present paper in reputed national and International conference.
- (d) The Committee also works on to find projects and research areas for the faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has sufficient books on different stream and subjects
- Library is equipped with INFLIBNET and wi-fi.
- The Library is strong enough to have many journals of very high academic import.
- Library administration issue and return books through commercial library software.
- Every year additional volumes of books are added as per necessity and demand of all the departments.
- Every department have one compulsory library class in a week. Apart from the central library, some departments have a departmental library.

ICT

- The seminar hall and the smart class room are equipped with ICT tools
- For every subject, power point presentation in being prepared by the faculty members and it is used for taking classes in an interactive way.

Physical infrastructure:

- The office superintendant of the college is in charge to monitor and maintain the academic infrastructure and other facilities.
- The college has a garden committee which works round the year to ensure greenness of the campus.

6.3.6 Human Resource Management

- As per the norms and practice of the Dept of Higher Education, Govt. of West Bengal, the faculty and staff requirements is forwarded to the office of the DPI from time to time.
- The IQAC initiates various orientation programme through seminars and conferences for the faculty members for up gradation of their skills.
- Faculties are supported through the grants of leave and there is a provision of financial assistance to attend international conference.

6.3.7 Faculty and Staff recruitment

- Faculty recruitments: the recruitment of permanent faculties is done according to the UGC norms by the Dept of Higher Education, Govt of West Bengal.
- Guest faculties are recruited based on the vacancy in all departments for all positions; publish the advertisement in the leading daily newspaper.
- Part time/ Contractual staff are recruited as per requirement locally through advertisement in the leading news papers
- The recruitment committee comprises of the Teacher in Charge, members of the Governing Body and the external experts.

6.3.8 Industry Interaction / Collaboration

The Institution has initiated a process by incorporating one member from FOCIN into the IQAC to implement a process to actively pursue collaboration with external corporate bodies for the further augmentation of collaborative exercise on the part of institutional system with special focus on the dominant industry in the North Bengal region, such as the tea and tourism industries.

6.3.9 Admission of Students

The college has the on-line single window admission system, Web based and fully computerized. Admissions are done strictly according to the directives of the affiliating University of the college.

6.4 Welfare schemes for

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated

NONE

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Internal
Administrative	Yes	Govt.	Yes	Institute

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

For UG Programmes Yes No

For PG Programmes Yes NA No NA

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

Examinations reforms are an exclusive issue of the affiliating University. However, the college helps the students in getting their papers re-assessed / Scrutinized on request.

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 Institute has the programme to conduct the meeting of the alumni association once in a year.
- The college conducts lecture programmes by the alumni of the college who are posted in different parts of the world in different disciplines.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher meeting is organized periodically to understand and resolve the issue relevant to the interest of the stake holders. The meeting provides a suitable platform to offer suggestion for further improvement and development of the students. The parents also can interact with the faculties to learn about their wards' performance & progress.

6.13 Development programmes for support staff:

The college invites resources persons and skill developers to train the non teaching and support staff to make them compatible enough with the latest development in computer aided and software based works.

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

- Ensuing clean & green campus through NSS & NCC
- Maintenance of the greenness of the garden round the year.
- Conservation by using solar power in some departments.
- Plantation of trees.
- The college is planning to set up more solar panels to connect it to the street lights.

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.

- **Academic calendar and Lesson Plan for the year 2017-18**
- **Improvement of teaching skills by various programmes such as seminars and workshops.**
- **Opening up placement opportunities for the students.**
- **Improving social involvement of the students through NCC and NSS.**
- **Departmental seminars.**
- **Introduction of sports Karate for the students on every Saturday forenoon.**
- **Green audit of full grown trees of the campus.**

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

- **Academic lectures, seminars and programmes conducted for the students.**
- **On computer placement drive has been conducted by the TCS, 7 students got offer letters from various departments**
- **An international conference was organised in collaboration with the Institute of Cross Cultural Exchange NC, USA.**

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

- **Training and coaching the slow learners through remedial classes.**
- **Dedicated practical classes for the student of science stream.**

**Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection:

- **'Keep Green Keep Clean' drive by the NCC and NSS.**
- **Tree plantation in the campus**
- **Preservation of trees and green audit**

7.5 Whether environmental audit was conducted?

Yes

No

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

<p>a) Strengths:</p> <ul style="list-style-type: none">• The IQAC properly monitors the academic activities of the college from the preparation of academic calendar to the annual and periodical tests.• Value added training programme to open up job opportunities for the 3rd year and passed out students.• Coaching classes for entry in services are conducted every Saturday except holidays and vacations.• Highly qualified staff patterns.• Adequate laboratory facilities. <p>b) Weakness:</p> <ul style="list-style-type: none">• Inadequate class rooms• Absence of a separate Science building.• Absence of an indoor sports complex for badminton, table tennis etc. <p>c) Opportunities</p> <ul style="list-style-type: none">• Introduce career oriented programmes / disciplines.• Introduction of new subjects such as bio-chemistry, geology, education sociology etc. <p>d) Challenges</p> <ul style="list-style-type: none">• Creating Career Oriented and designing teaching learning process.• Separate arts and science building• Introduction of new subjects• More career oriented programmes to open up employment opportunities.

8.Plans of institution for next year

<ul style="list-style-type: none">• Separate Arts and Science building.• Introduction of new subjects• More career oriented programmes to open-up employment opportunities.
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Name : Dr. Ranjit Kumar Ghosh

Name: *Dr. Jyoti Bikash Nath*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
ICT	-	Information and Communication Technology
NSS	-	National Service Scheme
RRB	-	Red Ribbon Club

Annexure – I

Alipurduar College, Academic calendar- 2017

Annexure –II

Best practice no-1

1. Title of the practice:

Training and coaching the slow learners through remedial classes.

2. Goal:

- To ease up the communication gap between the teachers and the students
- To create a congenial teaching learning environment.
- To maximise the effort to best use the teaching resources
- Enhancement of teaching quality through intense interaction and discussion.
- To guide and support the slow learners to get through the examination.
- To help the fast learners to get their admission for PG in best Universities

3. The Context:

Most of the students admitted in the college are from far flung tribal dominated areas of the Doars region. Many of them are first generation learners and are from very poor economic background. Such students need extra care and training to prepare their lesson and motivate them for intense engagement with their syllabi. Another important issue is that most of the students are from Bengali vernacular background. They need to be motivated and guided for best future. For the fast learners too, the remedial classes are important to streamline their already existing academic strength.

4. The Practice:

Every teaching faculty prepare notes and exercises for the slow learners and photocopies of the same are distributed among such students. The fast learners are given special attention and better teaching materials/ notes e-class notes and lectures so that these can give vital boost to their efforts to surge higher in future competitions.

5. Problems in countered and resource required:

Many students from literature have been found very weak in their language from school level. Such students need to be taken care of that their language become expressional a language laboratory is of great necessity in this regard.

6. Future Plans:

A proper and more ICT equipped language laboratory has been proposed.

Best practice no-2

1. Title of the practice: Dedicated practical classes for the science stream.

2. Goal:

Practical classes for physics, chemistry, Zoology, Botany & Geography are completely laboratory based specialised areas and the students need to be centric to their regular experimentation and analysis of the samples and exercises for better representation of their performance in the degree examination. Thus, the institution has made it compulsory for all the students of science stream and geography to attend the practical classes and be in touch with the concerned teachers so as to remain updated on the syllabi designed for practical examination.

3. The context:

Alipurduar college is the only science college in the entire district and the institution has larger responsibility to fulfil the basic necessities of the stakeholders from the science stream.

4. The Practice:

The practical classes usually start at 11.00 AM and continue up to 4:30 PM. The slow learners are given vigorous practice and greater number of tastes

The fast learners are also takes extra care to sort out the syllabi issues in connection to their courses.

5. Problem encountered and resource required:

There is a huge presence of students from Honours stream, under such condition to accommodate the general stream science students for such special classes becomes generally very difficult.

6. Future Plans:

A separate science building with larger laboratory rooms and facilities is proposed.