



CHANDRAPUR COLLEGE

P.O.:- CHANDRAPUR DIST.:-BURDWAN

Affiliated to the University of Burdwan

NAAC ACCREDITED-B

Annual Quality Assurance Report (AQAR) 2018-19

NAAC Track ID: WBCOGN25835



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution

CHANDRAPUR COLLEGE

- Name of the Head of the institution : Dr Kartick Chandra Samanta
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 9564032629
- Mobile no.: 9433474363
- Registered e-mail: collegechandrapur@gmail.com
- Alternate e-mail : Do
- Address : Vill+P.O.Chandrapur ,P.S Katwa, Dist.Purba Bardhaman
- City/Town : Bardhaman
- State/UT : West Bengal
- Pin Code : 713145

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid, UGC 2f and 12 (B), Self financing
(Please specify)

- Name of the Affiliating University: The University of Burdwan
- Name of the IQAC Co-ordinator : Manjari Chattopadyay
- Phone no. : +91 9830868274

Alternate phone no.

- Mobile:
- IQAC e-mail address: iqacchandrapur2015@gmail.com
- Alternate Email address: manjarichattopadhyay@gmail.com

3. Website address: <http://www.chandrapurcollege.ac.in>

Web-link of the AQAR: (Previous Academic Year):

http://www.chandrapurcollege.ac.in/v2/uploads/naac/Naac_12.pdf

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

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://www.chandrapurcollege.ac.in/v2/uploads/naac/Naac_13.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.21	2016	from:5.10.2016 to: 4.10.2021
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 15.03.2015

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular Meeting of IQAC	06/09/2018	10
Timely Submission of AQAR	12/10/2018	10
Academic Administrative Audit	12/04/2019	9
	20.08.19	6

**Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality

Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements

- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Science and Engineering Research Board	Empowerment and Equity Opportunities for Excellence in Science	DST	2019 FOR THREE YEARS	700000.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- ❖ Institutional level Seminars, workshops and invited talks are arranged regularly;
- ❖ Governing Council meeting held on a regular basis with members of the committee as a part of Academic Review activity;
- ❖ Orientation for Faculty development programme every year;
- ❖ Encouraging faculty members for attending seminars, refresher courses, workshops etc. Encourage the students for participating in social activities joining through NSS Units.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>IQAC decided to</p> <ol style="list-style-type: none"> 1. Teachers of all the departments are requested to submit the proposal for Major as well as Minor Research Projects at the earliest. 2. Organize Departmental Seminar, National Seminar and Workshops etc. by the department concerned in consultation with the Seminar Committee. 3. Papers / Articles / Writings / Editorials / Reviews etc. are to be published regularly by the Teachers in the Peer Reviewed Journal with ISSN. 4. Roof top solar power project is to be introduced and be implemented as soon as possible. 5. Provision of necessary equipments for Physical Education Department is to be made at the earliest. 	<ol style="list-style-type: none"> 1. The proposed plan for the Construction of New Building, in consultation with the Building Committee, for providing sufficient classrooms, one Auditorium, one Guest Room and a Car Parking Lot is to be continued. 2. Soil testing camp for the local community is to be organized by the Geography Department as in the previous year. 3. The proposed plan for the construction of 200 meter Athletic Track, Volleyball Court, Badminton Court and Pavilion with gallery is to be continued. 4. Proposed project of installing Remote Sensing and GIS in the department of Geography is now under process. 5. The proposed plan of installing Roof top solar power project is now under process

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s): 20/8/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018-2019

Date of Submission: 18.01.2019

17. Does the Institution have Management Information System?

Yes No : Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Dept. of Higher Education (Govt. of W.B.) – University of Burdwan - Governing Body – Principal - Teachers’ Council- Non-teaching Council- Student Council

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
New CBCS syllabus, designed by affiliating university is implemented properly with the help of academic subcommittee. Syllabus distribution is done and documented in departmental meeting. As per university guidelines internal evaluations in the designated weeks are done. College authority and IQAC are very keen in supervising the whole process and timely implementation of the same.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
	Diploma in Computer Education	21.06.19 One year duration	Job as computer operator, programmer, system analyst, web designer and DTP	Software	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	Yes				
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	No	Yes	

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

A standard questionnaire is designed with the questions on functioning of college and the services beneficiaries are getting from college. Getting the answers from the largest population possible, data is analysed using scientific method and modern statistical techniques. High end statistical software is used in analysing the data. Results are then interpreted in a lucid manner with the help of diagrams as well as summary statistics, which helps in further policy making. Suggestions of the beneficiaries are taken into account seriously and utmost effort is given towards implementation of the same, as far as practicable.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bengali	77	140	77
Education	25	50	18
English	55	96	47
Geography	37	70	36
History	77	135	37
Mass	25	45	10
Communication & Journalism			
Philosophy	38	70	38
Political Science	32	55	01
Sanskrit	47	85	22
Accountancy	77	70	00
B A General	630	1130	353
B Com General	305	50	05

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	859	NA	23	NA	NA

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
50	All	Computers, Projectors, Wifi connections	02	02	i) ICT based teaching, ii) Students seminar

					using projectors, iii) Giving web links and e-resources to the students, iv) Library resources and digital library
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2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

i) Keeping record of mobile numbers of students and guardians, ii) Regular updating their attendance record to the Principal, iii) Interaction with the guardians at regular basis, iv), Providing tutorial classes to the slow learners.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
859	23	1:39

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	23	01	04	10

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NA	NA	NA	NA

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
SEM-			31ST DEC.18,30TH	05/07/19, Yet to publish,

I,SEM-II,SEM-III,SEM-IV,B.A & B.COM HONS. PART-III, PART-III B.A & B.COM GEN.			JUNE,18, 31ST DEC18,30TH JUNE,19, 30TH JUNE 19, 30TH JUNE 19	03/08/19, Yet to publish, 11/07/19, 19/09/19
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2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal assessment of the students are taken two times (C1 and C2) in a particular semester. The mode of internal examinations are written evaluation, students seminar and assignment. Department wise meetings are held for taking decisions about the examination related matters. Each department assess their students and prepare final marks slip. One teacher is deputed for handling all the departmental marks centrally. He/She finally uploads the marks on University portal.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

i. Academic calendar prepared at the time of commencement of new semester. ii) Tentative dates of internal assessments and University examinations are marked. iii) Academic calendar is circulated during the time of admission for proper understanding of students.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

www.collegechandrapur.ac.in

2.6.2 Pass percentage of students

Program Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Three Years	Science and Engineering	1818000	700000

		Research Board		
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total			1818000	700000
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National				
International	Mathematics	2	2.1	
	Geography	5	5.86	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department				No. of publication		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level		State level	Local level
Attended Seminars/ Workshops						
Presented papers						
Resource Persons						
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity		Award/recognition		Awarding bodies		No. of Students benefited
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year						
Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity		Number of teachers coordinated such activities	Number of students participated in such activities	

	agency			
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	23755 Sqm	Nil		
Class rooms	21	Nil		
Laboratories	3	Nil		
Seminar Halls	1	Nil		
Classrooms with LCD facilities	1	Nil		
Classrooms with Wi-Fi/ LAN	21	Nil		
Seminar halls with ICT facilities	1	Nil		
Video Centre	Nil	Nil		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				
4.2 Library as a Learning Resource				
4.2.1 Library is automated {Integrated Library Management System -ILMS }				
Name of the ILMS	Nature of automation (fully	Version	Year of automation	

software	or partially)				
KOHA	Partially	3.20.01.000	2015		
4.2.1 Library Services:					
	Existing		Newly added		Total
	No.	Value	No.	Value	No. Value
Text Books	16489	2768755	159	25594	16648 2794349
Reference Books	1149	376171	9	864	1158 37735
e-Books	3135000				
Journals	19				
e-Journals	10000				
Digital Database					
CD & Video	11				
Library automation					
Weeding (Hard & Soft)					
Others (specify)	549	90585	17	3809	566 94394

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	50	26	02			12	09		3
Added	04		08						
Total	01	01	10			12	09		03

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

	academic facilities				
Rs267300	Rs 282341	Rs 5490500	Rs 5569105		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)					
CRITERION V - STUDENT SUPPORT AND PROGRESSION					
5.1 Student Support					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from institution	Tuition Fees	154	Rs 37100		
Financial support from other sources					
a) National	National Scholarship	88	Rs 678000		
b) International					
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
3		3		3	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
					22

5.2.2 Student progression to higher education in percentage during the year 10%						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level		Participants			
Sports and cultural activities	College / University Level		150			
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
5.3.2 No. of registered/enrolled Alumni:						
5.3.3 Alumni contribution during the year (in Rupees) :						
5.3.4 Meetings/activities organized by Alumni Association :						
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT						

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Chandrapur College, since its inception on 3rd Aug, 1985 aspires to become one of leading academic institution in the region by imparting proper education vis-a-vis lessons in skill enhancement to bring about all-round intellectual and holistic developments of its prime stake-holders, i.e. our students. There are two practices of decentralization and participative management during the last year –

(1) Decentralization is implemented as the Dept. of Higher Education, Govt. of West Bengal – The University of Burdwan – Teachers’ Council – Non-Teachers’ Council – Student’s Council – different sub-committees of the college

(2) Participative management is implemented as the Principal – All departments – All Students

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes..... An active management information system adds to the strength of the stakeholder and the beneficiaries. For teaching and learning activities in particular are greatly facilitated by the

(1) Issuance of printed prospectus every year to all of the students;

(2) Class wide descriptive routine for each courses/subject;

(3) Prior notification of activities related to academic affairs displayed duly.

Information is generally circulated through electronic media, website, email, as well as displaying of hard copies in the respective Notice Boards.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development – The affiliating university having the authority to develop curriculum for the undergraduate and post-graduate studies, there is little flexibility in terms of internal curricular designing. However, the teachers of each department meet from time to time to discuss strategies for an effective and efficient implementation of syllabus. The University of Burdwan prescribed the CBCS model and its curriculum to be effective from the academic system 2017-18.

❖ Teaching and Learning – Through the following process of teaching and learning the college seeks to add to the innovative thinking and creativity. At the beginning of each academic session the faculties of respective departments meet for preparing the academic calendar of that session and distribution of syllabus thereof. The dates of mandatory internal tests are also made to be fixed. With an aim to make the curriculum more interesting and effective, the college has adopted learner-centric education approach and academic planning using improved and modern teaching learning aids. Technology enabled teaching Learning process is widely practiced in the college. LCD projectors and overhead projectors are used for teaching on regular basis. Seminars, talk, resource lectures are also organized by the honours Departments.

❖ Examination and Evaluation – Continuous evaluation of students is done through regular assignments and internal examinations following the university guidelines. Tutorial classes are also taken regularly. Internal examinations are held twice in each semester. It is mandatory for the students to qualify in the exam so as to be eligible to appear in the university examination.

❖ Research and Development – Teachers participate regularly in seminars and conferences and publish their research papers in reputed academic journals and volumes. A good number of teachers

have already completed their PhD thesis and others are pursuing. The College has organized seminar and workshop relating to the subject of popular interest at the college seminar hall. With a view to encourage and support research activities IQAC and Journal Committee of the college has published a national journal named 'Views and Reviews'.

❖ Library, ICT and Physical Infrastructure / Instrumentation – The physical infrastructure has been remarkably improved. The Central Library is spacious, equipped and well lighted with well furnished reading room facilities. It has a stock of more than 20,000 books and various periodicals and journals are purchased in each year to meet the need of all students. The ICT facility is installed in few departments and new computers are included in the departments to strengthen the knowledge process. Introduction of OPAC system and bar-coding has enriched e-learning resources.

❖ Human Resource Management – The human resources of the Chandrapur College are managed democratically. The Students' Representative as per Govt. Norms plays an active role in looking after the affairs of the students. The Teachers' Council always guides the teachers and work to facilitate general academic betterment of the college. Above all there is a Governing Body that manages and develops the total human resource of the college.

❖ Industry Interaction / Collaboration - Still there is no scope of industry collaboration with the college.

❖ Admission of Students – The admission of SEM-I students is performed through online admission service via a new software management system in each year. After publishing subject-wise merit lists (based on scores) the students are admitted in the college.

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development -

❖ Administration -

❖ Finance and Accounts – Time to time training on the financial software like HRMS & CAMS, SOUL is provided to concerned employees. E-tender process is performed via website.

❖ Student Admission and Support - The admission of SEM-I students is performed through online admission service.

❖ Examination -

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year (Nil)

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year (Nil)

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year				
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)
Refresher course on ‘emerging Trends in Mechanical Engineering’		01		02 to 22 Jan, 2019
112 Orientation Program at HRDC BU		01		22 Nov to 19 Dec, 2018
Short-term course on MOCS E Content Development		01		19 to 25 July 2019
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):				
Teaching			Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary	
NIL				
6.3.5 Welfare schemes for				
Teaching				
Non teaching		Puja advance and exgratia payments		
Students		Students are provided with much financial assistance from the Govt. And Non-Govt. Sectors.		
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly				
The college has conducted internal and external financial audits by the Govt. prescribed agencies.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) (Nil)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Uday Chand Ray and Nillratan Ray		150000		College development
6.4.2 Total corpus fund generated 150000				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Govt/University	Yes	University
Administrative	Yes	State Govt/University	Yes	University
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				

<ul style="list-style-type: none"> • Time to time meeting take place • Provide feedback of their wards • Regular exchange of views regarding campus and environment • Give suggestion for all-out development of the college 															
6.5.3 Development programmes for support staff (at least three)															
<ul style="list-style-type: none"> • The computer training cell of the college organizes computer awareness and computer literacy programme for non-teaching staffs. • Training related to digitization of library is given to the library staffs. • Training of CAMS is provided to non-teaching staffs. 															
6.5.4 Post Accreditation initiative(s) (mention at least three)															
6.5.5 a. Submission of Data for AISHE portal : (Yes /No) Yes b. Participation in NIRF : (Yes /No) Yes c. ISO Certification : (Yes /No) d. NBA or any other quality audit : (Yes /No)															
6.5.6 Number of Quality Initiatives undertaken during the year															
<table border="1"> <thead> <tr> <th>Year</th> <th>Name of quality initiative by IQAC</th> <th>Date of conducting activity</th> <th>Duration (from-----to-----)</th> <th>Number of participants</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>A workshop on the Water Conservation and Groundwater Resource Management in Katwa – I Block (collaboration with Central Groundwater Board, Govt. of India and Dept. of Geography)</td> <td>25 Sept 2019</td> <td>10:00 a.m. to 4:00 p.m.</td> <td>35</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants	2019	A workshop on the Water Conservation and Groundwater Resource Management in Katwa – I Block (collaboration with Central Groundwater Board, Govt. of India and Dept. of Geography)	25 Sept 2019	10:00 a.m. to 4:00 p.m.	35					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
"Women Protection: Legal Assistance	26.03.2019	Female	Male
		55	46
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources Application for implementation of Solar Power Project has been submitted			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities	Yes	0	

Provision for lift	No	
Ramp/ Rails	Yes	0
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	0
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	Situating in a remote rural village, college has huge locational disadvantages. Keeping that in mind application has been sent to local Administrative Body(S.D.O) for better government transport facility.	Swachh Bharat Avijan	1.8.18-15.0818	Swachh Bharat	Importance of Cleanliness	300
		Saplins are distributed to local community	06.08.18	Banomohotsav	Importance of trees in our life	200
		Awareness Programme on AIDS	12.12.2018	AIDS AWARENESS PROGRAMME	Myths about AIDS, How to avoid AIDS, How to behave with AIDS pateints and do s and don't s for AIDS patients.	105

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of Plastic is strictly banned
2. Every year new plantations are done.
3. Misuse of water is strictly punishable
4. Any sort of noise pollution is prohibited
5. Rain water preservation and use is practised

7.2 Best Practices
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
1. Parents teachers Meet held at regular interval 2. Students with more than 90 percent attendance are rewarded
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words
Chandrapur College has played a distinctive role in promoting women education in the locality. In pursuance of its mission of promotion of higher education in this distant backward region, it has made remarkable progress by making the same accessible to its vast minority community. The college is also very keen in fostering an overall holistic development of its surroundings and has played a pivotal role in developing a healthy cultural ambience in the locality.

8. Future Plans of action for next academic year (500 words)

Plans of institution for year 2019-2020

Academic Plan:-

To request Teachers of all the departments for applying Minor as well as Major Research Projects.

Proposed project of installing Remote Sensing and GIS in the department of Geography is now under process.

Proposed P.G. Courses in Bengali, Geography and Under Graduate Honours Course in Computer Science are to be continued.

To organize Departmental Seminar, National Seminar and Workshops by the department concerned in consultation with Seminar Committee.

Papers / Articles / Writings / Editorials / Reviews etc. are to be published by the Teachers in the Peer Reviewed Journal with ISSN.

Proposed plan of establishing Language Hub is to be continued.

Students / Parents Feedback are to be taken on regular basis for the development of suitable Teaching - Learning Plan.

Academic / Professional / Career oriented Plan:-

Proposed plan of introducing Communicative English Course by the Department of English is under process.

Tax Consultancy Training Programme organized jointly by the Department of Commerce and Career Counselling Cell to be continued.

Computer Learning and Training Courses to be continued..

Administrative Plan:-

To go through the collaboration with leading Industries/Professional Bodies and arrangements be made for Consultancy to the Stakeholders.

To take joint ventures with Professional and Institutional Bodies for extended courses and research.

Parents-Teachers Meet to be organised for discussion and suggestions regarding pupil's attendance, performances and its continuous evaluation.

To organise Computer learning and training programme for the non-teaching staffs of the College.

Infrastructure Development Plan:-

The proposed plan for the Construction of New Building, in consultation with the Building Committee, for providing sufficient classrooms, one Auditorium, one Guest Room and a Car Parking Lot is to be continued.

The proposed plan for the construction of 200 meter Athletic Track, Volleyball Court , Badminton Court and Pavilion with gallery is to be continued.

To purchase sufficient sports equipments for Physical Education Department at the earliest.

The proposed plan of installing Roof top solar power project is now under process.

Soil testing camp for the local community is to be organized by the Geography Department as in the previous year.

Name Prof. Manjari Chattopadhyay Name Dr. Karitick Ch. Samanta

Manjari Chattopadhyay

Signature of the Coordinator, IQAC

Coordinator,
Internal Quality Assurance Cell
Chandrapur College

Karitick Ch. Samanta

Signature of the Chairperson, IQAC

**Principa
Chandrapur College
Dist. Purba Bardhaman
PIN 713145 W B**
