

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

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

1.1 Name of the Institution

HIJLI COLLEGE

1.2 Address Line 1

KUCLACHATI,HIJLI CO-OPERATIVE

Address Line 2

DO

City/Town

KHARAGPUR

State

WEST BENGAL

Pin Code

721306

Institution e-mail address

hijlicollegekgp@gmail.com

Contact Nos.

03222-278177,8900479541

Name of the Head of the Institution:

SUDIP KUMAR DAS,
SOU MYAJYOTI KABI(Joint Conv.)

Tel. No. with STD Code:

03222-278177

Mobile:

9434031076

Name of the IQAC Co-ordinator:

SUDIP KUMAR DAS

Mobile:

9434031076,(S.K.D)9932910464(S.Kabi)

IQAC e-mail address:

iqachijlicollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

NA

OR

1.4 NAAC Executive Committee No. & Date:

March 31, 2007/406

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

1.5 Website address:

www.hijlicollege.org.in

Web-link of the AQAR:

<http://www.hijlicollege.org.in/IQAC.html/AQAR2014-15.pdf>

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	C+		2007	2012
2	2 nd Cycle				

3	3 rd Cycle				
4	4 th Cycle				

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

16/05/2008

1.8 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 _____ 2011-12 _____ 31/12/2015 __ _ (DD/MM/YYYY)
- ii. AQAR _____ 2012-13 _____ 31/12/2015 __ _ (DD/MM/YYYY)
- iii. AQAR _____ 2013-14 _____ 31/12/2015 __ _ (DD/MM/YYYY)
- iv. AQAR _____ 2014-15 _____ 31/12/2015 __ _ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA

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

VIDYASAGAR UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

04

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

03

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Enhancement in teaching-learning process and encouraging research work.
Encouraging faculty development programs.

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

* *Details 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

<i>Details in Annexure II.</i>

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	17	00	01	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				

Total				
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	

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

Mode of feedback : Online Man Co-op 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.

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

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	CWTT	PTT
64	5	4	NA	35	1	19

- 2.2 No. of permanent faculty with Ph.D.

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
1+1(resigned after 4 months)	14	0	0	0	0	0	0	2	14

2.4 No. of Guest and Visiting faculty and Temporary faculty :

Guest: 35, PTT: 19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		9	
Presented papers		8	
Resource Persons			

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

1. Technology enabled teaching and learning .Use of LCD projectors and audio-visual facility for teaching.
2. Invited lecturers are arranged by eminent teachers of Universities and other neighbouring colleges.
3. Departmental class tests as per university norms are introduced, the marks of which are taken into consideration during University final examinations.
4. Field study and Project work.
5. Popular lectures organised by NSS.

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

197

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

NIL

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

NIL

2.10 Average percentage of attendance of students

This varies from department to department. The average may be considered 50%

2.11 Course/Programme wise distribution of pass percentage :

B.A.(Honours +General) -79.58%
B.Sc. .(Honours +General) -100%
B.C.A. .(Honours) -62%

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

The College IQAC team takes several measures to improve the teaching-learning process:

- ❖ The team annually receives feedback from the third year students. The outgoing students anonymously rate the College, the department in which the student was enrolled, the teachers and infrastructure of the College in terms of Libraries, Laboratories and other facilities. These reports are analysed for strategic development.
- ❖ The IQAC team annually visits all the departments to conduct academic audit of the departments. During the visits, the IQAC team monitors the academic activities, records of students' seminars, records of College and University results and progress of University examination results of the departments.
- ❖ The members of IQAC hold meetings through which monitoring of all seminal academic activities including research projects undertaken by the individual teachers of the respective departments are monitored.
- ❖ The State Government guided by UGC norms has recognised the role of the IQAC by including its participation as an internal sanctioning authority of Career Advancement Scheme (CAS).

.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0

Others	0

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	15	2	0	0
Technical Staff				3

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC regularly informs and encourages the faculties to apply for research grants for projects to different funding agencies.
2. The college authorities provide various types of infrastructural support for carrying out research work.

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		5		
Outlay in Rs. Lakhs		12.785		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	13	

Non-Peer Review Journals		5	
e-Journals			
Conference proceedings			

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				
Minor projects	2014-15	UGC	12.785 Lakhs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
OTHERS				
Total	0			

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE

Any Other (specify)

3.10 Revenue generated through consultancy: NA

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NA	1			
Sponsoring agencies		UGC			

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

0

3.13 No. of collaborations

International

0

National

0

Any other

0

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs :

From Funding agency

1.37 LAKHS
LAK

From Management of University/College

0

Total

1.37 LAKHS

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	NONE
	Granted	
Commercialised	Applied	NONE
	Granted	

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

1

1

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 508 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 1 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0 College forum 0
NCC 0 NSS 10 Any other 0

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

1. AIDS and Thalassemia awareness camp by NSS.
2. Fund collection for Uttarakhand flood and Nepal earthquake.

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	10.37 acre	Nil	Lease	10.37 acre
Class rooms	24	Nil	UGC & MP lad	24
Laboratories	10	02	UGC & State Govt.	12
Seminar Halls	01	Nil	UGC	01
No. of important equipments purchased (1-0 lakh) during the current year.	Nil	1,05,742	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	16,16,220	11,78,864	UGC	27,95,084
Others (Computer Accessories)			UGC	15310456
Building	11942241	NIL		
Office Equipment	621478	Nil		
Computer	1856027	3,36,426		
College Gate	47811	Nil		
Xerox Machine	130130	Nil		
Projector	141300	Nil		
Printer	91303	Nil		
Sports Equipment	76740	Nil		
Laptop	67000	Nil		

4.2 Computerization of administration and library

Office administration and library have been computerized. Barcode printer , webcam, scanner, colour printer, WEP BOUNTI printer, projector, Tablet, Laptop for office, library and others department have been equipped.

Existing	47	03	17	Nil	Nil	01	12	05	Nil	Nil
Added	06	Nil	09	01	Nil	Nil	Nil	Nil	01	01
Total	53	03	26	01	Nil	01	12	05	01	01

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

4.6 A	Online Training regarding intrigal Financial management system for accounting portal of Govt. of West Bengal by treasury Office. Participation in works of students registration in online system at training at BDO Office, Kharagpur – I, Satk	Rs. 2,00,000/-
	Kanyashree Prakalpa	Rs. 4,00,000/-
	iii) Equipments	Rs. 50,000/-
	iv) Furniture	Rs. 1,20,000/-
	V) Others	Nil
	Total :	7,70,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As per the advice of the IQAC, tutorial classes are held for special support provided to students who are at risk of failure and drop out. Normally one class per week is held as tutorial class for a subject. The said students are advised informally by the teachers.

5.2 Efforts made by the institution for tracking the progression

The Governing Body and the Teacher-in-charge look after the entire process and give appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1100	0	0	0

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
727	66

Women

No	%
373	34

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
765	83	58	47	0	953	924	80	64	32	0	1100

Demand ratio

Dropout %

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

Departmental teachers help students in their preparation for School Service Commission and JECA and JAM by giving coaching, notes, suggestions and tips. They also offer

No. of students beneficiaries

15

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	8

5.6 Details of student counselling and career guidance

UGC sanctioned more than Rs. 2.5 lakh for carrier guidance of the students. Our senior teachers and expert from outside came here & delivered lectures on the several topics. IQAC proposes that apart from classroom teaching the commitment of a teacher towards his/her students also includes imparting proper guidance on the scope of job-oriented higher course in different fields and making available to them various job opportunities as.

No. of students benefitted

20

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
1	3	NIL	0

5.8 Details of gender sensitization programmes

No such programme as undertaken during this session.

5.9 Students Activities

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

State/ University level

65

National level

0

International level

0

No. of students participated in cultural events

State/ University level

48

National level

0

International level

0

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

Sports : State/ University level

0

National level

0

International level

0

Cultural: State/ University level

1

National level

0

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	56	
Financial support from government	30	
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Many grievances, were received three from the students. All the grievances were satisfactorily redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To generate human resource i.e. to provide quality students who would be the caretakers of the different units of the society, the leaders in research and participate in design, development and management in the country to meet global challenges to our society.

Missions

- To act as a nucleus for the growth of science and technology.
- To sustain and foster quality undergraduate education in arts and science.
- To encourage teaching and research activities.
- To promote sponsored research and collaborative projects with academic institutions in India and abroad.
- To undertake manpower development and skill enhancement programmes for academic institutions.
- To participate in national development programmes. i.e. N.S.S.
- To provide intellectually stimulating environment for development of human potential with emphasis on self-reliance and service to the nation.

6.2 Does the Institution has a management Information System

Management information system exists in the college in the form of propagation of information through circulation and display of notices to the staff and students, holding of meetings through notices and verbal communication to the staff and students which is particularly useful in case it is through the Students' Union.

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

6.3.1 Curriculum Development

Curriculum development is done by the Board of Studies in different subjects in the affiliating university through workshops where the college teachers give their suggestions after a thorough discussion of the draft curriculum in the departmental meetings.

6.3.2 Teaching and Learning

Different teaching methods are adopted to make learning an enjoyable exercise to the learners such as power-point presentation, student seminars and tutorials, other than chalk and talk method. Students are encouraged to attend classes regularly.

6.3.3 Examination and Evaluation

Strategies to be adopted for internal assessment tests are discussed formally and informally. Strict invigilation is done during such tests. After evaluation, evaluated scripts are given to the students for verification of the evaluation procedure and the marks are noted in the respective departmental register.

6.3.4 Research and Development

Faculty members are encouraged to take up Minor and Major Research Projects to enhance their research acumen. They are never obstructed from attending Refresher Courses and Orientation Programmes. They pursue Ph. D. programme with active support from the administration so far as getting leave for attending Course Work of such programme is concerned.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library and ICT facilities are constantly updated, particularly the library facility, to make it a nourishing experience for the students. Different modern systems are adopted in the library to construct an adequate library infrastructure.

The college is still lagging behind in physical infrastructure / instrumentation, but it is continuously striving towards achieving its goal in this respect.

6.3.6 Human Resource Management

Students are always encouraged to mobilize their resource through participation in extra- curricular activities like sports, cultural competitions and programmes, Youth Parliament, service to the community through NSS, along with academic pursuits. Departmental journal and wall magazines manifest their resourcefulness.

Most of the teachers and the non-teaching staff try to optimize their resource by providing extra time to the college service.

Full-time permanent faculty recruitment is done by the state college service commission and the role of the college is there only in submitting the requisition in due time as per notification. Guest faculty recruitment is done by the college on need basis. Two full-time permanent teachers have joined the college in this session.

Recruitment of the non-teaching permanent staff is done by the college following government procedure whereas the casual workers are engaged on need basis.

Industry interaction / collaboration are not done in a proper way. Only the students with computer application have a scope to interact with different private companies or industry.

6.3.9 Admission of Students

Admission of students in different UG courses is done following university and state government guidelines. The college is going to adopt online admission system soon, as per the guideline of the state government and the affiliating university.

6.4 Welfare schemes for

Teaching	Yes
Non-teaching	Yes
Students	Yes

6.5 Total corpus fund generated

Fund balance-Rs.2,48,794.88

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	Affiliating University	No	
Administrative	Yes	Affiliating University	No	

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

For UG Programmes Yes No

Not applicable for PG Programmes

For PG Programmes Yes No

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

Internal assessment system has been introduced by the university as a kind of examination reform to increase students' attendance in class. From this session, two class tests, instead of five, will be conducted in each of the honours paper and one, instead of two in each general paper.

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

No such proposal is made to Hijli College, though the University has endorsed the proposal of the UGC to promote autonomy in one neighbouring affiliated college.

6.11 Activities and support from the Alumni Association

The Alumni Association does not manifest any such formal support in the recent past but individually the Alumni members provide significant suggestions, mostly for the betterment of the college.

6.12 Activities and support from the Parent – Teacher Association

No such Parent – Teacher Association exists in Hijli College, though some departments conduct Parent – Teacher meeting for dissemination of important message to the students.

6.13 Development programmes for support staff

The college sends support staff to the affiliating university and government offices to participate in staff training programmes. So far as the development programme in the college is concerned, training is imparted to the staff to run different software programme successfully.

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

Plantation and gardening are done by the college to make the campus eco-friendly. The NSS Unit of the college has taken a significant role in this respect. A new garden before the college is being made in this session.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Online admission
2. Office management and Library management software

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

Annexure II

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

1. AIDS and Thalassemia awareness camp by NSS.
2. Fund collection for Uttarakhand flood and Nepal earthquake.

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

7.4 Contribution to environmental awareness / protection

The students were encouraged for conservation of nature and natural resources by NSS department. Plantation and clean drive was organized by NSS unit.

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

- Peaceful academic environment.
- Excellent student-teacher relationship.
- Co-operative and committed parent-teacher association.
- Eco-friendly environment.

Weakness

- Limited number of class room.
- Limited lab space.
- Slow and limited net connection.
- Scarcity of adequate funds to run the lab classes.
- Situated in rural and remote area.
- Poor Communication.
- Very limited modern courses sanctioned by the Government.

Opportunities

- Since the college is situated in rural area, it is an opportunity to local community to enter in the field of higher learning.
- More students from the backward community are coming to attend college.

Threats

- Since the college is situated in rural area, number of recruiting agencies approaching the college is very limited.
- Theft of college resources.

8. Plans of institution for next year

1. Building expansion
2. Infrastructure development

Annexure 1:

Plan of action	Achievement
Encouraging to organize seminars	UGC sponsored national seminar "Bhasarbivinnota o lokabhasa" was organized in Bengali department. Wikipediasponsored seminar "Bengali Wikipedia for studying the Bengali language and Literature" as well as a workshop was organized in Bengali department. College sponsored seminar "Recent trends in information technology" was organized in computer science department.
Encouraging the faculties to submit projects	Dr. R. P. Chakraborty, Mr. D. Parui and Dr. T. Maity started UGC MRP project.
Encouraging the faculties to submit research papers	5 faculty members published their research findings in journals including conference proceedings.
Encouraging the faculties to attend conferences	5 faculty members attended state/national level conferences

Annexure 2:

Point	Action taken
Drinking water	Boring water for drinking.
Plantation	Several trees were planted
Online admission	Admission procedure got online.

Office management software	COSA implemented.
Library management software	Issue and return of books were performed by SOUL software.
Xerox machine and computer	Xerox machine and several computers were purchased for promotion research and official work.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____