

# The Annual Quality Assurance Report (AQAR) of the IQAC

**TUFANGANJ MAHAVIDYALAYA**, Cooch Behar, West Bengal

## Academic Year: 2012-2013

NAAC Track ID **WBCOGN 13369**

Kindly note;

*After first accreditation in 31 March, 2007, the college could not unfortunately form IQAC and could not submit AQAR on regular basis.*

*IQAC has been formed only on 2nd April, 2013 and it has gained real momentum from 2014 onwards. Thus, AQAR duly prepared by IQAC is available only from 2014-15 sessions. It is one lapse and the aberration has been confessed in the SSR (item no 34, page 12). The slip begs to be condoned.*

*In order to comply your stipulation (vide your letter NAAC/E&NE/BSM/Cycle2/WBCOGN 13369/2016 dated 1<sup>st</sup> January 2016) the following AQAR has been prepared and is being submitted by the Head of the Institution (except for the session 2014-15).*

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Tufanganj Mahavidyalaya

1.2 Address Line 1

The Principal  
Tufanganj Mahavidyalaya

Address Line 2

P.O. Tufanganj, New Town

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City/Town	Dist. Cooch Behar
State	West Bengal
Pin Code	736 160
Institution e-mail address	debasis_tfj@rediffmail.com
Contact Nos.	03582-244263
Name of the Head of the Institution:	Dr. Debasis Chatterjee
Tel. No. with STD Code:	03582-244263
Mobile:	9434366990
Name of the IQAC Coordinator:	Dr. Amal Mandal (only from 2014)
Mobile:	9434689831
IQAC e-mail address:	amalcob@rediffmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

**WBCOGN 13369**

1.4 Website address:

[www.tufanganjmahavidyalaya.in](http://www.tufanganjmahavidyalaya.in)

Web-link of the AQAR:

[www.tufanganjmahavidyalaya.in/iqac](http://www.tufanganjmahavidyalaya.in/iqac)

**1.5 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	<i>1<sup>st</sup> Cycle</i>	<i>B+</i>		<i>2007</i>	<i>2013</i>

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

**02/04/ 2013**

1.7 AQAR for the year

**2012-2013**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR                      NIL                      (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)

NA

**1.11 Name of the Affiliating University**

North Bengal University

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

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence

NA

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**

*Please note; IQAC was not formed*

**2.1 No. of Teachers**

NA

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

NA
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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 \*

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Plan of Action	Achievements
NA	NA

*\* 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 ☐

Provide the details of the action taken **NA**

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	<b>3</b>	NA	NA	NA
PG Diploma				
Advanced Diploma				
Diploma				
<b>Total</b>	<b>3</b>			
Interdisciplinary	NA			
Innovative	NA			

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

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

Pattern	Number of programmes
Semester	<b>NIL</b>
Trimester	<b>NIL</b>
Annual	<b>3</b>

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

Mode of feedback : Online ☐ Manual ☒ Co-operating schools ☐

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

NA

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

Subjects/Courses	Honours/General
1. <b>Mathematics</b>	<b>General</b>

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	<b>37+01</b>	<b>13</b>	<b>06</b>	<b>Nil</b>	<b>18</b>

2.2 No. of permanent faculty with Ph.D.

**08**

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
<b>00</b>	<b>10</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>10</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

**10**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>01</b>	<b>12</b>	<b>03</b>
Presented papers	<b>01</b>	<b>10</b>	<b>02</b>
Resource Persons	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**NIL**

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

**186**

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

**03**

2.10 Average percentage of attendance of students

**>75%**



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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Hons)	<b>237</b>					<b>73.83</b>
BA(Gen)	<b>638</b>					<b>50.62</b>
BSc(Hons)	<b>16</b>					<b>81.25</b>
BSc(Gen)	<b>12</b>					<b>83.3</b>
BCom(Gen)	<b>01</b>					<b>100.0</b>

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

***IQAC could not be formed***

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>03</b>
UGC – Faculty Improvement Programme	<b>01</b>
HRD programmes	
Orientation programmes	<b>02</b>
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>15</b>	<b>03</b>	<b>Nil</b>	<b>Nil</b>
Technical Staff	<b>08</b>	<b>00</b>	<b>Nil</b>	<b>Nil</b>

### Criterion – III

## 3. Research, Consultancy and Extension

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

<b>IQAC not formed.</b>
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### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>1</b>		<b>ICSSR</b>	<b>Submitted</b>
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		<b>1</b>	<b>1</b>	
Outlay in Rs. Lakhs		<b>1.8</b>	<b>0.8</b>	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>2</b>	<b>8</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	<b>2013</b>	<b>ICSSR</b>	<b>5.4 lakh</b>	<b>5.4 lakh</b>
Minor Projects		<b>UGC</b>	<b>0.8 lakh</b>	<b>0.8 lakh</b>
Interdisciplinary Projects				

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Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	<b>0</b>	<b>0</b>	<b>0</b>		
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>Nil</b>
	Granted	<b>Nil</b>
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
00						

3.18 No. of faculty from the Institution

who are Ph. D. Guides

0

and students registered under them

0

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

00

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

4

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

- **Cleanliness programme**
- **Organisation of medical camp**
- **AIDS awareness camp**

### 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	<i>3.38 acre</i>	<i>00</i>	<i>NA</i>	<i>3.38 acre</i>
Class rooms	<i>24</i>	<i>04</i>	<i>MP LAD</i>	<i>28</i>
Laboratories	<i>06</i>	<i>00</i>	<i>NA</i>	<i>06</i>
Seminar Halls	<i>00</i>	<i>00</i>	<i>NA</i>	<i>00</i>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<i>1644</i>	<i>79</i>	<i>UGC / St Govt / College fund</i>	<i>1723</i>
Value of the equipment purchased during the year (Rs. in Lakhs)	<i>30.48</i>	<i>9.62</i>	<i>UGC / St Govt / College fund</i>	<i>40.10</i>
Others				

##### 4.2 Computerization of administration and library

Computer: <b>Existing-18;    Added- 00;    Total: 18</b>
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##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	<i>14553</i>	<i>602255</i>	<i>95</i>	<i>23560</i>	<i>14648</i>	<i>625815</i>
Reference Books						
e-Books						
Journals	<i>815</i>	<i>28170</i>	<i>157</i>	<i>8670</i>	<i>972</i>	<i>36840</i>
e-Journals						
Digital Database						
CD & Video	<i>25</i>		<i>00</i>		<i>25</i>	
Others (specify):	<i>UGC Coaching (Non-creamy layer) to Entry in service</i>					
Text Books	<i>895</i>	<i>62484</i>	<i>207</i>	<i>190552</i>	<i>1102</i>	<i>253036</i>
Reference Books	<i>198</i>	<i>50000</i>	<i>00</i>	<i>00</i>	<i>198</i>	<i>50000</i>
Magazine	<i>02</i>	<i>405</i>	<i>00</i>	<i>00</i>	<i>02</i>	<i>405</i>
Com Exam Book	<i>330</i>	<i>66654</i>	<i>00</i>	<i>00</i>	<i>330</i>	<i>66654</i>

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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	0	11	14	0	10	04	04
Added	00	00	00	00	00	00	00	00
Total	18	0	11	14	0	10	04	04

*Note: 15 Laptop given to the Teachers of different Departments.*

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

<b>Computer: 18</b>  <b>Laptop: 24</b>  <b>Internet access: 14</b>  <b>Training to Teachers: 00</b>
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4.6 Amount spent on maintenance in lakhs :

i) ICT

0.48

ii) Campus Infrastructure and facilities

5.13

iii) Equipments

0.35

iv) Others

**Total :**

5.96

### Criterion – V

## 5. Student Support and Progression

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

*Date of establishment of IQAC; 2nd April, 2013*

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

No such mechanism was in place. The institution does not till date have reliable database relating to the progression of students to higher studies or employment. Informal relations of teachers with the students give the impression that more than 60% Honours student opt for PG Courses and some also embark on B.Ed. Course as well

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>3734</b>	---	-----	----

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

**8**

### (c) No. of international students

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Men	No	%	Women	No	%
	<b>2016</b>	<b>53.99</b>		<b>1718</b>	<b>46</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>2378</b>	<b>699</b>	<b>31</b>	<b>337</b>	<b>5</b>	<b>3450</b>	<b>1374</b>	<b>1910</b>	<b>50</b>	<b>390</b>	<b>10</b>	<b>3734</b>

Demand ratio = **1:9**      Dropout % = **13**

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

Coaching class for-	No of student participated
TET for high school Teacher recruitment Examination	<b>278</b>
Primary Teachers Recruitment Examination	<b>60</b>



No. of students beneficiaries

**338**

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

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

**5.6 Details of student counseling and career guidance**

**There was no such programme of student counseling and career guidance**

No. of students benefitted

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**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
-----	-----	-----	-----

**5.8 Details of gender sensitization programmes**

No such initiative was taken during the period.

**5.9 Students Activities**

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

State/ University level	16	National level	---	International level	---
-------------------------	----	----------------	-----	---------------------	-----

No. of students participated in cultural events

State/ University level	8	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	<b>643</b>	<b>Rs.2,15,300 =00</b>
Financial support from government	<b>197</b>	<b>Rs.9,53,700=00</b>
Financial support from other sources	<b>6</b>	<b>Rs.5000=00</b>
Number of students who received International/ National recognitions	<b>-----</b>	<b>-----</b>

#### 5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

#### 5.13 Major grievances of students (if any) redressed:

***There was no major recorded grievance from the students.***

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

***Mission:***

To enlighten the people of the region by providing quality education and to promote and preserve the values and culture of the locality.

***Objectives:***

to entrench and improve educational facilities in the locality;  
to upgrade the college by making it full-fledged degree college;  
to disseminate knowledge through seminar, publication etc.;  
to preserve the artifacts of the indigenous community of the locality;  
to extend social services to the locality  
and to promote higher education in the locality

6.2 Does the Institution has a management Information System

**NO**

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

6.3.1 Curriculum Development

***Three faculties were member of Board-of-studies and they participated in the deliberation concerning curriculum enrichment etc.***

6.3.2 Teaching and Learning

***One new course (Mathematics General) was introduced.***  
***Writing of Assignment and presentation of departmental seminar had been made compulsory for the Honours students***

6.3.3 Examination and Evaluation

***As per decision of Teachers' Council those who could not qualify in the Annual Test Examinations would have to produce their guardians concerned to the college authority. In such Guardian Meeting the performance appraisal would be undertaken.***

6.3.4 Research and Development

- *One national level Seminar was organised.*
- *Three faculties were engaged in the Research Projects*
- *Three faculties completed Refreshers Course and one Orientation Course*
- *In total, the faculties published two Books and eight Articles in Journal and contributed eight Papers in Anthology.*
- *One faculty availed faculty development programme*

6.3.5 Library, ICT and physical infrastructure / instrumentation

*Total 18 items like computer, laptop, IT related accessories were procured during the session*

6.3.6 Human Resource Management

**NIL**

6.3.7 Faculty and Staff recruitment

*No staff recruitment was made*

6.3.8 Industry Interaction / Collaboration

**NIL**

6.3.9 Admission of Students

*Computer Software was used for admission purpose and through it entire admission process like generation of Merit List was completed.*

6.4 Welfare schemes for

Teaching	<i>Employees Cooperative Society</i>
Non teaching	<i>Employees Cooperative Society</i>
Students	<i>Endowment fund and other available Scholarships</i>

6.5 Total corpus fund generated

**NIL**

6.6 Whether annual financial audit has been done      Yes ☒ **Yes**      No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<b>No</b>		<b>No</b>	
Administrative	<b>No</b>		<b>No</b>	

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

For UG Programmes      Yes ☐      No ☒ **No**

For PG Programmes      Yes ☒ **NA**      No ☐

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

**NIL**

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

**NIL**

6.11 Activities and support from the Alumni Association

***No significant contribution was evident during this session***

6.12 Activities and support from the Parent – Teacher Association

**NIL**

6.13 Development programmes for support staff

**NIL**

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

***NSS unit planted trees around campus and undertook its usual observance of important days like observed World Environment Day.***

**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.

*No significant initiatives could be undertaken during this session*

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

*No formal action plan was formulated*

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

- i. Plantation of tree and gardening and  
ii. Campus cleaning (by NSS Unit in particular)*

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

- 7.4 Contribution to environmental awareness / protection

*NSS unit planted trees around campus and undertook its usual observance of important days like observed World Environment Day.*

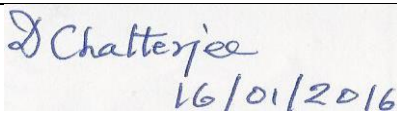
- 7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

*Writing of Assignment and presentation of departmental seminar had been made compulsory for the Honours students. And Guardians' meeting was introduced for the unsuccessful students in the Annual Test Examination*

8. Plans of institution for next year

*No formal action plan was formulated*

 16/01/2016
Signature of the Head of the Institution Dr. D Chatterjee (Principal)