

The Annual Quality Assurance Report (AQAR) of the IQAC

TUFANGANJ MAHAVIDYALAYA, Cooch Behar, West Bengal

Academic Year: 2013-2014

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 1st 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

City/Town

Dist. Cooch Behar

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State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Coordinator:

Mobile:

IQAC e-mail address:

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

1.4 Website address:

Web-link of the AQAR:

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1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	<i>1st 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

2013-2014

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)

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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 could not effectively be functional

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

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2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	6

2.11 No. of meetings with various stakeholders: No. Faculty **ONE**
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 **3 lakh**

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

No worth noting activities could be undertaken

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
No significant plan could be devised	

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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
Management		<input type="checkbox"/>	Syndicate		<input type="checkbox"/>
			Any other body		<input type="checkbox"/>

Provide the details of the action taken

No significant action plan could be implementd

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	3	NA	NA	NA
PG Diploma				
Advanced Diploma				
Diploma				
Total	3			
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	NIL
Trimester	NIL
Annual	3

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. <i>Physics</i>	<i>General</i>
2. <i>Economics</i>	<i>Honours</i>

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	35+01	13	05	00	17

2.2 No. of permanent faculty with Ph.D. **07**

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
	00	11	Nil	Nil	Nil	Nil	01	00	01	11

2.4 No. of Guest and Visiting faculty and Temporary faculty **17**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	16	02
Presented papers	02	12	02
Resource Persons	00	00	02

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

Introduction of assignments and seminars for Honours students.

2.7 Total No. of actual teaching days during this academic year **151**

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop **02**

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2.10 Average percentage of attendance of students

>75%

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)	235					79.57
BA(Gen)	756					48.15
BSc(Hons)	06					33.33
BSc(Gen)	12					100.0
BCom(Gen)	01					100.0

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

Though constituted, IQAC could not effectively be functional

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
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	14	04	00	03
Technical Staff	08	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

IQAC formed few committees including Research and Publication Committee

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0		
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	3	4	
Outlay in Rs. Lakhs	6.55	6.77	5.97	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	4	
Non-Peer Review Journals			2
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		<i>Nil</i>		
Minor Projects		<i>UGC</i>	5.97	6.144
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				

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Any other(State govt.)		West Bengal Biodiversity Board	1.95	1.365
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		1			
Sponsoring agencies		UGC			

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

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3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
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
Nil						

3.18 No. of faculty from the Institution

who are Ph. D. Guides

1

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 **4**

National level **4**

International level

3.22 No. of students participated in NCC events:

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University level	<input type="text"/>	State level	<input type="text" value="43"/>
National level	<input type="text" value="6"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="15"/>
		Any other	<input type="text"/>

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

- **Blood donation camp**
- **AIDS awareness camp**
- **Tree plantation programme**
- **Cleanliness programme**

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	3.38 acre	00	NA	3.38 acre
Class rooms	28	02	UGC + College fund	30
Laboratories	06	01	College fund	07
Seminar Halls	00	00	NA	00
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1723	195	UGC / St Govt / College fund	1918
Value of the equipment purchased during the year (Rs. in Lakhs)	40.10	16.08	UGC / St Govt / College fund	56.18
Others				

4.2 Computerization of administration and library

Computer: Existing-18; Added- 03; Total: 21
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	14648	625815	375	104575	15023	730390
Reference Books						
e-Books						
Journals	972	36840	156	7985	1128	44825
e-Journals						
Digital Database						
CD & Video	25		00		25	
Others (specify):	<i>UGC Coaching (Non-creamy layer) to Entry in service</i>					
Text Books	1102	253036	143	45000	1245	298036
Reference Books	198	50000	60	13780	258	63780
Magazine	02	405	00	00	02	405
Com Exam Book	330	66654	140	66717	470	133371

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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	03	00	00	00	00	00	00	00
Total	21	0	11	14	0	10	04	04

Note: 2 Laptop given to the Office

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

Computer: 21 Laptop: 26 Internet access: 14 Training to Teachers: 00 Training to students: 00 Any other (networking, e-Governance):
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.81
ii) Campus Infrastructure and facilities	2.47
iii) Equipments	0.11
iv) Others	
Total :	3.39

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
4436	---	-----	----

(b) No. of students outside the state

12

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2455	55.34		1981	44.66

Last Year						This Year					
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>
1266	1941	109	408	10	3734	1604	2290	111	419	12	4436

Demand ratio = **1: 12** 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	125
Primary Teachers Recruitment Examination	87
Army/B.S.F./CRPF Recruitment Examination	23

No. of students beneficiaries

235

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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 counseling and career guidance for student

No. of students benefitted

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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

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Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	706	Rs.2,42,750=00
Financial support from government	423	Rs.20,10,900=00
Financial support from other sources	6	Rs.5000=00
Number of students who received International/ National recognitions	-----	-----

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- | |
|--|
| <ol style="list-style-type: none">1. <i>Demand for more classroom was redressed.</i>2. <i>Mobile lost case was resolved by the Grievance Redressal Cell through the preview of CC TV recording)</i> |
|--|

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 artefacts 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

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

6.3.2 Teaching and Learning

Two new courses (Economics Honours and Physics General) were introduced during this session.

Supply of study materials and attendance of teachers during peak academic session made compulsory.

6.3.3 Examination and Evaluation

Assignment writings and presentation of seminar paper and guardians meeting for those unsuccessful in the Annual Test Examinations.

6.3.4 Research and Development

- 1. One national level Seminar was organised.**
- 2. Six faculties were engaged in the Research Projects**
- 3. Two faculties completed Refreshers Course and one finished Orientation Course**
- 4. In total, the faculties published two Books and thirteen Articles in Journal and contributed eight Papers in Anthology.**
- 5. One faculty availed Faculty Development Programme**

6.3.5 Library, ICT and physical infrastructure / instrumentation

Total 28 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

Two permanent and eleven guest teachers were recruited

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	<i>No</i>		<i>No</i>	
Administrative	<i>No</i>		<i>No</i>	

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*

**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)

Teachers' Council resolved and accordingly recommended for construction of classrooms, cycle stand for students and college canteen, beautification of the campus and introduction of digital library and B Ed course.

8. Plans of institution for next year

No formal action plan could be formulated

*Amal Mandal
16/1/16*

Dr. Amal Mandal
Coordinator, IQAC

*D Chatterjee
16/01/20*

Dr. D Chatterjee
Chairperson, IQAC & Principal