

The Annual Quality Assurance Report (AQR) of the IQAC

TUFANGANJ MAHAVIDYALAYA, Cooch Behar, West Bengal

Academic Year: 2014-2015

NAAC Track ID **WBCOGN 13369**

Part – A

1. Details of the Institution

1.1 Name of the Institution	Tufanganj Mahavidyalaya
1.2 Address Line 1	The Principal Tufanganj Mahavidhyalaya
Address Line 2	P.O. Tufanganj, New Town
City/Town	Dist. Cooch Behar
State	West Bengal
Pin Code	736 160
Institution e-mail address	debasis_tfj@rediffmail.com
Contact Nos.	03582-244263

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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:

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

1.7 AQAR for the year

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

i. AQAR (DD/MM/YYYY) *NIL*

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

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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 (<i>Specify</i>)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
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**

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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. **0** International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Please See, Item No 3.1, Page 9 (post)

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
Please See, Item No 8 [Criterion VII], Page 22-23 (post)	

** 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

Please See, Item No 8 , Page 24 (post)

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				
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.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	38+01	16	05	Nil	17

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
	02	09	Nil	Nil	Nil	Nil	06	00	09	09

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	03	21	02
Presented papers	03	15	01
Resource Persons			

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 **152**

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 **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)	301					70.0
BA(Gen)	1065					30.9
BSc(Hons)	14					100.0
BSc(Gen)	19					100.0
BCom(Gen)	01					100.0

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

<p><i>IQAC, with the active cooperation of teachers' council:</i></p> <ul style="list-style-type: none"> • <i>Urges the imperative of remedial classes for the laggard sections of the students</i> • <i>Encourages the teachers to use ICT enabled mode of teaching</i> • <i>Emphasizes on the research works and participation of teachers in seminars etc.</i>
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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
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	01
Technical Staff	07	00	00	01

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has initiated and accordingly constituted one committee known as Research & Publication Committee which holds meetings and devises plan of action, then meets with teachers, appraises them about the plan of action decided and motivates faculty members to enhance their academic advancement, thus excellence of the Institution.

The Research & Publication Committee has published one E-Journal (titled: Journal of Rural and Community Affairs) with ISSN no. It keeps track of research projects, appraises the faculty members on the available schemes, fellowship, and seminar and encourages the faculty members to avail those to the utmost extent possible.

The activities of the Research & Publication Committee already have the following impacts:

Application for Forum for Women's Studies has already been submitted to UGC (Delhi office) for necessary approval and fund.

Four seminar proposals had been submitted to UGC for necessary grants in 2014. And it is gratifying that all the proposals have been accepted and fund is being released

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	9	4	
Outlay in Rs. Lakhs	3.47	9.27	8.97	

3.4 Details on research publications

	International	National	Others
Peer Review Journals		09	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			
*Anthology		03	

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

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Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects		UGC	8.97	7.0077
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
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	0	01			
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

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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	0
	Granted	
International	Applied	0
	Granted	
Commercialised	Applied	0
	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

and students registered under them

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

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

JRF 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:

University level State level
 National level International level

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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" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="5"/>		
NCC	<input type="text" value="5"/>	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**
- **Awareness programme on legal aid for girl**
- **Women's' 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	3.38 acre	00	NA	3.38 acre
Class rooms	30	00	NA	30
Laboratories	07	00	NA	07
Seminar Halls	00	00	NA	00
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1918	260	UGC / St Govt / College fund	2178
Value of the equipment purchased during the year (Rs. in Lakhs)	56.18	16.87	UGC / St Govt / College fund	73.05
Others				

4.2 Computerization of administration and library

Computer: Existing-21; Added- 16; Total: 37
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Note: Old version 04 Computer damaged

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	15023	730390	72	18245	15095	748635
Reference Books						
e-Books						
Journals	1128	44825	151	6795	1279	51620
e-Journals						
Digital Database						
CD & Video	25		00		25	
Others (specify):	UGC Coaching (Non-creamy layer) to Entry in service					
Text Books	1245	298036	509	125245	1754	423781
Reference Books	258	63780	00	00	258	63780
Magazine	02	405	00	00	02	405
Com Exam Book	470	133371	00	00	470	133371

4.4 Technology up gradation (overall)

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	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	21	00	11	14	0	10	04	04
Added	16	01	00	07	00	00	00	00
Total	37	01	11	21	0	10	04	04

Note: Old version 04 Computer damaged

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

<p>Computer: 33 Laptop: 26 Internet access: 11 Training to Teachers: 00 Training to students: 00 Any other (networking, e-Governance): Note: 3 Class rooms upgraded to ICT compatible.</p>

4.6 Amount spent on maintenance in lakhs :

i) ICT		0.72
ii) Campus Infrastructure and facilities		2.95
iii) Equipments		0.63
iv) Others		
Total :		4.30

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
4799	---	-----	----

(b) No. of students outside the state

7

(c) No. of international students

Men	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>2523</td> <td>52.57</td> </tr> </table>	No	%	2523	52.57	Women	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>2276</td> <td>47.43</td> </tr> </table>	No	%	2276	47.43
No	%										
2523	52.57										
No	%										
2276	47.43										

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1604	2290	111	419	12	4436	1773	2447	140	431	8	4799

Demand ratio= **1:14** Dropout %= **18.07**

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

No such student support mechanism for coaching for competitive examinations was there.

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No. of students beneficiaries

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

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(Tata Consultancy Service)	More than 200	5	-----

5.8 Details of gender sensitization programmes

Programme	Date	Place	Funded by	Collaboration with
Awareness Programme on Legal Aid for Girl Students	11.09.2014	Tufanganj Mahavidyalaya	Tufanganj Mahavidyalaya	Bar Association, Tufanganj
Village Level Sensitisation Camp On Women's Issues	13.02.2015	Chattrampur, Dhalpal -II	Tufanganj Mahavidyalaya	Society for Participatory Action and Reflection (SPAR)
Awareness Camp On Legal Safeguards for Women	11.03.2015	Tufanganj Mahavidyalaya	Tufanganj Mahavidyalaya	District Legal Services Authority(DLSA) & CHILD LINE, Cooch Behar

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	778	Rs.2,72,325=00
Financial support from government	322	Rs.15,45,600=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:

Cycle lost case was resolved by the Grievance Redressal cell.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Tufanganj Mahavidyalaya aspires to be the beckon of light to the learners, especially to the laggard sections through committed instruction and through inculcating competence, confidence and capability and to promote and preserve values and culture of the local society.

Mission:

To foster interactive teaching-learning ambience conducive to the quest and pursuit of higher studies

To infuse zeal, curiosity and adaptability to the contemporary challenges

To harness latent potentialities and to strive for holistic development of the young learners

To sensitize learners about gender discrimination, human rights and environmental issues

To impart moral, ethical and community oriented values and outlook

To prepare the learners for the emerging employment opportunities

To ensure optimal and effective use of available infrastructure and resources

To set benchmarks in teaching, learning and governance

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

Three classrooms had been equipped with Projectors and display scene.

One Computer Lab constructed.

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. *Nine faculties were engaged in the Research Projects*
3. *Two faculties completed Orientation Course*
4. *In total, the faculties published two Books and nine Articles in Journal and contributed three Papers in Anthology.*
5. *One faculty availed Faculty Development Programme*

6.3.5 Library, ICT and physical infrastructure / instrumentation

Total 71 items like computer, laptop, Printer and IT related accessories were procured during the session

6.3.6 Human Resource Management

NIL

6.3.7 Faculty and Staff recruitment

Two permanent, two guest teacher and one non-teaching staff on contact basis 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

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes 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

1. *Sponsored construction of one small garden on the side of college boundary wall*
2. *Renovated [through earth filing] the main college playground*
3. *Requested District Magistrate, Cooch Behar, to shift Jawhar Novodaya Vidhyalaya to elsewhere from the existing college premise*
4. *Proposed introduction of B Ed evening section in the college and opening of graduation and post-graduation course of open universities like Netaji Open University*

6.12 Activities and support from the Parent – Teacher Association

6.13 I	NIL
	NIL

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

One Medicinal Plant garden was constructed.

College garden was refurbished. Observance of world environment day and other awareness programmes were undertaken.

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. 'Clean and green campus'*
- ii. Installation of Dustbins around campus*

**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)

Toilet facilities for students, provisions for games and sports, Induction Meeting with all Part I students right at the start of academic session were few other worth-noting incidents.

8. Plans of institution for next year

- i] North Bengal University Guidelines/Regulations regarding attendance of classes for filling up forms for University Examination be followed in letter and spirit for all Honours Course students.*
- ii] For those Honours Course students who will not qualify the (College) Annual Examination, meeting with their guardian be arranged department-wise soon after the publication of results before taking decision relating to their status for the University Examination.*
- iii] Second Unit of NSS be reintroduced for grooming college students to the social services*

and for offering extension services to the larger number of community people.

iv] Computerisation/automation of Library including data-entry of books, office works and lending service be emphasised particularly in the new Library building.

v] Annual Report of the college be published regularly.

vi] Remedial classes be arranged in a planned and regular manner for the laggard section of students. And such classes may be without additional remuneration to the teachers if there will be no specific fund available from UGC.

vii] Audio-visual method of teaching with the help of projector etc. be made still more frequent

viii] The college should uphold the concept of cleanliness within the campus areas and the motto of the college be 'clean campus and green campus'. For this purpose regular cleaning of classrooms, other rooms and campus will be undertaken jointly by the students, staff members and alumni.

xi] Inter-departmental sharing of academic knowledge be promoted. For this purpose, traditional boundaries of respective disciplines be overcome by the involvement of faculty members as by assigning/engaging them on non-traditional domain.

x] Model Exhibition be held by each department during Annual Cultural function on the event/issue of their choice. Each department will display its exhibition by setting up stall and after the judgement to be made by the external members prizes be awarded.

xi] Resource mobilization from external sources should receive due and immediate emphasis

*Amal Mandal
16/01/16*

Dr. Amal Mandal
Coordinator, IQAC

*D Chatterjee
16/01/20*

Dr. D Chatterjee
Chairperson, IQAC &
Principal