RAJA PEARY MOHAN COLLEGE

Uttarpara, Dist: Hooghly, West Bengal, Pin: 712258

(Affiliated to the University of Calcutta and Accredited by NAAC)

The Annual Quality Assurance Report (AQAR) of the IQAC

2014-2015

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P.O. Box no: 1075, Nagarbhavi, Bangalore – 560072

Raja Peary Mohan College

Uttarpara, Hooghly, West Bengal Pin- 712 258
Ph (033)26630881, Fax033) 26634155
Website:www.rpmcollege. org , e-mail: rajapearymohancollege@gmail.com

Ref. No. RPMC /AQAR-2014-2015 / 0009/ 2017-18   Dated: 05/05/2017

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box no: 1075, Nagarbhavi,
Bangalore- 560072,
India

Sub: Submission of <u>Annual Quality Assurance Report 2014-2015</u> of Raja Peary Mohan College, Uttarpara, NAAC Track ID WBCOGN12473

Dear Sir,

I am submitting the **Annual Quality Assurance Report 2014-2015** of **Raja Peary Mohan College, Uttarpara** NAAC Track ID WBCOGN12473 **by** e-mail (naac.aqar@gmail.com). for your Kind perusal.

Thanking you

Teacher-in-Charge
Raja Peary Mohan College
Uttarpara, Hooghly

Dr. Debashis Chattopadhyay
Teacher-in-Charge
Raja Peary Mohan College, Uttarpara

The Annual Quality Assurance Report (AQAR) of the IQAC

Raja Peary Mohan College, Uttarpara, Hooghly, West Bengal
2014-2015

[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

1. Details of the Institution

1.1 Name of the Institution

> **Raja Peary Mohan College**

1.2 Address Line 1

> **1, Acharya Dhruba Pal Road**

Address Line 2

> **P.O: Uttarpara, Dist: Hooghly**

City/Town

> **Uttarpara, Dist: Hooghly**

State

> **West Bengal**

Pin Code

> **712 258**

Institution e-mail address

> rajapearymohancollege@gmail.com
> iqacrpmc@gmail.com

Contact Nos.

> **(033) 2663-0881/ (033)26630191**

Name of the Head of the Institution:

> **Dr Debashis Chattopadhyay**

Tel. No. with STD Code:

(033) 2663-0881/ (033)26630191

Mobile:

+919433216811

Name of the IQAC Co-ordinator:

Dr Sanjukta Bhattacharyya

Dr Samir Roy

Mobile:

+919051284339/9433891969

IQAC e-mail address:

iqacrpmc@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) **WBCOGN12473**

1.4 Website address:

www.rpmcollege.org

Web-link of the AQAR:

http://www. rpmcollege.org/AQAR2014-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2014-15.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B++**	**-**	**2005**	**2005-2010**
2	2nd Cycle	**B**	**2.7**	**2014**	**Dec 2014-Dec 2019**
3	3rd Cycle				
4	4th Cycle				

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

17/06/2006

01/12/2014 (Re Constituted)

1.7 AQAR for the year *(for example 2010-11)*

2014-2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*) **N.A(This is the First AQAR after NAAC accreditation of Cycle 2)**

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)   ☐ **18 DE Courses--NSOU**

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

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

Not Applicable

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   08

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   0

2. 6 No. of any other stakeholder and
       community representatives   2

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   0

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No. [4]   Faculty [1]

Non-Teaching Staff Students [1]   Alumni [0]   Others [2]

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

If yes, mention the amount   **Rs.3,00,000/-**   [✓]   [ ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [1]   International [ ]   National [1]   State [ ]   Institution Level [ ]

(ii) Themes   Rabindra Sahitye Pratibadi Bhabna

2.14 Significant Activities and contributions made by IQAC

- **CAS Of Teachers**
- **Students Feedback and action taken for improvement**
- **Filling of Reports of AISHE**
- **Proposal to improve infrastructure of the library, purchasing of Books and journals which was implemented by the Management**
- **Convincing the Office staff to use ICT for smooth fast and easy work**
- **Academic Audit 2013-2014**

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
1. Implement the computerization of the administrative and financial works with the customized administrative software 2. Academic Audit	• Implemented, installed and is in process • Academic Audit

* *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

Verified and Approved

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	**17**	------	**1**	------
PG Diploma	-------	-------	-------	-------
Advanced Diploma	-------	-------	-------	-------
Diploma	-------	-------	-------	-------
Certificate	--	------	--	--
Others (NSOU)	**18**	------	**18**	------
Total	**35**	-------	**19**	--

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	**17**

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

   Mode of feedback   :   Online ☐   Manual ☑   Co-operating 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.

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
57	**23**	**25**	**--**	**9**

2.2 No. of permanent faculty with Ph.D.

31

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
4	**1**	**--**	**--**	**--**	**--**	**1**	**--**	**6**	**1**

2.4 No. of Guest and Visiting faculty and Temporary faculty | **6** | -- | -- |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	10	7
Presented papers	1	10	5
Resource Persons	2	-	-

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

1. **Use of ICT in Teaching-learning**
2. **Feedback Mechanism**: Students give the feedback about the teachers at the end of each session. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal. These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.
3. **Teacher-Student Interaction**: Informal interaction between the students and the concerned teachers are encouraged. The Principal and Head of the department of all the departments also interact with students. Besides, the principal also conducted routine check of the departments and the attendance registers of the students. The Principal, pertaining to teaching quality encouraged the HODs and teachers for improvement. All efforts are made to provide latest teaching skills.

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

228

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

N A

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

02

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage : 2012-2013

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Honours	312	--	14%	60%	--	--
UG General	367	--	6%	14%	5%	8%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
- Proposes Policies for better teaching learning process like—student centric approach, use of ICT for teaching Academic Calender etc
- Moniters and evaluate the Teaching & Learning processes by talking with the HODs with all departments and other faculty and students, students mechanism etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	9
UGC – Faculty Improvement Programme	--
HRD programmes	---
Orientation programmes	0
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	20	22	3	11
Technical Staff	--	------	-----	2

Criterion – III

3. Research, Consultancy and Extension

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

- Monitors research activity of the College.
- Holds meetings in order to discuss various plans to promote research and motivate the faculty for an academic advancement
- Keeps track of the schemes of UGC & other bodies like ISRO, DST, DRDO, DBT etc. The Teachers are updated regarding the various fellowships and facilitated in applying for the same. Some of the teachers have completed their Ph.D. while others have been already enrolled for it.
- Encourage to publish research articles and promotes interdisciplinary programmes like study circle

3.2

	Completed	Ongoing	Sanctioned	Submitted
Number		**1**	**2**	-
Outlay in Rs. Lakhs		**56,93,000.00**	**76,06,600.00**	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	-	3	--
Outlay in Rs. Lakhs	--	--	**7,00,000.00**	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	3	--
Non-Peer Review Journals	----	---	---
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [0.]   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	**2014-2017**	**DST**	**40,65,660.00**	**20,00,000.00**
	2014-2017	**ISRO**	**35,41,00.00**	**25,40,000.00**
	2014-2017	**DBT**	**56,93,000.00**	**1,58,000.00**
Minor Projects	**2015-2017**	**UGC**	**7,00,000.00**	**7,00,000.00**
Interdisciplinary Projects	--	----	------	---
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.   `1`   Chapters in Edited Books   `5`

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   `N.A`

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 [`4`]   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 [`0`]

Total [ ]

3.16 No. of patents received this year

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

Type of Patent		Number
National	Applied	**01**
	Granted	**---**
International	Applied	**----**
	Granted	**-----**
Commercialised	Applied	**----**
	Granted	**---**

Total	International	National	State	University	Dist	College
-	--	--	--		-	--

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   `6`

    and students registered under them   `4`

3.19 No. of Ph.D. awarded by faculty from the Institution   `2`

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

     JRF `[ ]`   SRF `[ ]`   Project Fellows `6`   Any other `[ ]`

3.21 No. of students Participated in NSS events:

     University level `10`   State level `5`

     National level `[ ]`   International level `[ ]`

3.22 No. of students participated in NCC events:

     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 `2`

     NCC `[ ]`   NSS `3`   Any other `2`

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility : The College boasts of excellent record of accomplishment with respect to extension activities in the different categories like Community development, Social work, Health and Hygiene Awareness, Health Camp, Adult Education and Literacy, Blood Donation Camp, Environment Awareness, Gender Sensitization, etc. through National Service Scheme Unit of the College, Eco-Club of the College, Health Unit of the College, in Collaboration with NGOs, and Women's Cell constituted for prevention of harassment of women.

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	1862 sq m	----	---	---
Class rooms	28	---	---	33
Laboratories	9	---	--	---
Seminar Halls	1	--	--	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	--	---	---	---
Others	--	---	---	---

4.2 Computerization of administration and library

Library is fully automated with LIBSYS Software Administrative and financial data are now being computerised with a customized software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28228		122	25467	28350	
Reference Books						
e-Books	--	---	--	--	--	--
Journals	59		9	8600	68	
e-Journals	12	6300	12 renewed	Rs.6,300	12	
Digital Database	1 (INFLIBNET)	---	1 renewed	Rs. 5,700	1	--
CD & Video	42	--	--	--	42	--
Others (specify)	--	---	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	64	4	18	15	---	3	43	8
Added	5	--	23	--	--	2	5	-
Total	69	4	20	15	--	5	48	8

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

> Non-teaching staff were given training to learn to use software for administrative work

4.6 Amount spent on maintenance in lakhs :

   i) ICT   7224/-

   ii) Campus Infrastructure and facilities   32,225/-

   iii) Equipments   0

   iv) Others   0

                            Total :   39449/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Introducing Remedial coaching classes for slow learners
- To upgrade Infrastructural facilities-like drinking water, toilet etc.
- Collecting Student feedback about difficulties
- Gender sensitization workshop

5.2 Efforts made by the institution for tracking the progression

Monitoring of the progress of the Students is done by:

- The institution monitors the progress and performance of students throughout the duration of the course/programme through classroom lectures and internal (Class tests, Unit tests, Half-yearly, Annual and Test examinations) assessment method.

- Attendance of Students: Strict vigilance on attendance is kept, attendance registers are checked regularly, and students who are falling short in attendance are contacted personally and if necessary their parents are also informed.

- Parents—Teachers meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2793	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	1437	51.45

	No	%
Women	1356	48.55

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2050	244	8	41	---	2343	2336	380	19	63	--	2793

Demand ratio   1:8   Dropout % ----**4%**

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

The College have started conducting study programmes funded by UGC under the XIth and XIIth Plan schemes for enabling the students to prepare for Competitive Examinations for entry in Govt. and non-government services. **More than 275 valuable books** and journals, related to **General Papers and Topics on Competitive Exam** are purchased according to the need and requirements of the students and the syllabi and is a huge help for the students. The programme although was mainly for the SC, ST and Minority students, but students from the financially backward families and other general students who were very much interested and enthusiastic and participated in the programme spontaneously. They were benefitted by such special classes and books and study materials given.

No. of students beneficiaries   112

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 counselling and career guidance

Career counselling is also handled by the Career Counselling Cell funded by UGC through seminars, workshop and interaction with various entrepreneurs and professionals from different field. Career/course counselling begins right at the time of admission through the Admission Committee. The teachers guide and direct the students regarding the choice of stream / subjects. Seminars and Career Fairs are other ways of disseminating information among the students and counselling them regarding career options.

No. of students benefitted   Data Not Known

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	89	---	Not known

5.8 Details of gender sensitization programmes

The Governing Body of the college constituted the **Women Cell** MITALI which has started its journey from 2012 for addressing issues related to women staff & students & Gender Sensitization. It has been composed following the Supreme Court judgement of 1999 i.e. "the Vishaka guideline". The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of women students and for other women of the society. This cell takes initiatives for guidance and counselling of female students.
- A workshop on Stress Management organised on 27th Feb 2015

5.9 Students Activities

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

            State/ University level   [25]   National level   [--]   International level   [--]

            No. of students participated in cultural events

            State/ University level   [20]   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	58	Rs 18630/-
Financial support from government	23	Rs110400/-
Financial support from other sources (Zindal Group)	03	Rs 13200/-
Number of students who received International/ National recognitions	----	----

5.11   Student organised / initiatives **Nil**

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]

5.13 Major grievances of students (if any) redressed: **Toilet in each floor**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:
The vision of the institution is to achieve excellence in Higher Education, empowerment through knowledge, inclusive Growth for Socio-Economic Change and Sustainable Development.

Mission:
- To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovations in teaching-learning, research and extension activities to realize national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To promote participation of all the stakeholders in the development of the College.
- To promote and practice inclusive growth.
- To adopt and promote the knowledge output for human development.
- To create awareness on human rights, value system, culture, heritage, scientific temper and environment.

6.2 Does the Institution has a management Information System

Making all efforts to implement management Information System

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

6.3.1 Curriculum Development

1. Mechanism to introduce skill -oriented Vocational Courses, opportunity of higher education to adult earning students to achieve core competencies & develop entrepreneurial approach to face the global requirements successfully.
2. The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in their fields of study. Professors from the University are invited for discussions, workshops and for professional interactions with the faculty members. Many new things are acquired and also communicated by our Faculty members during Boards of Studies meetings in the University.

6.3.2 Teaching and Learning

Mechanisms to adopt Learner-centric education approach, academic planning, improved and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcome.

6.3.3 Examination and Evaluation

Formative evaluation approaches
- Special tests for advanced of slow learners are arranged.
- Class Tests, Mid-term and Test Examinations are conducted.

Summative evaluation approaches
- Assignment-based internal assessment is taken in vocational courses.
- University Exams are conducted

6.3.4 Research and Development

- Mechanism to promote research culture, research publication, & professional development faculty members for quality enhancement of the teaching community.
- The research Committee encourages the research activities of the college and monitors the research activities, infrastructure provided and required by the faculty members to carry out research activities
- Full autonomy is given to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects
- The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects
- Internet, LAN and journal and e-journal subscription is made available to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects
- Conferences and Seminars organised by the Departments to attract researchers of eminence to visit the campus and interact with teachers and students
- Encouraging and leave for Paper presentations by faculty in different International and National Conferences
- Promoting Publications as Journals by the English Department
- Encouraging Publication by faculty in different International and National refereed journals, books, articles in edited volumes, seminar proceedings etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Central Library: The College Library utilizes a space of **267.17 m^2** with a Reading Room for free access of students, a Teachers' Reading Room and a Rare Book Section. The library roof has been rebuilt and the area has been expanded to accommodate more books and journals. This century old Library has rare books at the disposal of Researchers, Scholars, Undergraduates and Post-graduate Students of various disciplines. Significant initiatives have been implemented by the committee to render the library, student/user friendly. The college Library, a "Knowledge Centre" for accessibility, has been developing on modern lines as a prominent 'Learning Resource Centre'. Complete Accession Numbering System & Cataloguing of all books and journals and user friendly Multi-Digit Alpha Numeric Decimal based numbering system according to the latest 22nd edition of Dewy System. Local Area Network (LAN) using LIBSYS software has been procured for automating in-house activities and services of the library. Installed 3 computers for Online Public Access Catalogue (OPAC) is made available to the users to identify the status of availability of documents in the library. Internet facility with 1 computer terminals. One photocopier and with printing facilities is available. Information on Competitive Examinations are the unique facilities for career planning and development programs. Online search and full text e-journals provided are being made available.

6.3.6 Human Resource Management

Human resource management
- Welfare measures for the staff and faculty
- Mechanisms for performance assessment (teaching, research, service) of faculty and staff
- The institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff
- The strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills
- Employing part-time/adhoc faculty
- the institution support and ensure the professional development of the faculty through budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations
- Staff development programmes for skill up-gradation and training of the staff
- Facilities provided to faculty to carry out their work effectively

6.3.7 Faculty and Staff recruitment

The regular faculty is employed strictly as per UGC, West Bengal Government and University rules and conditions. The same eligibility conditions apply to Part-Time and Guest faculty. Appointment of teachers, whole-time including Principal of affiliated colleges is made in accordance with the provisions of the West Bengal College Service Commission Act. 1978 (West Bengal Act LXII of 1978). However, if in any subject where faculty strength falls due to retirement of any teacher and the recruitment of new teacher does not take place in time, then the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the University of Calcutta and Department of Higher Education, Government of West Bengal, and the rules made there-under.

The College has the freedom to provide competent faculty to the students as per the demands of respective courses. Such **8** appointments are made in the subjects like Computer Science, Political Science, Physics, Philosophy and History. There are also **9** approved Part-time teachers in some departments approved by the Department of Higher Education, Government of West Bengal. The College generates its own funds from self-financing courses and through matching share to pay salary to the uncovered staff.

6.3.8 Industry Interaction / Collaboration

Industry interaction
- Counseling services are provided to the students through the career & Counseling Cell which also helps to provide information about employment opportunities and the placement of the students.

6.3.9 Admission of Students

- Strategies has been adopted by institutions is to satisfy the needs of the students from diverse backgrounds including socio-economic backward community complying with all the norms of the Government.
- To ensure transparency in the admission process, for all the courses, applications are invited in advance. The complete list of applicants according to merit is hosted in the website. The selected candidates' lists are displayed on the notice boards as well as hosted on the website of the College, indicating the norm-total marks and reservation category. Thus, transparency is ensured from the stage of notification until the completion of admission process, ensuring access, equity and social justice through transparency and adherence to rules. Admission to

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	

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	Yes	State Govt.	Yes	Governing Body
Administrative	Yes	State Govt.	No	-------

6.8 Does the University/ Autonomous College declares 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?

N.A

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

N.A

6.11 Activities and support from the Alumni Association

- Many Alumni works as Faculty or administrative staff of the college
- The alumni also give their valuable inputs regarding improvement in the infrastructure and administration.
- Alumni are even involved in the extension activities of the institution. They are very generous in contributing to the cause of helping the disadvantaged.
- The alumni of the College are roped in to lend their professional expertise

6.12 Activities and support from the Parent – Teacher Association

> No formal Parent – Teacher Association

6.13 Development programmes for support staff

> - Faculty Development Programmes
> - Non teaching staff training programme

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

> **Acharya Prafulla Chandra Roy eco-club:**
>
> The use of plastic bags is avoided in the campus and the authority is planning to declare the entire campus as "No Plastic Zone' from June 2014.
> The College authorities have arranged and have constructed deep pits in the unused places for the disposal of hazardous wastes and e-waste created by chemical sciences and computer department. Waste chemicals in the chemistry labs are properly disposed by dissolving them in water or by keeping separately in protected sheets.

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.

Use of ICT in Teaching-learning: the Department of English, Zoology, Botany, Physiology and Commerce have been equipped with all LCD projectors. Besides, all the faculties have been provided Laptops and pen drives. The faculties can also avail the net facility in their respective departments.

Infrastructural Innovations: Four separate staff enclosures cum classrooms are made for departments of Bengali, History Philosophy, Political Science and Economics.. This change in the sitting arrangement of the faculties has provided the faculties an opportunity to utilize their time in the best possible way.

Website: To meet the requirement of the time, the institution too has launched its website www.rpmcollege.com . All the relevant information of the institution is made available on it.

Feedback Mechanism: Students give the feedback about the teachers at the end of each session. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal. These analyzed evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.

Teacher-Student Interaction: Informal interaction between the students and the concerned teachers are encouraged. The Principal and Head of the department of all the departments also interact with students. Besides, the principal also conducted routine check of the departments and the attendance registers of the students. The Principal, pertaining to teaching quality encouraged the HODs and teachers for improvement. All efforts are made to provide latest teaching skills.

- Endowment Lectures by the English Department
- Field work by the Department of History,Economics and Chemistry
- Health Awareness Field Work by the Department of Physiology & NSS Units and Health Unit of the college

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

Achievements at the end of the year 2014-2015:

- ❖ The multi-media enabled lecture cum conference room is now ready for use.
- ❖ National Level Seminar By Dept Of Bengali Sponsored by UGC on organised.
- ❖ Annual Endowment Lectures is organized by the Department of English
- ❖ Subscription of Books and Journals for the Library is made this year of more than Rs 2 Lakhs.
- ❖ Major and Minor Research Projects Funded by DST, & UGC are presently carried on going.
- ❖ The NSS Units, Eco-Club have organised several community development work this year.

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

<div style="border:1px solid black">

1. **MULTIMEDIA AIDED TEACHING PROCESS**
2. **INSTALLATION OF BROWSING FACILITY OF LIBRARY CATALOUGE AND SUBSCRIBED ONLINE JOURNALS ACROSS ALL COMPUTERS CONNECTED TO LAN**

Two best practices as per the annexed format are attached

</div>

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

7.4 Contribution to environmental awareness / protection

- Participated in the West Bengal Government "Ganga Bachao Project" with Uttarpara-Kotrung Municipality

- Actively Participated in "Dengue Awareness programme" in the slums of Uttarpara with Uttarpara-Kotrung Municipality in November 2014.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [✓]

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

STRENGTHS
1. Democratic working atmosphere
2. Learner centric teaching approach are practiced and ICT usage for teaching
3. Efficient and dedicated teaching staff
4. 68% permanent Faculty has a Ph.D Degree.
5. Positive College result. Almost 95%-98% pass percentage.
6. Excellent Research initiatives and Output by the faculty
7. Rich computerized Library
8. State of art Central Computing Laboratory
9. Upgraded laboratories with modern equipments, animal and plant museum

WEAKNESSES
1. Lack of enough space.
2. No Playground.
3. Shortage of Teaching and Non-Teaching staff.

OPPORTUNITIES
1. Humanistic approach of dedicated staff.
2. Efficient teaching staff.
3. Opportunities to carryout research projects and any other research initiatives
4. Co-operative/Supportive Management.
5. Open door policy-Decentralization of duties.
6. Safe campus for girls.
7. UGC offering number of grants.

CHALLENGES

1. To create more space is one of the major challenges that the college has to deal with a sense of urgency.
2. As the West Bengal College Service Commission has already started the process of recruiting new teachers, the college has to play a proactive role to fill up the teaching vacancies. This is a daunting task as the reservation policy and the absence of suitable candidates belonging to the reserved categories are sure to put many obstacles in the process. The other challenge involves getting permission from the Government to fill up the vacant posts of the administrative support staff.
3. Aptitude of girls for co-educational colleges.

8. **Plans of institution for next year**

There are immediate plans for qualitative enhancement of the college's potential in the following directions.
➢ Extension of the Campus
➢ Start more viable skill oriented job courses
➢ Environmental Consciousness and Development of Renewable energy and energy conservation,--- Installation of a solar energy plant
➢ Plantation and rain water harvesting.
➢ Efforts to create Consciousness and management of solid and bio disposable waste products of the college.
➢ Purchase of Laboratory equipments to upgrade the science laboratories.
➢ Organize national seminars.
➢ Organize more community development work.

DR SANJUKTA BHATTACHARYYA   **DR DEBASHIS CHATTOPADHYAY**
COORDINATOR   **CHAIRMAN & Teacher In Charge**

DR SAMIR ROY   **Internal Quality Assurance Cell**
JOINT COORDINATOR   **Raja Peary Mohan College**
Internal Quality Assurance Cell,
Raja Peary Mohan College. Uttarpara, Hooghly West Bengal
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

————— *** —————

Best Practice – 1

Title of the Practice: MULTIMEDIA AIDED TEACHING PROCESS

Goal:

a. To motivate our teachers to develop and design study materials in e-resource format
b. To encourage students to experience learning with the help of audio-visual media

The Context: The use of audio-visual mode in the teaching- learning process has been viewed as an attempt at upgrading the teaching pedagogy in our college. This would make the learning experience more exciting and enhance the teaching capabilities of the teachers.

The Practice: The teachers and administrators of the college have always encouraged innovations in teaching and learning along the years. Recognizing the progressive and quality initiative of the college, the authority has organized training programs to make teachers familiar with the different software required to develop course materials in soft format.

Evidence of success: The teachers have shown immense interest in developing multimedia aided teaching materials. This initiative has been well accepted by the students too.

Resource required: The required resource were mostly met from the funds allotted by the UGC under 11th and 12th plans. The college authority had arranged the remaining resource from the college fund.

Contact Details
Name of the Principal/Teacher in Charge**: Dr Debasish Chattopadhyay**
Name of the Institution: **Raja Peary Mohan College**
City: 1, Acharya Dhruba Pal Road,
Uttarpara, Dist: Hooghly, West Bengal,
Pin Code: 712258
Accredited Status: B++ Cycle 1
Work Phone : 033-2663-08811 033-26630191   Fax: 033-26630191
Website: Web: www.rpmcollege.org   E-mail: iqacrpmc@gmail.com
Mobile: 9748231906

Best Practice – 2

Title of the Practice: INSTALLATION OF BROWSING FACILITY OF LIBRARY CATALOUGE AND SUBSCRIBED ONLINE JOURNALS ACROSS ALL COMPUTERS CONNECTED TO LAN

Goal:

a. To give students and teachers an opportunity to know the availability of books in various subjects at a glance
b. To give user an easy access to the on-line journals (Sage, INFLIBNET)

The Context: Few years ago college library was digitized using LIBSYS but browsing facility on network was not available to users. So the college authority felt the necessity of such facility, specially, for the students and encouraged them to utilize the available resources to the fullest.

The Practice: The college authority installed LAN with 8 terminals across the library. They organized training program for the students on how to make best use of such facility. Also online journals (Sage, Inflibnet) were subscribed to help, specially, teachers in their research work.

Evidence of success: The students have shown a lot of interest in using this facility to borrow not only text books but also various reference books related to their subjects. The teachers are also utilizing these facilities to enhance their knowledge and skills in their respective subjects.

Resource required: The required resources were met from the college fund.

Contact Details
Name of the Principal/Teacher in Charge**: Dr Debasish Chattopadhyay**
Name of the Institution: **Raja Peary Mohan College**
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Pin Code: 712258
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Work Phone : 033-2663-08811 033-26630191   Fax: 033-26630191
Website: Web: www.rpmcollege.org   E-mail: iqacrpmc@gmail.com
Mobile: 9748231906