

**MICHAEL MADHUSUDAN MEMORIAL COLLEGE**

**DURGAPUR**



**ANNUAL QUALITY ASSURANCE REPORT**

**IQAC**

**2011 - 2012**

**KABI GURU SARANI, CITY CENTRE, DURGAPUR – 713216**

**Email : [iqacmmmc@gmail.com](mailto:iqacmmmc@gmail.com)**

# MICHAEL MADHUSUDAN MEMORIAL COLLEGE

KABIGURU SARANI, CITY CENTRE, DURGAPUR, WEST BENGAL, PIN-713216 Ph- 0343-2566700

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

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

SESSION : 2011 - 2012

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Michael Madhusudan Memorial College

1.2 Address Line 1

Kabi Guru Sarani

Address Line 2

City Centre

City/Town

Durgapur

State

West Bengal

Pin Code

713216

Institution e-mail address

contact.mmmc@gmail.com

Contact Nos.

0343 – 2566700, 0343 - 32604084

Name of the Head of the Institution:

Prof. Basudev Hazra

Tel. No. with STD Code:

0343 - 2604084

Mobile:

9434014262

Name of the IQAC Co-ordinator:

**Dr. Ranjushree Patra**

Mobile:

**9475372643**

IQAC e-mail address:

**iqacmmmc@gmail.com**

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

**OR**

**1.4 NAAC Executive Committee No. & Date:**

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

**EC/ 46/A&A/002 dated 16.09.2008**

**1.5 Website address:**

**www.madhsudancollege.in**

**Web-link of the AQAR:**

**www.madhsudancollege.in/AQAR/AQAR2011-12.doc**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B</b>	<b>2.15</b>	<b>2008</b>	<b>2013</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC :**

**DD/MM/YYYY**

**18/09/2008**

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

**2011 - 12**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR **2010-11 submitted to NAAC on 16/10/2015** \_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		

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

Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>
Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>	Totally Self-financing <input type="checkbox"/>	

1.11 Type of Faculty/Programme

Arts <input checked="" type="checkbox"/>	Science <input checked="" type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input type="checkbox"/>	
Others (Specify)	<b>B.B.A. &amp; B.C.A.</b>			

1.12 Name of the Affiliating University (for the Colleges)

**The University of Burdwan**

### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<b>No</b>		
University with Potential for Excellence	<b>No</b>	UGC-CPE	<b>No</b>
DST Star Scheme	<b>No</b>	UGC-CE	<b>No</b>
UGC-Special Assistance Programme	<b>No</b>	DST-FIST	<b>No</b>
UGC-Innovative PG programmes	<b>No</b>	Any other ( <i>Specify</i> )	<b>No</b>
UGC-COP Programmes	<b>No</b>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<b>09(Including Co-ordinator)</b>
2.2 No. of Administrative/Technical staff	<b>03</b>
2.3 No. of students	<b>01</b>
2.4 No. of Management representatives	<b>02(Including Teacher-in-Charge as Chair Person)</b>
2.5 No. of Alumni	<b>02</b>
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	<b>01</b>
2.9 Total No. of members	<b>17</b>
2.10 No. of IQAC meetings held	<b>03</b>

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

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

If yes, mention the amount

**N.A.**

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

**N.A.**

2.14 Significant Activities and contributions made by IQAC

**Quality education is provided to students irrespective of caste, creed, religion and economic status or physical health. Taken initiative to improve the record keeping process regarding students' attendance, holding of Classes etc. Books worth more than two lakhs have been purchased in the Central Library**

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
<b>1. To improve the record keeping process regarding students' attendance.</b> <b>2. Laptops with Internet connections to be provided to the different Departments to upgrade the teaching and learning process.</b>	<b>1. Proper record was maintained for keeping a track of students' attendance.</b> <b>2. Laptops could not be given to the faculties in this academic year.</b>

\* 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

<b>N.A.</b>
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## Part – B

### Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	<b>18</b>		<b>02</b>	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>18</b>		<b>02</b>	
Interdisciplinary	<b>01</b>			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>Nil</b>
Trimester	<b>Nil</b>
Annual	<b>20</b>

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.

**Yes, Microbiology and Geography syllabi are revised.**

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

**No**

### Criterion – III

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others(PTT & CWTT)
<b>50</b>	<b>07</b>	<b>02</b>		<b>41</b>

2.2 No. of permanent faculty with Ph.D.

**03**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>08</b>	<b>13</b>	<b>02</b>							

2.4 No. of Guest and Visiting faculty and Temporary faculty

**10**

**02**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>04</b>	<b>04</b>	<b>01</b>
Presented papers	<b>02</b>	<b>08</b>	
Resource Persons			

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

**Routine upgradation is done. Analysis of Results is done to monitor the improvement. Students prepare Wall magazines which are displayed in the Departmental Notice Boards.**



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

192

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

No

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

2.10 Average percentage of attendance of students

59.28

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>Bengali(H)</b>	<b>21</b>		<b>00</b>	<b>20</b>		<b>95</b>
<b>English(H)</b>	<b>24</b>		<b>01</b>	<b>18</b>		<b>79</b>
<b>Geography(H)</b>	<b>33</b>		<b>03</b>	<b>24</b>		<b>81</b>
<b>History(H)</b>	<b>24</b>		<b>00</b>	<b>14</b>		<b>58</b>
<b>Philosophy(H)</b>	<b>05</b>		<b>00</b>	<b>03</b>		<b>60</b>
<b>Education(H)</b>	<b>12</b>		<b>00</b>	<b>10</b>		<b>83</b>
<b>Mathematics(H)</b>	<b>02</b>		<b>00</b>	<b>01</b>		<b>50</b>
<b>Microbiology(H)</b>	<b>17</b>		<b>04</b>	<b>09</b>		<b>81</b>
<b>Computer Sc(H)</b>	<b>25</b>		<b>13</b>	<b>03</b>		<b>64</b>
<b>Accountancy(H)</b>	<b>42</b>		<b>02</b>	<b>18</b>		<b>49</b>
<b>BBA(H)</b>	<b>42</b>		<b>24</b>	<b>18</b>		<b>100</b>
<b>BCA(H)</b>	<b>35</b>		<b>20</b>	<b>15</b>		<b>100</b>
<b>Physics(G)</b>	<b>24</b>		<b>13</b>	<b>06</b>		<b>79</b>
<b>Chemistry(G)</b>	<b>18</b>		<b>04</b>	<b>12</b>		<b>88</b>
<b>Zoology(G)</b>						
<b>Political Sc(G)</b>	<b>239</b>		<b>10</b>	<b>36</b>	<b>160</b>	<b>86</b>
<b>Economics(G)</b>	<b>33</b>		<b>02</b>	<b>08</b>	<b>21</b>	<b>93</b>
<b>Sanskrit(G)</b>	<b>00</b>		<b>00</b>	<b>00</b>		
<b>Hindi(G)</b>	<b>00</b>		<b>00</b>	<b>00</b>		
<b>Music(G)</b>	<b>02</b>		<b>00</b>	<b>02</b>		<b>100</b>

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

**IQAC suggests the departments to organize seminars, educational tours and excursions. Information provided to the students through prospectus and notice board in strategic positions. Regular internal examinations and the Unit Tests and Tests are smoothly conducted.**

### 2.13 Initiatives undertaken towards faculty development

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

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>23</b>	<b>04</b>	—	
Technical Staff	<b>04</b>	—	—	

## Criterion – III

### 3. Research, Consultancy and Extension

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

**Faculties are informed and encouraged regularly to apply for Research Projects and grants. The students of final year of all Departments are required to submit a paper on Environmental Science, where teachers of different Departments supervise the work. As a part of syllabus, the students of BBA(H) and BCA(H) are required to submit project on Elective Papers. College grants leave to Teachers for attending Faculty Development Programs.**

#### 3.2 Details regarding major projects :**Nil**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>01</b>		<b>01</b>	
Outlay in Rs. Lakhs	<b>0.92</b>		<b>1.03</b>	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>01</b>	<b>02</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	<b>01</b>	<b>05</b>	

### 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				
Minor Projects	<b>2011-13</b>	<b>UGC</b>	<b>Rs 103000</b>	<b>Rs 92000</b>
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.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from : **N.A.**

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

**Nil**

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

**Nil**

3.13 No. of collaborations : **Nil**

International

National

Any other

3.14 No. of linkages created during this year

**Nil**

3.15 Total budget for research for current year in lakhs :

From Funding agency

**1.03**

From Management of University/College

Total

**1.03**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<b>None</b>
	Granted	
International	Applied	<b>None</b>
	Granted	
Commercialised	Applied	<b>None</b>
	Granted	

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

Total	International	National	State	University	Dist	College

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

**01**

**01**

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

**00**

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="20"/>	State level	<input type="text"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="01"/>

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" value="01"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="06"/>
		Any other	<input type="text"/>

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

- **Health awareness Seminars are organized**
- **Endeavour for Plastic free zone**

## 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	<b>15 acres</b>	—		<b>15 acres</b>
Class rooms	<b>21</b>	—		<b>21</b>
Laboratories	<b>06</b>	—		<b>06</b>
Seminar Halls	<b>01</b>	—		<b>01</b>
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	<b>03</b>	<b>12</b>	<b>College Fund &amp; UGC Assistance</b>	<b>15</b>
Value of the equipment purchased during the year (Rs. in Lakhs)	<b>22.60964</b>	<b>22.22782</b>	<b>College Fund &amp; UGC Assistance</b>	<b>44.83746</b>
Others	<b>16.73504</b>	<b>2.03222</b>	<b>College Fund &amp; UGC Assistance</b>	<b>18.76726</b>

#### 4.2 Computerization of administration and library

**Computerization of Office work and Computerization of Library partially done.**

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>10087</b>	<b>Rs 1597458</b>	<b>837</b>	<b>Rs 193512</b>	<b>10924</b>	<b>Rs 1790970</b>
Reference Books	<b>484</b>	<b>Rs 76046</b>	<b>42</b>	<b>Rs 9710</b>	<b>526</b>	<b>Rs 85756</b>
e-Books	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Journals	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
e-Journals	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Digital Database	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
CD & Video	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—
Others (specify)	<b>Nil</b>	—	<b>Nil</b>	—	<b>Nil</b>	—

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>45</b>	<b>01</b>	<b>04</b>			<b>05</b>	<b>38</b>	<b>02</b>
Added	<b>02</b>	—	—			<b>02</b>	—	—
Total	<b>47</b>	<b>01</b>	<b>04</b>			<b>07</b>	<b>38</b>	<b>02</b>

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

**Official work is done through Computers.**

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

**3.42193**

iii) Equipments

**22.22782**

iv) Others (Books)

**2.03022**

**Total :**

**27.67997**

## Criterion – V

### 5. Student Support and Progression

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

**Campus recruitment facility is provided to the students. There is an well-equipped gymnasium for the students. Regular Class tests and Unit Tests are taken for student progression. Teachers interact with the students to inform them about the facilities in the College.**

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

**Regular meetings of the Academic Committee are held for tracking the progression by analysing the Unit Test and Test results. The attendance of the students are monitored regularly. Faculties meet the students to discuss about their needs and requirements.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>2889</b>			

(b) No. of students outside the state

**26**

(c) No. of international students

**00**

No	%
<b>1242</b>	<b>43</b>

Men

Women

No	%
<b>1647</b>	<b>57</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>2073</b>	<b>463</b>	<b>163</b>	<b>110</b>	<b>06</b>	<b>2815</b>	<b>2116</b>	<b>488</b>	<b>168</b>	<b>112</b>	<b>05</b>	<b>2889</b>

Demand ratio : **3:1**

Dropout % **26**

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

**None**

No. of students beneficiaries

**N.A.**

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

**Some placements from Campussing organized by the Placement Cell. The Career Counselling Cell of the College, by surfing internet informs the outgoing third year students about the Campussing. The Teachers motivate the students to appear for Competitive examinations.**

No. of students benefitted

**19**



### 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
<b>09</b>	<b>55</b>	<b>04</b>	<b>15</b>

### 5.8 Details of gender sensitization programmes

<b>None</b>
-------------

### 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 : **Nil**

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>42</b>	<b>Rs 49500</b>
Financial support from government		<b>Rs 47400(Minority)</b>
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: None

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**The mission statements by taking into account the needs of the Society are**

- 1. To develop and empower students as future citizens through imparting education that promotes values and ethics.**
- 2. More and more use of technology in education**
- 3. To improve teacher student relation through promotion of mutual trust**
- 4. To create proper ambience for overall growth and development of the Institution**
- 5. To help the students belonging to socially and financially under privileged**
- 6. To establish the Institution of excellence as the centre in the locality**
- 7. The students are made aware to sustain the traditions of the Institution and value orientation by remaining conscious of their indebtedness to Institution and their accountability to the Society.**

6.2 Does the Institution has a management Information System

- Yes. (1) Official work is done through Computers.**
- (2) Governing Body is the supreme authority in the matter of Administration.**
- (3) There are different sub-committees who formulate the Administrative plans and Programmes.**
- (4) The annual budget of income and expenditure is recommended by the Finance Committee.**
- (5) The Institute follows the Admission rules framed by the affiliating University. Admission in all Departments is done through Counselling on merit basis.**
- (6) Evaluation and Examination of the students are done following the rules and regulations of the affiliating University.**
- (7) Maintenance of records in conventional form and digital form for submission to University/College/Government as and when required.**
- (8) Displaying list of students admitted in the College, Results in the Notice Board.**

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

6.3.1 Curriculum Development

**Done by the University**

6.3.2 Teaching and Learning

**Students' feedback is taken yearly**

6.3.3 Examination and Evaluation

**Class Tests, Unit Tests and Tests are conducted.**

6.3.4 Research and Development

**Teachers are encouraged to submit minor and major research projects. Information about Seminars and Workshops are provided to Teachers and they are encouraged to participate in them. They are also encouraged for publications.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library clearance are given before filling up of University Examination forms. Some Departments have Seminar Libraries. Admission of students is Computerised. Collection of Tution fees is Computerised. Two Computers are purchased in the Office.**

6.3.6 Human Resource Management

**Faculties are motivated to develop themselves by participating in different Workshops. Recruitment of Permanent Faculties is governed by the State Government. The College has made up the Full time Staff shortage by Part-time , Contractual and Guest Faculties. The College encourages them for qualifying in the NET and SET examinations and to participate in Ph.D Programs . The College releases the Teachers concerned for Refresher Courses, Orientation Courses, Workshops, Seminars and Conferences.**

6.3.7 Faculty and Staff recruitment

**Permanent Teaching Faculty are recruited following the guidelines of WBCSC. Guest Lecturers are recruited following the UGC norms.**

6.3.8 Industry Interaction / Collaboration

**Nil**

### 6.3.9 Admission of Students

**Admission of students is strictly on merit basis and Counselling.**

6.4 Welfare schemes for

Teaching	<b>None</b>
Non teaching	<b>Puja Bonus</b>
Students	<b>Students' Welfare Fund</b>

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? : **No**

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

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?

**No**

6.11 Activities and support from the Alumni Association

**Nil**

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

None

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

**Regular plantation programmes are conducted. Endeavour for converting the Campus into a plastic free zone.**

## 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.

**Laptops with Internet connections will be provided to the different Departments to upgrade the teaching and learning process**

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

- 1. Proper record was maintained for keeping a track of students' attendance.**
- 2. Laptops could not be given to the faculties in this academic year. The matter was placed before the GB for consideration.**

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

- 1. Effective Communication.**
- 2. Administrative Empowerment.**

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

7.4 Contribution to environmental awareness / protection

**Regular plantation programmes are conducted. Endeavour for converting the Campus into a plastic free zone.**

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

**Strength :** (1) Locational advantage compared to other Colleges in the locality.

(2) Quality Faculty

(3) All Faculty members are recruited by the College as per UGC norms.

(4) Culture.

(5) Students' demand for higher education as the location in an industrial hub.

(6) Institutional image.

(7) Strong students' support.

(8) Support and co-operation of Teaching and Non-Teaching staffs.

(9) Professional Courses like BBA(H), BCA(H) are running for the last 16 years.

(10) Gymnasium. (11) Minor Research Projects are sanctioned for three Faculties.

**Weakness :** (1) Collaboration for effective learning.

(2) Decision making based on database information.

(3) Absence of Parents' Forum.

(4) Absence of Lab based education in some Departments.

(5) Absence of internet facility in all Departments.

(6) Lack of adequate journals and e-books in the Library.

(7) Shortage of Teaching staff.

**Opportunities :** (1) Better infrastructure and extension of building.

(2) Value added skill development courses.

(3) Get additional fund development Courses(eg Vocational Courses)

(4) Distance education courses for other Universities.

(5) Tie up with other Companies for imparting training, not included in the Courses as per industry requirements.

(6) Enough area for outdoor games.

(7) Imparting fundamental/basic knowledge of Computer to general students through tie up or collaboration.

(8) Scope of Research work.

**Threats :** (1) Socio-economic status compel some students to work part time or full time , which hampers class attendance.

(2) University Examinations management system hinders regular academic activities.

## 8. Plans of institution for next year

1. Physics, Microbiology and Mathematics Departments would be provided with Computers.
2. Internet facilities to be given to the Laboratories.
3. Track suits are to be provided to the Cricket Team of the College.
4. Departmental exhibitions would be organized by the students.

Signature : Palash Goswami

Name : Palash Goswami

Coordinator, IQAC

Signature : Dr. Golam Md. Helaluddin

Name : Dr. Golam Md. Helaluddin

Chairperson, IQAC

Signature : Dr. Sagarika Mukherjee

Name : Dr. Sagarika Mukherjee

Coordinator, IQAC

IQAC Co-Ordinator  
MICHAEL MADHUSUDAN MEMORIAL COLLEGE  
DURGAPUR-713216

Principal  
Michael Madhusudan Memorial College  
DURGAPUR-713216



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**ANNEXURE – I**  
**ACADEMIC CALENDAR**

<b>MONTH</b>	<b>EVENTS</b>
<b>JULY</b>	<b>Admission and Commencement of Classes</b>
<b>AUGUST</b>	<b>Completion of the Admission Process , Blood Donaton and Planation Programs on the College Foundation day. Flag hoisting Ceremony on the Independence day.</b>
<b>SEPTEMBER</b>	<b>B.U. Registration and continuation of Classes</b>
<b>OCTOBER</b>	<b>Puja Vacation</b>
<b>NOVEMBER</b>	<b>Unit Test</b>
<b>DECEMBER</b>	<b>Annual Sports and Exhibition</b>
<b>JANUARY</b>	<b>Part III Test Examination. Filling up of Part III forms of B.U.</b>
<b>FEBRUARY</b>	<b>Part I and Part II Test Examinations. Filling up of Part I and Part II forms of B.U.</b>
<b>MARCH</b>	<b>Analysis of Test Results in the Academic Committee Meeting</b>
<b>APRIL</b>	<b>Part III Final Examination of B.U.</b>
<b>MAY</b>	<b>Part I Final Examination of B.U. and Summer Recess</b>
<b>JUNE</b>	<b>Part II Final Examination of B.U. and Summer Recess</b>



## ANNEXURE – II

### FEEDBACK ANALYSIS

<b>Student</b>	<b>Communication Skills</b>	<b>Knowledge of Subject</b>	<b>Coverage of Syllabus</b>
<b>Student 1</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Student 2</b>	<b>9</b>	<b>10</b>	<b>10</b>
<b>Student 3</b>	<b>10</b>	<b>8</b>	<b>8</b>
<b>Student 4</b>	<b>9</b>	<b>10</b>	<b>8</b>
<b>Student 5</b>	<b>7</b>	<b>9</b>	<b>10</b>
<b>Student 6</b>	<b>9</b>	<b>8</b>	<b>8</b>
<b>Student 7</b>	<b>10</b>	<b>9</b>	<b>8</b>
<b>Student 8</b>	<b>7</b>	<b>10</b>	<b>9</b>
<b>Student 9</b>	<b>7</b>	<b>9</b>	<b>10</b>
<b>Student 10</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Student 11</b>	<b>9</b>	<b>10</b>	<b>9</b>
<b>Student 12</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Student 13</b>	<b>9</b>	<b>9</b>	<b>7</b>
<b>Student 14</b>	<b>7</b>	<b>10</b>	<b>9</b>
<b>Student 15</b>	<b>9</b>	<b>10</b>	<b>8</b>
<b>Student 16</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Student 17</b>	<b>10</b>	<b>10</b>	<b>8</b>
<b>Student 18</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Student 19</b>	<b>8</b>	<b>10</b>	<b>7</b>
<b>Student 20</b>	<b>9</b>	<b>9</b>	<b>8</b>

## **ANNEXURE – III**

### **BEST PRACTICE**

#### **Practice #1 Title – Effective Communication**

**Objective** – Timely communication is required to avoid unnecessary problems.

**Context** – The College encountered problems whose cause was communication gap between Faculties, Administrative staffs and students

**Practice** – 1.Communicating messages to concerned persons by bulk e-mail  
2.Communication with the Administrative staffs, Faculties and the students through Notice  
3. Display of Notices regarding students in the Notice Board like declaration of Results, University Form fill up, Registration etc

**Evidence of Success** – Problems occurred due to communication gap was resolved.

**Resources required** – No resources required except the financial support

**Problems encountered-** No such problem

#### **Practice #2 Title – Administrative Empowerment**

**Objective** – The College aims to improve the efficiency of the Administrative staff by introducing Administrative empowerment.

**Context** – The number of students in the College has increased over time, but the Administrative staff has not increased proportionately.

**Practice** – 1. Software solution was used for Administrative automation.  
2. Administrative staffs were trained to effectively use the softwares.  
3. Extra benefits are provided to Office staffs who work beyond Office hours by providing food and snacks

**Evidence of success** – All the administrative workload is handled efficiently with limited staff.

**Resources required** – No resource required except training facilities.

**Problems encountered-** No such problem