

MICHAEL MADHUSUDAN MEMORIAL COLLEGE

DURGAPUR



ANNUAL QUALITY ASSURANCE REPORT

IQAC

2013 - 2014

KABI GURU SARANI, CITY CENTRE, DURGAPUR – 713216

Email : iqacmmmc@gmail.com

MICHAEL MADHUSUDAN MEMORIAL COLLEGE

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

www.madhusudancollege.in

Email : contact.mmmc@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC

SESSION : 2013 - 2014

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 - 32604048

Name of the Head of the Institution:

Dr. Ranjushree Patra

Tel. No. with STD Code:

Mobile:

9475372643

Name of the IQAC Co-ordinator:

Dr. Dipali Ghosh

Mobile:

9474106222

IQAC e-mail address:

iqacmmmc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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/AQAR2013-14.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 st Cycle	B	2.15	2008	2013
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/09/2008

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

2013 - 14

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_2011-12 submitted to NAAC on 16/10/2015____(DD/MM/YYYY)
- iii. AQAR_2012-13 submitted to NAAC on 16/10/2015____(DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

B.B.A. & B.C.A.

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

2. IQAC Composition and Activities

2.1 No. of Teachers	08(Including Co-ordinator)
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	02(Including Teacher-in-Charge as Chair Person)
2.5 No. of Alumni	02
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	05

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

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. International National State Institution Level

(ii) Themes

N.A.

2.14 Significant Activities and contributions made by IQAC

The College website has been upgraded. LCD projectors and different softwares are being used by some Departments to enhance quality education as per the suggestion of IQAC. Internet facility is provided to certain Departments. Equipments Worthing more than ten lakhs are being purchased by Departments and books of more than two lakhs are 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
1. To form different sub-committees like Library sub-committee, Research advisory Committees etc. 2. The College authority will organize a tree plantation Ceremony on the College foundation day. 3. A separate Computer Laboratory for Geography Department will be created for the purpose of teaching 'Remote Sensing, GIS and Computer application'. 4. Extension of Physics Laboratory is to be done for	1. Different sub—committees were formed. 2. The tree plantation ceremony was organized on the College Foundation day. 3. Separate Computer Laboratory was created by the Geography department as per requirement. 4. Physics Honours Laboratory was upgraded.

the Honours Section. 5. Necessary equipments for Physics Honours Department would be purchased. 6. Minor Research Project Proposal will be submitted by Dr. Dipali Ghosh of Physics department. 7. Separate Laboratory for Mathematics Department is to be established.	5. Necessary equipments were purchased as per the requirement of Physics Honours department. 6. Minor research Project proposal was submitted by Dr. Dipali Ghosh. 7. The Mathematics Laboratory was created.
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**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

N.A.

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	18		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	18		02	
Interdisciplinary	01			
Innovative				

- 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	20

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 , Bengali syllabus was revised

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

Yes Honours in Physics was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	07	01		40

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
07	14	01							

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	14	02
Presented papers	08	19	
Resource Persons			

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

Online admission for Honours Courses are conducted by the University on a Centralised basis and executed by the College. The College Website is upgraded. Some Departments use LCD projectors for Teaching and learning. Certain Departments use different academic softwares for teaching

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

210

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

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2.10 Average percentage of attendance of students

60.23

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bengali(H)	22		00	19		90
English(H)	28		01	23		85
Geography(H)	28		03	24		96
History(H)	18		00	14		77
Philosophy(H)	05		00	03		60
Education(H)	21		00	16		76
Physics(H)	04		00	02		50
Mathematics(H)	06		00	03		50
Microbiology(H)	23		13	03		69
Computer Sc(H)	24		08	12		83
Accountancy(H)	44		03	22		56
BBA(H)	34		12	22		100
BCA(H)	45		33	12		100
Chemistry(G)	18		00	09		50
Zoology(G)						
Political Sc(G)	206		02	08	169	82
Economics(G)	32		00	05	20	78
Sanskrit(G)	31		00	03	24	87
Hindi(G)	55		00	15	32	85
Music(G)	06		00	00	04	66

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

The IQAC along with the Academic Sub-Committee hold meetings in order to improve the standards of the students regarding academic activities. The attendance of the students are monitored time to time Tutorial classes for weaker section of the students are conducted..Wall magazines are published by the students of various Departments under the supervision of the Teachers.

2.13 Initiatives undertaken towards faculty development

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

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	23	04	—	—
Technical Staff	03	—	—	—

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 Environment 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.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	
Outlay in Rs. Lakhs			2.1	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	04	
Non-Peer Review Journals	01	01	
e-Journals		03	
Conference proceedings	08	08	

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	2013-15	UGC	Rs 210000	Rs 197500
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

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

3.13 No. of collaborations: Nil International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year	Type of Patent		Number
	National	Applied	Nil
		Granted	
	International	Applied	Nil
		Granted	
	Commercialised	Applied	Nil
		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

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) : **Nil**

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

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: **Nil**

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- **Cleaning of the Campus is done on a regular basis**
- **Teaching program for the children in slum areas**

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	15 Acres	—		15 Acres
Class rooms	21	—		21
Laboratories	06	—		06
Seminar Halls	01	—		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	21	11	College Fund & UGC Assistance	34
Value of the equipment purchased during the year (Rs. in Lakhs)	49.10486	10.97543	College Fund & UGC Assistance	60.08029
Others	21.49532	2.41105	College Fund & UGC Assistance	23.90637

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	11795	Rs 2050374	874	Rs 230050	12669	Rs 2280424
Reference Books	571	Rs 99158	42	Rs 11055	613	Rs 110213
e-Books	Nil	—	Nil	—	Nil	—
Journals	Nil	—	Nil	—	Nil	—
e-Journals	Nil	—	Nil	—	Nil	—
Digital Database	Nil	—	Nil	—	Nil	—
CD & Video	Nil	—	Nil	—	Nil	—
Others (specify)	Nil	—	Nil	—	Nil	—

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	01	05			10	38	02

Added	13	02	04			—	13	—
Total	63	03	09			10	51	02

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

Online admission in Honours Courses was done on a Centralised basis by the University of Burdwan and executed by the College. The College website was upgraded. Official work is done through Computers. Scope for Internet and Computer facilities to the inmates of the College. Maintenance of records in conventional form and digital form for submission to University/College/Government as and when required. Collection of Tution fees is Computerised.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.7

ii) Campus Infrastructure and facilities

0.82229

iii) Equipments

10.97543

iv) Others (Books)

2.41105

Total :

14.90877

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. Complaint box is placed at the entrance of the Staff roof to receive the grievances of the students and the grievances are redressed.

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
3148			

(b) No. of students outside the state

21

(c) No. of international students

00

	No	%
Men	1448	46

Women

No	%
1700	54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2889	1977	502	185	419	06	1840	552	201	550	05	3148

Demand ratio : 4:1

Dropout % : 27

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

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

42

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
03	62	28	14

5.8 Details of gender sensitization programmes

None

5.9 Students Activities

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

State/ University level	National level	International level
<div style="border: 1px solid black; padding: 2px 10px;">32</div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

No. of students participated in cultural events

State/ University level	National level	International level
<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

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

Sports : State/ University level	National level	International level
<div style="border: 1px solid black; padding: 2px 10px;">01</div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

Cultural: State/ University level	National level	International level
<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	Rs 36000(BPL)
Financial support from government		Rs 83700(Minority)
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
<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>
Exhibition: State/ University level	National level	International level
<div style="border: 1px solid black; padding: 2px 10px;">01</div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

5.12 No. of social initiatives undertaken by the students

07

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 as the centre of excellence 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) Admission in Honours Course was done on-line through centralised pattern by the University of Burdwan.

(8) Maintenance of records in conventional form and digital form for submission to University/College/Government as and when required.

(9) 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. Thirteen Computers are purchased in various Departments.

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 Honours students is through online on a Centralised basis conducted by the University .

6.4 Welfare schemes for

Teaching	None
Non teaching	Puja Bonus
Students	Students' Welfare Fund

6.5 Total corpus fund generated

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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

Nil

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.

Computer Laboratory for the Mathematics Department was set up for Numerical Practicals and which were also used to provide e-books to the students. New and upgraded Computers were purchased for the Computer Science Department.

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

- 1. Different sub—committees were formed.**
- 2. The tree plantation ceremony was organized on the College Foundation day.**
- 3. Separate Computer Laboratory was created by the Geography department as per requirement.**
- 4. Physics Honours Laboratory was upgraded.**
- 5. Necessary equipments were purchased as per the requirement of Physics Honours department.**
- 6. Minor research Project proposal was submitted by Dr. Dipali Ghosh.**
- 7. The Mathematics Laboratory was created.**

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

- 1. Employment of Guest Lecturers**
- 2. Decentralization Management**

**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 othe 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) Insttutional 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) Decisoin 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) Scscope 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. Application will be submitted to the Inspector of Colleges, Burdwan University and to the DPI, Bikash Bhavan for recommendation of CAS benefit.
2. Close circuit TV cameras will be installed for security purpose of the College.
3. Projector for Geography department will be purchased.
4. The Basketball court is to be constructed.

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



ANNEXURE – I
ACADEMIC CALENDAR

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

ANNEXURE – II

FEEDBACK ANALYSIS

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

ANNEXURE – III

BEST PRACTICE

Practice #1 Title – Employment of Guest Lecturers

Objective – To help the students to cope up with syllabus by adequate teaching..

Context – Due to lack of Faculties, the recruitment of Guest lecturers were required to provide quality education to the students.

Practice – The College recruited large number of Guest lecturers in various subjects as per requirement.

Evidence of Success – Students were able to cope with the syllabus by adequate quality teaching by the Guest lecturers.

Resources required – Financial resource required.

Problems encountered – No such problem

Practice #2 Title – Decentralization Management

Objective – To handle the various activities of the College effectively and efficiently.

Context – The various aspects of the College like the Cultural events, Sports, Discipline, Canteen facility, Library, Placement etc could not be controlled and upgraded by Centralized management system.

Practice – Different sub-committees were formed with a Convener of each sub-committee to look after the different aspects of the College.

Evidence of Success – Members of each Committee meet frequently to discuss about various problems associated with the said Committee and tries to resolve it.

Resources required – Financial support is required when necessary and extra time of the Committee members are also required.

Problems encountered – No such problem