

MICHAEL MADHUSUDAN MEMORIAL COLLEGE DURGAPUR



IQAC

ANNUAL QUALITY ASSURANCE REPORT AQAR 2015–2016

MICHAEL MADHUSUDAN MEMORIAL COLLEGE

KABIGURU SARANI, CITY CENTRE, DURGAPUR, WEST BENGAL, PIN-713216

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The Annual Quality Assurance Report (AQAR) of the IQAC

SESSION :2015-2016

Part – A

AQAR for the year (*for example 2013-14*)

2015-2016

I. 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

principalmmmc@gmail.com

Contact Nos.

03432566700

Name of the Head of the Institution:

Dr. Golam Md. Helaluddin

Tel. No. with STD Code:

+918944921347

Mobile:

+919474367176

Name of the IQAC Co-ordinator:

Mr.PalashGoswami

Mobile:

+919434471538

IQAC e-mail address:

igacmmmc1996@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

WBCOGN12670

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)

1.5Website address:

www.madhusudancollege.in

Web-link of the AQAR:

www.madhusudancollege.in/AQAR/AQAR/2015-16.doc

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

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.15	2008	2013
2	2 nd Cycle	B	2.40	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7Date of Establishment of IQAC : DD/MM/YYYY

18/09/2008

1.8 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 **2011-12** submitted to NAAC on **16/10/2015** (DD/MM/YYYY)
- ii. AQAR **2012-13** submitted to NAAC on **16/10/2015** (DD/MM/YYYY)
- iii. AQAR **2013-14** submitted to NAAC on **16/10/2015** (DD/MM/YYYY)
- iv. AQAR **2014-15** submitted to NAAC on **16/10/2015** (DD/MM/YYYY)

1.9 Institutional Status

University ☐ State ☐ Central ☐ Jharkhand ☐ 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 ☐ IC 2(f) ☐ UGC ☒ ☒

Grant-in-aid + Self Financing Total ☒ Self-financing ☐

1.10 Type of Faculty/Programme

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

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

Others (Specify)

BBA & BCA

1.11 Name of the Affiliating University (for the Colleges)

University of Burdwan &
Kazi Nazrul University

1.12 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

No

UGC-Special Assistance Programme DST-FIST

No

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1No. of Teachers

07(Including Co-ordinator)

2.2No. of Administrative/Technical staff

03

2.3No. of students

01

2.4No. of Management representatives

02

2.5No. of Alumni

02

2. 6No. 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

16

2.10No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

04

culty

04

Non-Teaching Staff Students

03

Alumni

00

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

☐

National

☐

State

☐

Institution Level

☐

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

ICT facility installed in Geography, Computer Science and Physics departments. KOHA software and DSpace installed in library for smooth functions. Minor research proposals were submitted by three Faculties as suggested by IQAC. Process of COSA initiated and continued.

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. Construction of a smart room with relevant ICT facilities	1. Smart room was constructed with a capacity of 70 seats.
2. Number of close circuit TV cameras to be increased for security purpose	2. Six close circuit cameras were increased in various nodal places.
3. Installation of AC in various places	3. 2 AC were installed in Faculty room, 2 AC in Computer lab, 4 AC in Smart Class room, 2 AC in Administration.
4. Library to be digitized	4. KOHA and DSpace were installed
5. Building maintenance to be done	5. Renovation and wall painting were done

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

☒
☐

Management

☐

Syndicate

☐

Any other

☒

Provide the details of the action taken

NA

Part – B

Criterion – I

I. 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	
Trimester	
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. The Syllabus of Mathematics Honours has been revised. Reorientation of some Topics were

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

Department of Hindi with Honours commenced

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	07	01	----	42

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						08	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		05	
Resource Persons			

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

- Classes are taken on regular basis with the help of ICT facility
- Journals, books and other learning resources are provided through INFLIBNET and DSpace

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

231

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

Yes, Multiple Choice Questions, Seminar presentation &Project based evaluation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

03

12

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

70%

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)	35		03	57	37	97
English (H)	27		04	52	22	78
Geography (H)	30		22.5	71	03	96.5
History(H)	28		00	32	28.5	61
Philosophy(H)	01		00	00	01	100
Education(H)	26		35	46	19	100
Physics(H)	00		NA	NA	NA	NA
Mathematics(H)	04		00	75	00	75
Microbiology(H)	11		18	36	27	81
Computer Sc(H)	09		55.5	22.2	00	77.8
Accountancy(H)	46		06	44	44	93.5
BBA(H)	38		45	53	00	97.4
BCA(H)	32		56	37	00	93.7
B.A. (G)	401		00	4	58.9	62.9
B.Sc. (G)	8		62	38	00	100
B.Com. (G)	65		00	8	87.6	95.4

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

Our IQAC conducts meetings at regular intervals with the members of the Academic Sub-Committee to prepare-

1. The schedule of Unit Tests and Tests and convene term review to discuss about measures to be adopted to enhance academic standards of the students.
2. To check whether the academic activities are following the schedule of academic calendar.
3. It monitors the Teaching learning process by conducting the Guardians' meeting.

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	Nil
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	11
Others	07

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	26	04	03	01
Technical Staff	01			

Criterion – III

3. Research, Consultancy and Extension

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

- a. IQAC encourages Faculties on regular basis by providing the guidelines and informations regarding the suitable funding agencies to apply for Major and Minor Research Projects.
- b. 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.
- c. As a part of syllabus, the students of Professional Courses are required to submit project on their respective Elective Papers.
- d. The College provides necessary infrastructural and basic instrumental supports to the Principal Investigators.

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	01	02		03
Outlay in Rs. Lakhs	2.07	3.5		5.45

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	18	
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

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	2015-2016	UGC	Rs. 450000	Rs.350000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total	2015-2016	UGC	Rs. 450000	Rs.350000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

Nil

ii) Without ISBN No.

Nil

Nil

3.8 No. of University Departments receiving funds from - **NA**

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges **NA**

Autonomy

CPE DB

Scheme

INSPIRE

CE

ther (specify)

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

Nil

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

01

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:

4.5

From Funding agency From Management of University/College

Total

4.5

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year **NONE**

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 **NONE**

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) **NONE**

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level

70

State level

National level

International level

3.22 No. of students participated in NCC events: **Nil**

University level

State level

National level

International level

3.23 No. of Awards won in NSS: **NONE**

University level

State level

National level

International level

3.24 No. of Awards won in NCC: **NONE**

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum College forum
 NCC 01 NSS 05 Any other

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

NSS

- Road rally for the awareness of “Safe Drive Save Life”
- Door to door survey for the assessment of Dengue awareness
- Plantation with green revolution mission
- Road rally on the “World AIDS day”
- Awareness seminar on AIDS

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	25	03	College fund & MLA/MP LAD	28
Laboratories	12	--	--	12
Seminar Halls	01	01(including smart lecture room facility)	College fund & UGC assistance	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	32	35	College fund & UGC assistance	67
Value of the equipment purchased during the year (Rs. in Lakhs)	77.61	19.12	College fund & UGC assistance	96.73
Others	28.25	5.11	College fund & UGC assistance	33.36

4.2 Computerization of administration and library

1. Office is fully computerised
2. Library has been equipped with KOHA, DSpace
3. Legal software installed in the computers of office and computer lab

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13670	2536740	1475	2527254	15145	5063994
Reference Books	665	123528	128	133013	793	256541
e-Books						
Journals						
e-Journals						
Digital Database	00	00	7476	80000	7476	80000
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	68	03	09	01	--	10	56	02
Added	--	--	02	--	--	--	--	--
Total	68	03	11	01	--	10	56	02

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

- Internet access is through Wifi system of the College.
- CCTV Cameras are placed in nodal zones.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.21
ii) Campus Infrastructure and facilities	62.61
iii) Equipment	19.12
iv) Others	5.11
Total :	88.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Off and on campus recruitment facilities are provided to the students. There is a well-equipped gymnasium for the students. Regular Class tests and Unit Tests are taken for student progression. Various Committees has been established like Anti-ragging, Grievance redressal, Discipline Committee, Sexual harassment of Women etc.

5.2 Efforts made by the institution for tracking the progression

Meetings of the Academic Committees are held in regular intervals 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. Faculties also meet guardians on a regular basis to discuss about the needs and developments of their wards.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3291			

(b) No. of students outside the state

43

(c) No. of international students

01

MenWomen

No	%
1546	47

No	%
1745	53.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1927	774	221	598	05	3525	2199	724	198	165	05	3291

Demand ratio **3.2:1** Dropout % **24**

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 **Nil**

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

5.6 Details of student counselling and career guidance

- Campussing are organized by the Placement Cell of the College and students are also sent for Off-campus interviews organized by IIPC of University of Burdwan.
- The Career Counseling Cell of the College, by surfing internet, informs the outgoing third year students about Off-campus recruitment programmes.
- The Teachers motivate the students to appear for Competitive examinations.

No. of students benefitted

18

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
03	76	13	05

5.8 Details of gender sensitization programmes

For gender Sensitisation a one day Seminar was organised

5.9 Students Activities: **Annual Exhibitions Competition, Annual Sports, Foundation day celebration, Annual Social Program etc.**

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level
Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	Rs. 48000
Financial support from government	70	Rs.1250000
Financial support from other sources	04	Rs. 6000
Number of students who received International/ National recognitions	Nil	Nil

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 as the centre of excellence in the locality
7. To make the students aware of sustaining the traditions of the Institution and value orientation by remaining conscious of their indebtedness to the 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 & State Government. Admission in all Departments is done through online 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 are done for submission to The University/College/Government as and when required.
(8) Displaying list of students admitted in the College, Results in the Notice Board.
(9) The Departments, Office and the Principal's Chamber are connected through LAN.

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

- Guardians' and Students' feedback is taken yearly
- Extra classes are taken for the slow learners

6.3.3 Examination and Evaluation

Class Tests, Unit Tests, Tests, assignment project works, Study Tour etc.

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. Faculties are advised to arrange National and International level seminars, workshops and conferences etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Central Library has been computerized installing KOHA software and Digital Space (D-Space) and equipped with e-books, journals for students, Faculties as well as administrative staffs. Online applications process is conducted and students' records are maintained in software basis.

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 is 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

Admissions of students are strictly on merit basis and counselling

6.4 Welfare schemes for

Teaching	Festival Advance
Non- teaching	Puja Bonus, Advance on medical ground
Students	Students' Welfare fund, Free studentship for BPL students.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) have 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?

NA

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 eco-friendly 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.

The Lab-based Departments were Computerized and net connected.
Physics and Microbiology laboratory was upgraded for imparting practical classes for Honours students. Multimedia coaching strategies are adopted in the shared Smart class room.

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

- Numbers of close circuit TV cameras were increased in the college area.
- KOHA and D-Space facilities are provided through Library
- Maintenance and extension of building and wall painting of college

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

- Biological laboratory discards are removed from the College after proper sterilisation to make it non-hazardous
- Transparent student Admission procedure

****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 the Colleges in the locality.

(2) Quality Faculty

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

(4) Cultural heritage of the college.

(5) Students' demand for higher education as the location is 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 17 years.

(10) Gymnasium.

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

Weakness :

(1) Shortage of Teaching staff.

(2) Students are from rural area and a large number are first generation learner.

(3) Absence of effective collaborations with different institutes.

(4) Shortage of funds from state government.

(5) Absence of PG courses and research programmes.

(6) Absence of guardian participations in day to day college activities

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) Scopes of Research work.

(9) PG courses to be offered in different streams.

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

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

8. Plans of institution for next year

- Construction of the New Administrative and Academic Building.
- To construct a Virtual Class room
- Converting the College Campus to a Wi-fi zone.
- To take action to fill up the vacant posts for both full time teaching and non teaching
- To increase the journal access, INFLIBNET facility will be installed in library
- To apply for major research projects from different funding agencies
- To organize national and/or inter-national level symposium in our college

Name Prof. Palash Goswami

Name DR. GOLAM MD. HELALUDDIN

Palash Goswami

DR. GOLAM MD. HELALUDDIN

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

IQAC Co-Ordinator
MICHAEL MADHUSUDAN MEMORIAL COLLEGE
DURGAPUR-713216



Principal
Michael Madhusudan Memorial College
DURGAPUR-713216

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Best Practices

- **Biological laboratory discards are removed from the College after proper sterilisation to make it non-hazardous**
 1. **Objective:** Safe environmental practice.
 2. **Context:** In the Department of Microbiology several microorganisms are used which may have some adverse impact in environment if it is not properly destroyed.
 3. **Practice:** After using different microbial cultures for experiments, those are autoclaved or disinfected properly and discarded following containment guideline.
 4. **Evidence of success:** By this practice, contaminations within lab as well as in college premises within the permissible limit.
 5. **Resources required:** Instruments like autoclave, alcohol and proper detergents
 6. **Problems encountered:** No such problem.

- **Transparent student Admission procedure**
 1. **Objective:** To make the admission fair without any malpractice.
 2. **Context:** To make the deserving candidate avail the opportunity of getting higher education.
 3. **Practice:**
 - a) Online registration is done.
 - b) Merit list is published.
 - c) Admission is take through counselling based on merit list
 4. **Evidence of success:**
 - a) Students are doing fairly well in competitive exams
 - b) Results are appreciable
 - c) Large percentage of students are going for higher studies both within and outside the state
 5. **Resources required:**
 - a) Networking system
 - b) Technically sound college personnel
 6. **Problems encountered:** Students from rural areas face difficulty in online registration due to lack of internet accessibility in those areas

ACADEMIC CALENDAR

MONTH	EVENTS
JULY	Admission and Commencement of Classes
AUGUST	Completion of the Admission Process , Blood Donation and Planation Programs on the College Foundation day. Flag hoisting Ceremony on the Independence day.
SEPTEMBER	KNU 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 KNU &B.U. respectively
MARCH	Analysis of Test Results in the Academic Committee Meeting
APRIL	Part III Final Examination of B.U.; Part I Final Examination of KNU
MAY	Part I Final Examination of B.U. (PNC candidates) and Summer Recess
JUNE	Part II Final Examination of B.U. and Summer Recess

Annexure IV

FEEDBACK ANALYSIS

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