

Annual Quality Assurance Report (AQAR) of 2013-14

JHARGRAM RAJ COLLEGE

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Part – A

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

2013-14

I. Details of the Institution

1.1 Name of the Institution

JHARGRAM RAJ COLLEGE

1.2 Address Line 1

JHARGRAM

Address Line 2

City/Town

JHARGRAM, PASCHIM MEDINIPUR

State

WEST BENGAL

Pin Code

721507

Institution e-mail address

principal@jrc.ac.in

Contact Nos.

+ 91 3221 255022

Name of the Head of the Institution:

DR. NIMAI CHAND MASANTA

Tel. No. with STD Code:

+ 91 3221 255022

Mobile:

09732655703

Name of the IQAC Co-ordinator:

TAPAS KUMAR MISRA

Mobile:

IQAC e-mail address:

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)

1.5 Website address:

Web-link of the AQAR:

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++	NA	2007	2012
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

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 _____ 2011-2012 _____ (11/02/2016)
- ii. AQAR _____ 2012-2013 _____ (11/02/2016)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

VIDYASAGAR UNIVERSITY

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	05			
2.2 No. of Administrative/Technical staff	02			
2.3 No. of students				
2.4 No. of Management representatives	02			
2.5 No. of Alumni				
2.6 No. of any other stakeholder and community representatives	01			
2.7 No. of Employers/ Industrialists				
2.8 No. of other External Experts	01			
2.9 Total No. of members	11			
2.10 No. of IQAC meetings held				
2.11 No. of meetings with various stakeholders:	No.	02	Faculty	1
Non-Teaching Staff	1	Students	Alumni	
			Others	
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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

2.14 Significant Activities and contributions made by IQAC

- Initiated process of carrier advancement of teachers.
- Organised seminars on development of consciousness regarding NAAC accreditation among teaching and non teaching staffs of the college.

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
<ul style="list-style-type: none"> • Regular processing of papers submitted by teachers for their carrier advancement. 	<ul style="list-style-type: none"> • 3 incumbents of the college who applied for carrier advancement has been successfully promoted by the IQAC.

Annexure IV

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR has been placed before Teachers' Council. Necessary addition and alteration has been made to finalise AQAR for final submission.

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	NIL	NIL	NIL	NIL
PG	3	NIL	NIL	NIL
UG	14	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	NIL
Annual	14

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Annexure I

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi of subjects taught in Under-Graduate courses were revised and updated by Vidyasagar University to which Jhargram Raj College is affiliated. Accordingly, the college followed the new syllabi.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. Of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	50	9	0	

2.2 No. Of permanent faculty with Ph.D.

22

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
6	48	3	0	0	4	0	0	9	52

2.4 No. Of Guest and Visiting faculty and Temporary faculty

3

28

2.5 Faculty participation in conferences and symposia:

No. Of Faculty	International level	National level	State level
Attended	1	12	0
Presented papers	3	18	0
Resource Persons	0	2	0

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

- ♦ Surprise tests are arranged.
- ♦ Open book examinations are conducted.
- ♦ Audio-visual aids are used to supplement traditional chalk and talk method.
- ♦ To make the learning process more fruitful, students are asked to participate in group discussions on selected topics under the watch and guidance of teachers.
- ♦ Regular seminars, workshops and educational tours are arranged.
- ♦ Students are encouraged to participate in social science study circles.

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

173

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

Internal Assessment for UG and PG, open book examination, group discussions, study circles, internet based access of teaching material, student seminars.

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

		3
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2.10 Average percentage of attendance of students

72

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 A (HONS) I	306	0	6	48	23	77
B A (HONS) II	244	0	3	41	32	76
B A (HONS) III	175	0	7	82	3	93
B Sc (HONS) I	180	0	2	18	38	58
B Sc (HONS) II	83	0	11	45	22	77
B Sc (HONS) III	61	0	20	54	15	89
B Com (HONS) I	16	0	94	0	0	94
B Com (HONS) II	8	0	50	50	0	100
B Com (HONS) III	4	0	0	100	0	100
B A (GEN) I	475	0	0.21	11	23	34
B A (GEN) II	181	0	0	6	45	51
B A (GEN) III	99	0	2	46	42	91
B Sc (GEN) I	46	0	0	9	2	11
B Sc (GEN) II	9	0	0	78	0	0
B Sc (GEN) III	1	0	0	100	0	0
B Com (GEN) I	0	0	0	0	0	0
B Com (GEN) II	0	0	0	0	0	0
B Com (GEN) III	1	0	0	0	100	100
P G (CHEM) SEM I	18	0	100	0	0	100
P G (CHEM) SEM II	18	0	100	0	0	100
P G (CHEM) SEM III	21	0	100	0	0	100
P G (CHEM) SEM IV	21	0	100	0	0	100
P G (ZOOL) SEM I	15	0	33	67	0	100
P G (ZOOL) SEM II	15	0	67	33	0	100
P G (ZOOL) SEM III	18	0	72	28	0	100
P G (ZOOL) SEM IV	18	0	56	44	0	100
P G (BENG) SEM I	27	0	81	19	0	100
P G (BENG) SEM II	27	0	81	19	0	100
P G (BENG) SEM III	26	0	35	65	0	100
P G (BENG) SEM IV	26	0	62	38	0	100

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

IQAC plays a key role in the development of teaching learning environment of the college. It regularly interacts with teaching as well as non teaching members of the institution to strengthen coordination among different departments. IQAC regularly scrutinises students' feedback forms and takes necessary actions accordingly. It encourages departments to student encouragement programmes of various kinds such as NSS camps, excursions, study tours, village level surveys etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	7
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3
Others	0

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	42	28	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages undertaking of research projects among teaching members of the institution. IQAC with its regular interaction with the teachers conveys them information about scope and various schemes of research with the help of external funding agencies. In its effort a good number of teachers have shown their interest in initiating Minor Research Project of UGC. IQAC has been active in various ways.

- ♦ Monitoring of the fruitful utilization of the grants received from the UGC and the Government of WB, under different heads, for enriching the teaching-learning process.
- ♦ Creation and effective use of the available space to construct small scale research labs
- ♦ Suggesting new research proposals.
- ♦ Procuring and installing new instrumental facilities in science departments.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	26 lakh	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	6	0	0
Outlay in Rs. Lakhs	191000	986500	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	31	20	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	5	0

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	Nil	Nil	Nil	Nil
Minor Projects	2	UGC	986500	912000

Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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 :NA

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					2
Sponsoring agencies					Self funded

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

3.13 No. Of collaborations International National Any other

3.14 No. Of linkages created during this year

3.15 Total budget for research for current year in lakhs : NA

From Funding agency From Management of University/College

Total

3.16 No. Of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
04	0	0	04	0	0	0

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

5

11

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

04

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

JRF SRF Project Fellows Any other

3.21 No. Of students Participated in NSS events:

University level State level

National level International level

3.22 No. Of students participated in NCC events: NA

University level State level

National level International level

3.23 No. Of Awards won in NSS: NIL

University level State level

National level International level

3.24 No. Of Awards won in NCC: NA

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

3.25 No. Of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="4*"/>
		Any other	<input type="text"/>

*4 (Four) adopted villages

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

- Programmes on Gender Sensitisation and Women Empowerment conducted by NSS units of the college.
- Regular Literacy Campaigns undertaken by NSS units of the college.
- Blood donation camps have been organised.
- Books, exercise books, pens, pencils etc., have been provided to the children of poor families of a few select villages.

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	313 Acre	0	Govt. Of WB	313
Class rooms	40	00		40
Laboratories	20	00		20
Seminar Halls	02	00		02
No. Of important equipments purchased (≥ 1-0 lakh) during the current year.**	13	11	Govt. Of WB and UGC	24
Value of the equipment purchased during the year (Rs. In Lakhs)**	3650871	3874424	Govt. Of WB and UGC	7525295
Others	0	0	0	0

** Annexure II

4.2 Computerization of administration and library

- ♦ In spite of paucity of funds digitisation of library progressed to some extent.
- ♦ Installation of CCTV in the library is being planned.
- ♦ Salary bills are being prepared and processed using COSA software.
- ♦ An improved version of Income Tax calculator has been developed by faculties of Commerce and Economics which is being increasingly used by the staff of the college.
- ♦ All official documents are prepared and recorded digitally.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	108395	2355879 1	895	564350	109290	24123141
Reference Books	1842	1151163	03	5650	1845	1156813
e-Books	00	00	00	00	00	00
Journals	05	15500	00	00	05	15500
e-Journals	00	00	03	7500	03	7500
Digital Database	36681	00	2720	00	39401	00
CD & Video	107	00	05	00	112	00
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	1	3	0	0	7	0	0
Added	0	0	0	0	0	0	0	0
Total	60	1	3	0	0	7	0	0

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

- ♦ College upgraded its website to a dynamic one with a plan to make admission procedure online.
- ♦ LAN has been extended to most of the departments.
- ♦ Most of the office documentation has been automated.
- ♦ Most of the office staff has been trained in use of computers and other machines installed in the office.

4.6 Amount spent on maintenance in lakhs : 125.8 lakh

i) ICT	0
ii) Campus Infrastructure and facilities	Rs. 6854289
iii) Equipments	Rs. 32,59,000
iv) Others	Rs. 24,67,694
Total:	Rs. 1,25,80,983

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ♦ IQAC regularly interacts with the college library to ensure that it is well stocked to take care of books and journals needed by students.
- ♦ IQAC regularly meets the efficient library staff to exchange information and feedback about students' demands.
- ♦ Tutorial and remedial classes are devised according to the needs of different learners.
- ♦ Career counselling cell.
- ♦ Grievance redressal cell.
- ♦ Social Science Study Circle.

5.2 Efforts made by the institution for tracking the progression

- ♦ Internal assessment.
- ♦ Regular class tests.
- ♦ Mid-term tests.
- ♦ Term papers.
- ♦ Continuous evaluation of practical experiments and exercises for laboratory-based subjects.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1193	173	0	0

(b) No. Of students outside the state

NIL

(c) No. Of international students

NIL

Men	No	%	Women	No	%
	970	55.2		788	44.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1211	259	216	188	14	1888	1277	200	176	99	06	1758

Demand ratio 1:2.56

Dropout % 5.8

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

Coaching facilities for students arranged in collaboration with the District Administration.

No. Of students beneficiaries

NA

5.5 No. Of students qualified in these examinations : Not Available

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

- ♦ Coaching plans are devised to meet the requirements of specific competitive examinations.
- ♦ Career counselling is done carefully while assessing the particular abilities and choices of the student concerned.
- ♦ Books and other study materials are stocked by the library.
- ♦ Teachers provide specially made notes and hand-outs.

No. Of students benefitted

100

5.7 Details of campus placement: NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- A Seminar is organised to sensitise students about their rights.
- A Seminar is organised to aware students about curse of ragging and available means to combat the curse.
- NSS units of the college have arranged programmes to spread the consciousness about women empowerment.
- Women grievance redressal cell is in regular contact with the students of the college.

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: NIL

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		
Financial support from government	359	Rs. 6492400/-
Financial support from other sources	18	Rs. 16,848/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives : NIL

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. Of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: In order to improve the quality of drinking water, an iron removing system has been installed to the drinking water pipeline.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college since its inception has been serving the districts of Medinipur and the greater portions of Manbhum (comprising of the districts of Purulia and Bankura). Trees, shrubs and bushes and, hills and hillocks amidst a red earth and, the tribes living here are what distinguish this area from other parts of the state. The Malla Rajas once ruled this place and took initiative to establish a few good educational institutions later taken care of by the government and also supplemented by private efforts and investment. Hence, though a small sub-divisional town, Jhargram is known for its many good schools. Jhargram Raj College being a government college offering quality education programmes at UG as well as a few PG levels takes a special place in the area. Many students of this college come from extremely poor families and under-privileged sections of the society, and are often the first-generation learners. Their requirements are way different from that of the students belonging to middle class and comparatively well-to-do families. To achieve what is required of it, Jhargram Raj College functions accordingly to impart good and quality education in particular and contribute towards social welfare in general. The college consistently works towards:

- ♦ Spreading education and awareness.
- ♦ Making youths socially responsible and able to undertake the social responsibilities that are demanded of a good citizen.
- ♦ Motivating the local youth to higher education.
- ♦ Honing the skills and abilities of young men and women.
- ♦ Grooming students as sensitive men and women.
- ♦ Providing a process of learning via activities that cross-links the society with education.
- ♦ Imparting values that lead to accountability for the society at large.
- ♦ Inculcating a sense of understanding for self as well as for others.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

Being affiliated to Vidyasagar University, Jhargram Raj College follows the syllabi for both the UG and PG curricula as prepared by the University. However, a good number of faculty members of different departments are members of the UG and PG Board of Studies (BOS) of the University. They regularly participate in meetings and workshops organized for curricular development and updating, and provide their opinions and suggestions.

6.3.2 Teaching and Learning

The college continuously reviews and implements better and more effective methods of teaching and learning. E-learning methods are mixed and supplemented to conventional chalk and talk method suitably to reach out to the students many of whose ethnic, social and economic background set them apart from students with urban affluent background. Teachers are encouraged to take one to one care for the students in order to understand their specific needs and provide special help.

6.3.3 Examination and Evaluation

- ◆ Routine Internal Assessments
- ◆ Regular class tests
- ◆ Surprise tests and quizzes
- ◆ Term Papers.
- ◆ Students' seminar.

6.3.4 Research and Development

- ◆ Teachers from all departments are engaged in active research alongside their teaching, and have regular research publications.
- ◆ IQAC encourages the teachers to undertake research schemes and provides them the necessary space and infrastructure to carry out their research projects fruitfully.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ♦ The LIBSYS software is in place in the library and funds to install CCTV in the process of being sanctioned by the Higher Education Department, Government of West Bengal.
- ♦ The science departments with PG curriculum side by side the UG ones has been provided with new instruments and other improved laboratory facilities with the help from different grants of the Government of WB.
- ♦ Most of the departments of the college have been brought into the LAN.
- ♦ Some of the departments have been provided with new computer accessories and peripherals.

6.3.6 Human Resource Management

- ♦ Faculties are regularly encouraged to attend and participate in seminars, workshops, refresher courses etc., and expand their knowledge and improve their teaching as well as research skills.
- ♦ Attendance records of the non-teaching staff, and the daily self-appraisal reports of the teaching staff are maintained.
- ♦ Teachers are in regular contact with the non-teaching staff of the college and co-operate in administrative tasks.
- ♦ Parent-Teacher meetings are held regularly.
- ♦ The college website is upgraded regularly and information and notices regarding admission and other issues.
- ♦ Academic and administrative sub-committee members consistently perform their duties and meets regularly to discuss and devise future plans of action.

6.3.7 Faculty and Staff recruitment

West Bengal Public Service Commission (WBPS) interviews and selects teachers for the government colleges of the state on behalf of the government. Higher Education Department recruits teachers on the basis of the WBPS's recommendation and posts them to colleges as, when and where it deems fit.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Completely merit-based admission system.

6.4 Welfare schemes for

Teaching	West Bengal Government Health Scheme
Non teaching	West Bengal Government Health Scheme, Bonus and advance salary during festive season.
Students	Member of Students' Health Home; various government and non-government scholarship schemes; special financial assistance for students of backward classes.

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NA	YES	Principal
Administrative	YES	Govt. Of WB	YES	Principal

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

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?

NA

6.11 Activities and support from the Alumni Association

Departments regularly keep in touch with their alumni and their opinions are sought in connection with improving teaching-learning methods

6.12 Activities and support from the Parent – Teacher Association

Parent-teacher meetings are regularly held by the departments which contribute significantly towards bettering academic atmosphere of the college and improving teaching-learning experiences.

6.13 Development programmes for support staff

Support staff of the college has been trained in using computers and other equipments and gadgets which are used in the office, laboratories and in the college premises in general.

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

- ♦ The college has been made a plastic-free zone.
- ♦ Tree census has been completed.
- ♦ The college has been made a no-smoking zone.
- ♦ NSS units regularly clean the college campus.
- ♦ Plantation of trees is a regular activity.
- ♦ A composting unit is in progress.

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.

- ♦ Campus cleaning, tree plantation and environment awareness programmes.
- ♦ Initiating an inter-department study circle on social sciences.
- ♦ Audio-visual aids supplementing classroom teaching.
- ♦ Students' seminars being UG and PG students.
- ♦ Field studies by various departments.
- ♦ The NSS units of the college organising several social awareness camps in the villages.

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

- ♦ A deep tube well adjacent to Arts Building has been installed to procure drinking water as planned.
- ♦ An iron removal system has been installed to the drinking water pipeline as planned.

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

- ♦ Setting Up of a Social Science Study Circle
- ♦ Helping a poor and underprivileged widow to start a business.

* *Annexure III*

7.4 Contribution to environmental awareness / protection

- ♦ Under Graduate students are given formal Environmental Education training within their curriculum.
- ♦ NSS units have regularly undertaken campus cleaning drives.
- ♦ Students of Zoology and Botany departments organised several programmes in the local rural areas to spread awareness about the importance of plants and animals in maintaining ecological balance.
- ♦ Prohibition of smoking in the college premises.
- ♦ Use of dried leaves and weeds in the composting unit.
- ♦ College is a plastic free zone.
- ♦ Use of "Saal" leaves and locally made earthen wares in the college canteen instead of plastic cups and plates.
- ♦ NSS units have been active in organising tree plantation programmes in the local area.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS

- ♦ Jhargram Raj College is looked at as a government run educational institution of significance. Students from Bankura and Purulia districts besides those from Pashchim Madinipur seek admission to this college. The surrounding area is populated by different tribes and other under-privileged sections of the society. Therefore the college gets the opportunity of doing a great service towards nation building. Jhargram is well connected to the neighbouring vast areas as well as to the State's capital. The college is in a good position to fulfil its responsibilities.
- ♦ West Bengal Public Service Commission through its well designed selection procedure recommends teachers to the Higher Education Department which in turn posts them to Jhargram Raj College. This ensures that the college gets a set of extremely dedicated, highly motivated and enterprising teachers who help maintain consistently good academic standards.
- ♦ The departments running the post-graduate courses, namely, Bengali, Chemistry and Zoology provide opportunities of higher studies to the students of the area.
- ♦ The college has good hostel accommodation for both UG and PG level students.
- ♦ Girl students constituted about 45 percent of the total number students.
- ♦ There are various scholarships intended for the benefit of students from poor and backward sections of the society and particularly for the tribal students.
- ♦ Almost 30 percent of the students come from poor and backward strata of the society and about half of them are from tribal background. Thus, the college is in position to serve the underprivileged sections of the society to a great extent.
- ♦ Fee structure of the college is very nominal which helps poor students.
- ♦ Good library facilities.
- ♦ Efficient office staff.
- ♦ Good laboratory facilities.
- ♦ Transparent merit based admission procedure.

WEAKNESSES

- ♦ Inadequate number of classrooms.
- ♦ 16 percent of non-teaching posts and 50 percent of faculty positions are lying vacant.
- ♦ Jhargram Raj College being a government college cannot, of its own, recruit teaching and non-teaching staff as and when necessary.
- ♦ Dependence on Public Works Department for civil and electrical works severely restricts expansion and maintenance of civil and electrical infrastructure.
- ♦ The college often faces a shortage of manpower due to transfers of teachers and non-teaching staff.

OPPORTUNITIES

- ♦ Post graduate courses of the college offer opportunities to the students desirous of attaining higher education.
- ♦ Well stocked library and its computerised facilities are of great help for both the students and teachers.
- ♦ Different extension programmes and regular NSS activities help a broader awareness for the students and create a sense of association between people of the locality, particularly poor villagers.
- ♦ PSC's selection policy ensures appointment of good, efficient and enterprising personnel in the college.
- ♦ Regular tutorials, remedial classes, seminars, workshops, exhibitions provide valuable opportunities to students to get acquainted with advanced studies in different fields and sharpen their educational skills.

CHALLENGES

- ♦ Extension and maintenance of civil and electrical infrastructural facilities of the college depends on the work procedures of the Public Works Department.

- ♦ The college cannot devise any curriculum which may deem being specifically suitable for its students because it has to follow the syllabi devised by the mother University.
- ♦ Paucity of funds often becomes a constraint in implementing important plans and projects of the college.
- ♦ Being a government college, Jhargram Raj College cannot generate a fund of its own.

8. Plans of institution for next year

- ♦ Installation of Wi-Fi facilities in the Office and the Science Building and their surrounding areas.
- ♦ Implementation of fully online admission procedure.

Name Dr. Tapas Kumar Misra

T.K. Misra

Signature of the Coordinator, IQAC
Co - ordinator
IQAC
Jhargram Raj College

Name Dr. Nimai Chand Masanta

Nimai Chand Masanta

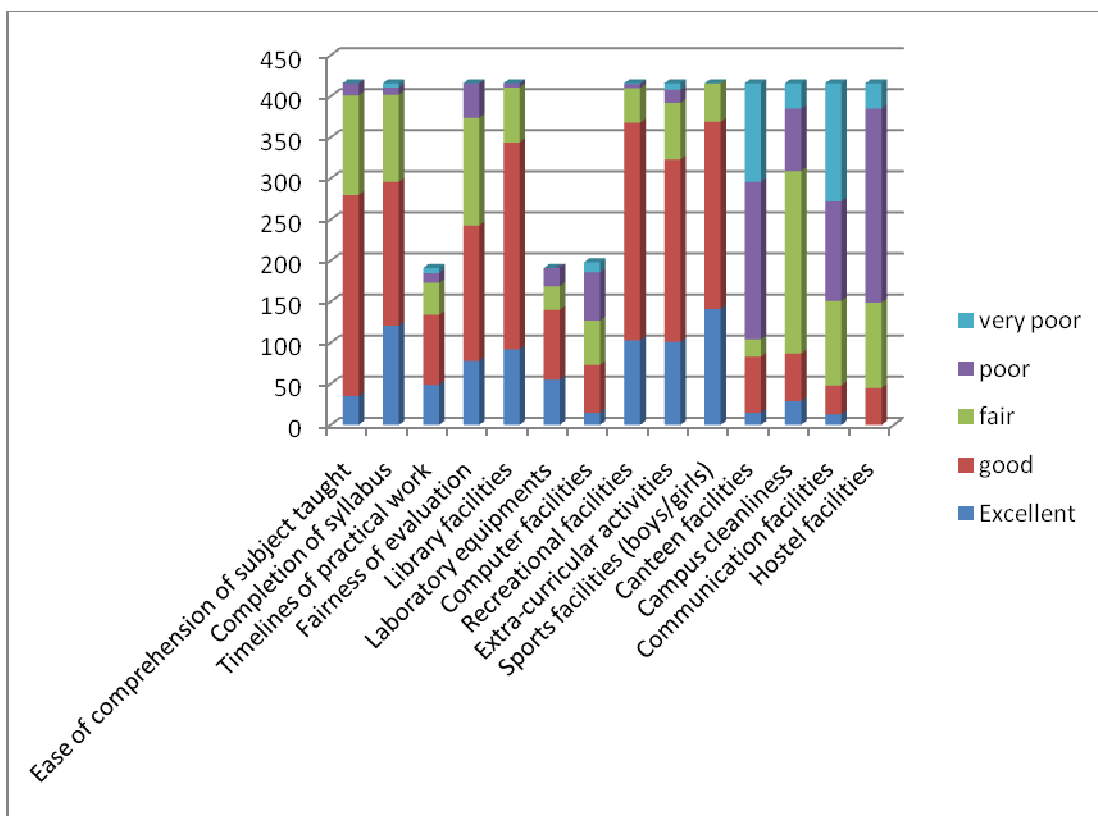
Signature of the Chairperson, IQAC
Officer in Charge
Jhargram Raj College

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



Annexure I



Annexure II

No. of important equipments purchased (\geq 1-0 lakh) during the current year.

Year	Department	Existing equipment	Equipment/Instrument purchased during the year	Value of currently purchased equipments (Rs.)	Funding Agency	
2013-14	Chemistry	Shimadzu UV-VIS spectrophotometer	Micro oven		GoWB (Tribal Grant)	
		Mettler Digital Balance Model XS-105-DU				
		Thermo-electrical Temperature Controller				
		Shimadzu FT-IR + accessories				
		Mettler Digital Balance Model JB 16036				
			Cyclic voltammeter			
	Zoology		ELISA Plate Reader	Beckman spectrophotometer	950000	GoWB (Tribal Grant)
			Digital camera for microscope (MOTICAM 2500)	PCR(genei)	400000	GoWB (Tribal Grant)
			Inverter Generator Set	Multi viewing microscope	400000	GoWB (Tribal Grant)
			Rotary Vacuum Evaporator			
			Multi-viewing Microscope Pentaacto-550			

	Physiology	Phase Contrast Microscope	Inverted binocular microscope	231000	UGC
			Motorised treadmill	110000	UGC
			Trinocular phase contrast fluorescent microscope	250000	
	Office	Photocopying Machine (Canon)	Hp desktop (14)	537992	
				Hp desktop (9)	345852
	Physical education		Cross trainer	150000	
			Motorised tread mill	150000	

ANNEXURE – III

Best Practices

1. Setting up of a Social Science Study Circle

Objective

- Supplement classroom teaching.
- Inspire students to follow up topics learnt with further studies.
- Encourage students to exchange ideas.
- Help students open up by creating an informal atmosphere.
- Encourage students to come up with questions more freely.
- Inspire students to think and apply their mind more intensely.
- Provide a regular platform for inter-departmental exchanges and inter-disciplinary studies to both students and teachers.
- Develop a closer relationship between teachers and students.
- Enable the teachers acquire a better understanding about the requirements of the students.

Intended Outcome

- Students getting an in-depth knowledge of the subjects taught.
- Students becoming aware of various works by different scholars.
- Students getting interested in the works and ideas of great minds.
- Widening and deepening the knowledge base and awareness of students.
- Instilling self-confidence among the students.
- Helping students understand the significance of collective effort, exchanging ideas and helping each other.
- Creating a sense of association and bonding between different departments and, mutual understanding and respect for different disciplines.
- Teachers coming up with better ideas and techniques of teaching.

Context

Disciplines that come to be described under the blanket term ‘Social Sciences’ are related to each other in ways more than one. These subjects draw from each other widely and deeply. Moreover, many areas of the subjects are overlapping. A social science study circle has the potential of making students aware of the inter-disciplinary nature of the subjects they study. Hence, inter-departmental co-operation can go to a great extent in facilitating a better understanding of Social Sciences among the students. More importantly, a sizeable proportion of students of Jhargram Raj College, coming from underprivileged and tribal background, lacks proper exposure and communicative skills necessarily required by the urban educated competitive world. A social sciences study circle can go a long way in grooming our students to that end.

Practice

- To let the students choose a topic for a session of study.
- Discipline to be discussed changing from session to session covering all the social science departments of the college.
- Teachers help in selecting books and materials for the study sessions.

- When necessary teachers provide guidance and direction of the discussion.
- When necessary teachers explain difficult points.

Evidence of success

- Although the study circle began with a few students, increasingly more students are joining it.
- The students are coming up with more questions in the class room.
- Inspired by the study circle, students are giving similar efforts for collective studies after college hours at hostels and friends' houses.
- They are increasingly exchanging their ideas and notes.
- Use of library resources has increased.

Problems encountered and resources required

- Scarcity of large rooms.
- The study circle needs a library of its own.
- The study circle does not have a fund of its own which might have been useful in extending its activities such as inviting teachers and students from other parts of the area.

2. Joint Forest Management

Objectives

- Make students as well as the local people aware of the forest resources of the area.
- Have an assessment of the forest resources as those have changed in recent years.
- Outline as far as possible the social, environmental and economic values of forest resources.
- Assess the number of households dependent on forest resources for their daily livelihood.
- Assess the proportion of income of these households accruing from forest related activities.
- Enquire into the possibilities of co-operation between the Forest Department and local people in tapping forest resources and maintaining balance of the same.
- Enquire into the above mentioned co-operative behaviour as they exist at present.

Intended Outcome

- A study on techniques and scope of Joint Forest Management in the area.
- Encourage students to take active interest in the area's forest resources.
- Inspire students as well as the villagers in judicious use of the jungles.
- Generate an overall consciousness about the importance of ecological and environmental balance.
- Solutions regarding conflicts between economic demands and natural constraints.

Context

The area surrounding Jhargram Raj College is rich in forest resources. Local people, particularly the tribal people who live very close to the jungle areas, have since time immemorial been using forest resources while living in harmony with the nature. However, growth of population has

been putting increased pressure upon the forest. Besides, encroachment of forest land and illegal felling of trees have made matters worse. While the demands of local people on the forest resources cannot be completely denied, good measures to prevent indiscriminate exploitation of the forest have to be adopted. Depletion of forest resources will bring about a two-pronged trouble. On the one hand, a time will come when forests will have near nothing to offer in the way of supporting people's livelihoods. On the other hand, environmental disorder will unleash multifarious crises. Thus, in order to achieve a balance between social, natural and economic aspects of forest and its use, a concerted effort of managing the forest resources is of utmost importance.

Practice

- Under the guidance of the Economics Department, students visited various forest areas.
- Students undertook detail and systematic surveys of forest areas.
- Students collected data as recorded by the forest department.
- Students interviewed several households connected to forest activities.
- Students prepared reports on the basis of their study.
- Reports were published as articles in reputed journals.

Evidence of Success

- Students in increasing number are showing interest in the area's forest resources.
- District administration is getting better co-operation in their vigilance over illegal tree felling.
- Appeal by students of Jhargram Raj College has prompted the relocation of the local municipality's waste disposal ground from within jungle periphery to a place safely distant from the jungles.

Problems Encountered and Resources Required

- Systematic time-series data about the forests are not available with the Forest Departments.
- People are not always forthcoming with their experiences and opinions about forest resources and use and misuse of the same.
- The unholy racket of illegal tree fellers, saw-mill owners and log merchants often make the task difficult.
- There is no fund available to continue the task.

Annexure IV



Office of the Secretary, Under Graduate Council

VIDYASAGAR UNIVERSITY

Midnapore – 721 102

Ph. 03222: 261-144 (DI) /276-554/555/557/558 : Extn. 460

Ref. No. VU/UG/ AC/312 (52) /2013

Dated: July 22, 2013

**ACADEMIC CALENDER FOR U. G. COLLEGES FOR B.A./B.SC./ B.COM : HONOURS/MAJOR/GENERAL
FOR
THE ACADEMIC SESSION 2013-2014**

At least 2 class tests per paper for Honours subjects and at least 1 class test per paper for pass subjects will have to be conducted by the College within the period of the
1st Term : 01.07.2013 to 04.11.2013

Month	No. of Week	Dates in the Week	Holidays	No. of no Class days	No. of days available for Class/Exam.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
July 2013	1 st	July (1-7)	07.07.2013: Sunday	1	6	Admission for 1 st year
	2 nd	July (8-14)	10.07.2013: Rathajatra 14.07.2013: Sunday	2	5	Admission for 1 st year 13.07.2013 : Closing date of admission for 1 st year
	3 rd	July (15-21)	18.07.2013: Ulto Rath 21.07.2013: Sunday	2	5	17.07.2013 : Commencement of classes for 1 st year 17.07.2013-31.07.2013 : Change of subjects if necessary
	4 th	July (22-28)	28.07.2013: Sunday	1	6	Classes for 1 st year / Change of subjects if necessary 25.07.2013: Issue of Registration Form to colleges
	5 th	July (29-31)	No Holiday	NIL	3	Classes for 1 st year / Change of subjects if necessary
August 2013	6 th	August (1-7)	04.08.2013: Sunday	1	6	01.08.2013 - 14.08.2013 : Issue & Receiving of Registration form for 1 st year students without fine 01.08.2013 to 07.08.2013 : Admission for 3 rd year classes/ Classes for 1 st year / 05.08.2013 : Commencement of examination for Part-I

22/07/2013
 Secretary (Actg.)
 Council for Undergraduate studies
 Vidyasagar University
 VIDYASAGAR UNIVERSITY



Office of the Secretary, Under Graduate Council
VIDYASAGAR UNIVERSITY

Midnapore – 721 102

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Month	No. of Week	Dates in the Week	Holidays	No. of no Class days	No. of days available for Class/Exam.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
August 2013	7 th	August (8-14)	09.08.2013 : Id-Ui-Fitre 11.08.2013 : Sunday	2	5	Classes for 1 st year & 3 rd year / Part-I Examination 14.08.2013 : last date of receiving of Registration form without fine
	8 th	August (15-21)	15.08.2013 : Independence day 18.08.2013 : Sunday	2	5	16.08.2013 – 23.08.2013 : Issue & receiving of Registration form for 1 st year students with fine / 19.08.2013 -23.08.2013: Part-I Pract. examination for commerce/21.08.2013 – Last date of submission of registration form to V.U. for 1 st year without fine / Classes for 1 st & 3 rd year / 20.08.2013: last date of Part-I Examination (written)
	9 th	August (22-28)	25.08.2013 : Sunday 28.08.2013 : Janmastami	2	5	27.08.2013 – Last date of submission of registration form to V.U. for 1 st year with fine / Classes for 1 st & 3 rd year / 23.08.2013 : last date commerce practical/ 26.08.203 – 04.09.2013 : Admission for 2 nd year classes
	10 th	August (29-31)	No holiday	No Holiday	3	Classes for 1 st & 3 rd year / Admission for 2 nd year classes
September 2013	11 th	September (1-7)	01.09.2013 : Sunday	1	6	1 st week of September : Inter College Cultural Meet / 04.09.2013 : Last date of admission for 2 nd year classes / Classes for 1 st & 3 rd year 05.09.2013 : Commencement of classes for Part II
	12 th	September (8-14)	08.09.2013 : Sunday	1	6	10.09.2013 – Last date of submission of 'Teachers' Bio data to V.U. as per provided format / Classes for 1 st , 2 nd , 3 rd year
	13 th	September (15-21)	15.09.2013 : Sunday	1	6	Classes for 1 st , 2 nd , 3 rd year
	14 th	September (22-28)	22.09.2013 : Sunday 26.09.2013 : Vidyasagar's Birth Day	2	5	Classes for 1 st , 2 nd , 3 rd year
	15 th	September (29-30)	29.09.2013 : Sunday	1	1	Classes for 1 st , 2 nd , 3 rd year

22/09/2013
Secretary (Actg.)
Council for Undergraduate studies
Vidyasagar University
MIDNAPORE
VIDYASAGAR UNIVERSITY



Office of the Secretary, Under Graduate Council

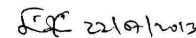
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Month	No. of Week	Dates in the Week	Holidays	No. of no Class days	No. of days available for Class/Exam.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
October 2013	16 th	October (1-7)	02.10.2013 : Mahatma Ghandhi's Bitrh day / 04.10.2013 : Mahalaya 06.10.2013 : Sunday	3	4	Classes for 1 st , 2 nd , 3 rd year
	17 th	October (8-14)	Puja Holidays: 10.10.2013 to 14.10.2013	5	2	10.10.2013 – 14.10.2013 : Puja Holidays
	18 th	October (15-21)	Puja Holidays : 15.10.2013 to 21.10.2013	7	NIL	15.10.2013 – 21.10.2013 : Puja Holidays
	19 th	October (22-28)	Puja Holidays : 22.10.2013 to 28.10.2013	7	NIL	22.10.2013 – 28.10.2013 : Puja Holidays
	20 th	October (29-31)	Puja Holidays : 29.10.2013 to 31.10.2013	3	NIL	29.10.2013 – 31.10.2013 : Puja Holidays
November 2013	21 st	November (1-4)	KaliPuja & Bhatridwitya: 01.11.2013 to 04.11.2013	4	NIL	01.11.2013 – 14.11.2013 : Puja Holidays
07-10	21	137	48	48	79	


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