

The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17

Part – A

I. Details of the Institution

1.1 Name of the Institution

Dukhulal Nibaran Chandra College

1.2 Address Line 1

P.O. Aurangabad, Dist. Murshidabad,
West Bengal, PIN- 742201

Address Line 2

Do.

City/Town

Jangipur

State

West Bengal

Pin Code

742201

Institution e-mail address

dnccollege@gmail.com

Contact Nos.

03485-262477

Name of the Head of the Institution:

CA Nikhilendu Bikash Das,
Lecturer in Charge

Tel. No. with STD Code:

Nil

Mobile:

9432223697

Name of the IQAC Co-ordinator:

Dr. Amitlal Bhattacharya

Mobile:

9732970754

IQAC e-mail address:

dnciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN13947

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-

Web-link of the AQAR:

EC-50/24 Dated 30.09.2009

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	2.33	2009	29/09/2014
2	2 nd Cycle	B	2.38	2016	30/11/2021
3	3 rd Cycle				
4	4 th Cycle				

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

08/02/2012

1.8 AQAR for the year

2016-17

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 2012-13 submitted to NAAC on 12/12/2015
- ii. AQAR 2013-14 submitted to NAAC on 12/12/2015
- iii. AQAR 2014-15 submitted to NAAC on 12/12/2015
- iv. AQAR 2015-16 submitted to NAAC on 10/11/2016

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)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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 lakh

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 2 International National State Institution Level 2

(ii) Themes

Rights and Duties of Consumers' under Consumer Protection Act, 1986

2.14 Significant Activities and contributions made by IQAC

1. Preparatory steps undertaken by the IQAC for CAS of 5 Teachers and one Librarian.
2. Free WIFI facilities in the college premises.
3. Departmental Staff room and library facilities in the Department of Commerce, Bengali, History and Political Science.
4. Separate Cycle garage for men and women students.

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. Introduction of new course e.g. Mathematics Honours, Botany Honours, Vocatoinal courses.	2. Necessary papers has been sent to the university for consideration

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management G.B Syndicate Any other body

Provide the details of the action taken

The Governing Body of the college in its Resolution vide Item No. 5 dated 23.09.2017 approved the AQAR 2016-17 and recommended the same for sending to the NAAC office.

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	19	nil	nil	nil
PG Diploma				
Advanced Diploma				
Diploma	01			
Certificate		nil	nil	nil
Others				
Total	20			
Interdisciplinary	nil			
Innovative	nil			

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	19

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.

Our college is affiliated under University of Kalyani and strictly follow the university syllabus. The syllabus of B.Com has been changed from the session 2015-16.

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

Honours in Geography, Sanskrit, Zoology and Arabic General Course has been introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	PTT	CWTT	Guest Teachers
69	12	06	nil	20	01	30

2.2 No. of permanent faculty with Ph.D.

04

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
7	11	NIL	2	NIL	NIL	NIL	NIL	7	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	04	04
Presented papers	NIL	04	02
Resource Persons	NIL	NIL	NIL

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

1. Admission is strictly on merit basis. Rules & regulations, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holders in college website, and in the notice board of the college.
2. College gives prospectus at the time of admission to the students in the website, where students know the information about fees structure, student support, etc. Department of Commerce issues Academic calendar.
3. To teach the students in a more illustrative and understandable way, teachers are using audio visual teaching in the smart room.

2.7 Total No. of actual teaching days

192

during this academic year

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

No such initiative has been taken

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

Md. Sablul Hoque, Associate professor of History, is engaged in syllabus development as member of Board of Study in Gour Banga University, Malda . Dr. Sunil Kr. Dey, Associate Professor of Bengali is also a member of Board of studies of Kalyani University , Nadia.

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
PART-I						
B. A. HONS	474		04	298		302
B.A GEN	1418		00	1110		1110
B. COM HONS	6		04	00		4
B.COM	04		00	04		4
B.sc. Hons.	69		03	58		61
B.Sc. Gen	15		00	09		09
PART-II						
B.A HONS	269	NIL	15	212		227
B.A GEN	462	NIL	NIL	321		321
B.COM HONS	02	NIL	01	00		01
B.COM GEN	002	NIL	00NIL	000		000
B.Sc. Hons.	22		00	21		21
B.SE GEN	04	NIL	NIL	04		04
PART-III						
B.A HONS	194	NIL	04	173		177
B.A. GEN	251	NIL	NIL	251		251
B.COM HONS	00	NIL	Nil	00		0
B.COM GEN	Nil	NIL	NIL	00		Nil
B.SE GEN	12	NIL	NIL	01		01

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

2.13 Initiatives undertaken towards faculty development

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

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	09	13	nil	nil
Technical Staff	nil			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC of our college formed a Research Committee to help the teachers in publication of papers in different journals and promote to apply in minor research projects of UGC.

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		
Outlay in Rs. Lakhs		3 lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	ONE	NIL
Non-Peer Review Journals	THREE	TEN	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications: not known

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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
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	NIL	NIL	NIL	NIL	02
Sponsoring agencies					

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 : nil

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year :NIL

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

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
nil						

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

N/A

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

N/A

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: N/A

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Our College students participate in Youth Parliament Competition organised by K.N. College.

Our NSS Unit has organised so many social activities throughout the year like, Observation of NSS Day, World AIDS Day. A rally on Health Awareness on AIDS and Pulse Polio was organised with Banners, Poster and Festoons. Door to Door Health Survey was conducted in the adopted village. They also arranged seminars on Health Awareness and Yoga.

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 in acres	5.29	Nil	N/A	5.29
Class rooms square ft	54432	150	1,79,635	54,582
Laboratories	3400	Nil	N/A	3400
Seminar Halls	Nil	Under construction	State Govt.	3389 sq.ft.
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)		2,11,329		
Others		Nil		

4.2 Computerization of administration and library

Student's admission and other office work are fully computerised. And library works under developed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25316	16,96,042	nil	nil	25316	16,96,042
Reference Books	11,046	9,88,842	nil	nil	11,046	9,88,842
e-Books	nil	nil		Nil		Nil
Journals	11	43,345	Existing Copies	17,260	11	17,260
e-Journals	Nil	nil				
Digital Database	Nil	Nil				
CD & Video	Nil	Nil				
Others (specify)	nil	Nil				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	Nil	15	02	20	19	12	Nil
Added	05	Nil	10	nil	04	Nil	02	03
Total	62	Nil	25	02	24	19	14	03

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

Computer access to the teachers and Wi-Fi facilities available in the college premises

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,44,122
ii) Campus Infrastructure and facilities	8,20,551
iii) Equipments	4,73,371
iv) Others	4,34,926
Total :	19,72,970

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of our college is always trying to understand the students in meeting with them about the various services e.g library , hostel, games and sports, gymnasium, health centre, half free of tuition fee, different Govt.

5.2 Efforts made by the institution for tracking the progression

Our college has formed different committees to look after the progression and problems faced by the students to avail above mentioned student support services.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4331	Nil	Nil	nil

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men	No	%	Women	No	%
	2053	47		2278	53

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2831	397	10	784	05	4011	1158	585	6	1125	04	4331

Demand ratio 1: 3.5 in Hons and all the local students are took admission in General Course

Dropout %- 27.5%

N.B. Dropout = Total Number of Students for the session 2016-17 – Total Number of regular Students Appeared in different Examination in 2015. i.e 4331 – 3138 = 1193

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

There is no formal mechanism for coaching for competitive examinations in our college. But, most of the teachers are provide information about different competitive examination specially for School Service Commission Examination and SET/NET Examination.

No. of students beneficiaries

No exact information

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

There are student counselling and career guidance cell in the college and they are trying to counsel and guide regarding their future career time to time as per need of the students; but proper recording has not yet been maintained.

No. of students benefitted

No proper information

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

5.8 Details of gender sensitization programmes

No particular gender sensitization programme has been organised during this year. But previously one day workshop on AIDS a seminar on 'Gender Awareness' has been organised during the last year. And our college authority is always conscious about the subject. Surprise visit have been done in campus of the college to look after the gender problems.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support :

No information has been available from the year 2016-17, because it is directly credited to the account of benefitted students.

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

N.B. Our college have no elective Students' Union all programmes are organised by College authority in consultation with students.

5.13 Major grievances of students (if any) redressed: No major incident took place in this year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the college to impart higher education to the ever enthusiastic secondary educated youth coming from bidi labour class community of this area.

The College has a mission to develop and strengthen value-oriented education and financial independence irrespective of caste, creed, religion and gender.

6.2 Does the Institution has a management Information System

yes

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

6.3.1 Curriculum Development

As the college follows the syllabus and curriculum of the Kalyani University, there is very little scope of internal curricular designing. However, every department has its own academic calendar to run and complete the syllabus.

6.3.2 Teaching and Learning

Teachers do not just give the lectures. Rather they try to teach by interacting with students. Teachers are also organise debate, quiz regarding a particular topic. Students participate and enjoy the learning. Teachers use ICT resources for teaching.

6.3.3 Examination and Evaluation

Final Examinations are held annually under kalyani University. But College took Test Examination annually as per academic Calendar of the College and result informed to the students department-wise.

6.3.4 Research and Development

5 full time, one CWT and 3 part time teachers are actively engaged in Ph.D work. Moreover, most of the teachers are attended and present papers in seminar in national level and also publish paper in different journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The process of implementing digitalization of library and cataloguing is in progress. The Gallery Hall is under construction and planning and vetting of new building for class room is going on.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Apart from that the Teachers remain available even outside the Class either in the Library or in the Teachers' Room. Above all, there is a Governing Body that manages and develops the total human resource of the college.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the College Service Commission. Any contractual teacher is recruited by an expert committee which includes a University expert.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

1) Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and government are maintained. All information is properly communicated to stake holder in college website, notice board in the college. The admission procedure has been planned to be totally on-line next year, for which necessary steps are initiated.

2) The College provides details information at the time of admission to students in the website from where students know the information about fees structure, student support, etc.

6.4 Welfare schemes for

Teaching	P.F, GSLI, Co-operative Society,
Non teaching	P.F, GSLI, Co-operative Society
Students	Half free of tuition fees, medical facilities, Students Aid Fund.

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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	YES	IQAC
Administrative	No	N/A	YES	GB of the College

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

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

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

N/A

6.11 Activities and support from the Alumni Association

Nil this year, but next academic year they have organised some programmes.

6.12 Activities and support from the Parent – Teacher Association

In Parent Teacher meeting they suggest about its development.

6.13 Development programmes for support staff

NII

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

Plantation of trees and Flowers and our NSS unit has organised some awareness programmes about it.

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.

1. Website upgraded to make on-line admission process smooth.
2. IFMS implemented for computerization of salary and State Govt. Grants

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

1. Construction of separate Cycle Garage for Male and Female students.
2. Development of Playing Field.

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

1. All programmes (academic and others) of the college has been performed as per academic calendar as provided at the beginning of the academic session to all the students and staff.
2. Maintenance of Monthly Report by each of the Teachers.

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

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute has introduced a course on environmental science.
2. It also enlists the support and co-operation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
3. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission.

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: The College have an adjacent playground and a gymnasium.

Weakness: Teacher- Student ratio is very poor in Arts departments.

Opportunities: Scope of development of Physical Education Department.

Threat: Lack of full time Teachers.

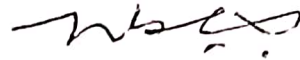
8. Plans of institution for next year

1. Completion of Gallery Hall under construction.
2. Start the Construction of new building for class room whose planning, Vetting and estimation has already been done.
3. Appointment of the Principal of the College.
4. Development of Playground.
5. Strengthen the Physical Education Department.



Name Dr. Amitlal Bhattacharya

Signature of the Coordinator, IQAC



Name : CA Nikhilendu Bikash Das

Signature of the Chairperson, IQAC

Annexure I

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

Summary of Academic Calendar- 2016-17

July-1 New session started

January 17-19- Outdoor games

February 6 to 16th march- Test examinations

College working Days- 263

Teaching days- 192

Holidays- 50

Examination days- 25

Function Days- 6

Annexture- II

Details of Best Practices

Best Practice I

i. Title- Maintenance of Academic Calendar

ii. Goal- Perform all the activities (academic and non academic) of the college in proper time.

iii. The Practice- The Academic Calendar is prepared by the co-ordinator of the Academic committee in early of the starting of the new session. Then it is distributed to all the students at the time of their admission and also to the staff at the beginning of the session. No further notice is required for any event if and only if it is changed.

Best Practices- II

i. Title: Maintenance of Monthly Report by each and every teachers

ii. Goal: To know the activities (teaching as well as others) of the teachers day-wise.

iii. The Practice: There is a specific format having columns; e.g. Signature, Classes allotted, classes taken and other activities. Every teachers are distributed the report at the beginning of new session. They have to fill up every activities day wise. If any teacher is absent in any particular day, this has to be specifically mentioned whether he was in leave or on duty. At the end of month, a statement is to be filled up as per format. And in this way, we prepare annual report for the particular academic year.