

# **ANNUAL REPORT**

**2016-2017**

## **[ AQAR OF IQAC ]**

*Submitted To*

**THE NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL (NAAC)**

*P.O Box No. 1075, Nagarbhavi,  
Bangalore- 560072, Karnataka, India*

*Submitted by*

**INTERNAL QUALITY ASSURANCE CELL  
TRIVENI DEVI BHALOTIA COLLEGE,**

*P.O- Raniganj, Paschim Bardhaman,  
West Bengal, Pin:- 713331*

<i>1.1 Name of the Institution</i>	<b>TRIVENI DEVI BHALOTIA COLLEGE</b>
<i>1.2 Address Line 1</i>	<b>P.O- RANIGANJ</b>
<i>Address Line 2</i>	<b>DIST:- PASCHIM BARDHMAN</b>
<i>City/Town</i>	<b>Asansol</b>
<i>State</i>	<b>WEST BENGAL</b>
<i>Pin Code</i>	<b>713347</b>
<i>Institution e-mail address</i>	<b>tdbcollegeraniganj@gmail.com</b>
<i>Contact Nos.</i>	<b>0341-2444275/2444780</b>
<i>Name of the Head of the Institution:</i>	<b>DR. ASISH KUMAR DEY</b>
<i>Tel. No. with STD Code:</i>	<b>0341-2444275/2444780</b>
<i>Mobile:</i>	<b>09434030121</b>
<i>Name of the IQAC Co-ordinator:</i>	<b>DR. PADMAJA PURKAYASTHA (PAL)</b>
<i>Mobile:</i>	<b>09475860920</b>
<i>IQAC e-mail address:</i>	<b>Padmaja.pal9@gmail.com</b>

*1.3 NAAC Track ID (For ex. MHCOGN 18879) WBCOGN25782*

1.4 Website address:

www.tdbcollege.ac.in

Web-link of the AQAR:

???

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	2.64	2016	15.12.2021
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

24.02.2014

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

2016-2017

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 \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ NA \_\_\_\_\_ (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)

KAZI NAZRUL UNIVERSITY, ASANSOL

1.12 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

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

21

2.11 No. of meetings with various stakeholders:

No. 07 Faculty 04

Non-Teaching Staff 01 Students 01 Alumni 01 Others NIL

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. 13 International Nil National 01 State 01 Institution Level 11

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Introduction of 05 under graduate courses in Psychology (H), Education (H), Biochemistry (H), Nutrition (H), Mass Communication and Journalism (H) and 3 Post Graduate Courses in Chemistry, Bengali and English following proposal of introduction of the same by the IQAC to the Principal.
2. Preparation of papers for NAAC Peer Team Visit. Accredited by NAAC on December 16, 2016
3. Monitoring of development work 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
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1) Aug '18 → Diamond Jubilee Initiation & Completion Ceremony. A 3 day grand bonanza with students, teachers and non-teaching staff participating wholeheartedly. Noida singers, dramatic groups were invited to perform at the college in its commemorative programme

1. Academic (a) introduction of 05 (five) new UG courses Viz. 03 (three) PG courses viz. <i>PG Course - 7rol/Geog/Hindi</i>	<i>Introduced in academic</i> <i>Introduced in academic session July, 2016 to June, 2017</i>
2. Research Activities (a) Recommended the release of two full time faculty members for Post doctoral research abroad.	<i>(a) Both teachers released</i>
3. Seminars to be organised <i>1) Eng (2) History (3) Chemistry</i>	<i>13 seminars out of which 01 National , 01 State Level and 11 at Institutional Level organised.</i>
4. Library to acquire books for new courses <i>New Sem also for a.B.S syllabus</i>	<i>4295 books purchased</i>
5. Infrastructure development i. Classrooms, laboratories and staffrooms for the departments of Nutrition and Biochemistry to be constructed on 3 <sup>rd</sup> floor of main building	<i>Completed</i>
6. Development in the field of hygiene (i) Provision of fresh drinking water (ii) Renovation of toilet complexes For girls, boys and staff (iii) Construction of new toilets for girls on ground, first and second floors (iv) Sanitary-napkin vending machines to be installed in ladies toilets (v) Entire Boys' Hostel, including toilets to be renovated (vi) Automation to be completed in the Library	<i>Water purification systems and 03 water coolers installed</i>  <i>Done</i> <i>Constructed</i> <i>Installed</i>  <i>Work completed</i>  <i>Completed</i>
7. Safety and security measures (i) Internal Complaints Cell to be constituted (ii) Karate Classes for self defence to be arranged for girls students (iii) CC TV cameras to be installed at strategic places in the college (iv) Biometric attendance for Teaching staff and Non-teaching staff to be introduced	<i>Constituted</i>  <i>Karate classes were held</i>  <i>Installed</i>  <i>Introduced</i>
8. A virtual classroom to be set up.	<i>Virtual Classroom set up</i>
9. Cycle Stand to be set up	<i>Completed.</i>
10. Wi-Fi campus to be introduced	<i>Completed</i>
11. Solar system in college office	<i>Yet to be done - functional</i>  <i>Installed ✓</i>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## 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	07 of 04	03 + 03	—	—
UG	21 2B	08		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>22 30</b>	<b>08 03</b>		
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26(H) + 20 Prg. + 4 PG +1
Trimester	
Annual	21(H) + 3 (G)

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.

CBCS introduced from the session July, 2016-June, 2017 relevant syllabi provided by KNU, Asansol

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

Departments of Psychology, Nutrition, Biochemistry, Education, Journalism and Mass Communication were introduced during the session 2016-2017. Undergraduate honours courses in these subjects were initiated during this year. In addition Post Graduate Courses in English, Bengali, Chemistry were introduced during this session.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85 +18 <hr/> 103	62	17	01	CWTT-1. GAPTT-17 GLI- 3 LIBRARIAN-2

2.2 No. of permanent faculty with Ph.D.

36

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
22	04					Lab-1			

2.4 No. of Guest and Visiting faculty and Temporary faculty

		22
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	Nil	Nil	Nil
Presented papers	09	13	01
Resource Persons	01	Nil	Nil

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

1. The newly established Language Laboratory is used for conducting classes
2. The Virtual classroom is used for conducting classes.
3. The Smart Classroom is used for conducting classes and holding seminars.

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

180

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

NA

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

BOS UG-07 PG-05	Nil	15
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as member of Board of Study/Faculty/Curriculum Development workshop

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 %
<b>B.A (Hons)</b>						
Bengali	55		7.27	78.18		85.45
English	38			47.37		47.37
Hindi	41		21.95	36.58		58.53
Sanskrit	27			70.37		70.37
Urdu	10		10	30		40.00
History	27			66.67		66.67
Pol. Science	23			47.83		47.83
Philosophy	12			25		25
Economics	8			62.5		62.5
Geography	41		19.51	56.1		75.61
B.A(General)	373		Nil	1.88	30.03	31.91
<b>B.Sc.(Hons.)</b>						
Botany	12			50		50
Zoology	30		10	33.33		43.33
Chemistry	24		12.5	20.83		33.33
Physics	21		9.52	47.62		57.14
Statistics	3		33.34	66.66		100
Computer Science	7		85.71	14.29		100
Physiology	7		71.42	14.29		85.71
Economics	7		28.57	14.29		42.86
Electronics	1		100			100
Geology	23		34.78	34.78		69.56
Mathematics	29			37.93		37.93
B.Sc (General)	52		5.77	34.62	36.54	76.93
<b>B.Com(Hons)</b>						
Accountancy	129		34.11	50.39		84.5
B.Com (General)	218		2.75	24.77	49.54	77.06

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

- Organised an orientation programme on CBCS system for faculty members;
- Modification of academic calendar as per CBCS system;
- Monitoring and recommending the participation of faculty members in orientation programmes , refresher courses , workshops, seminars, conferences etc.
- Preparation of papers of faculty members for promotion under CAS
- Monitoring the online admission, registration, examination process
- Installation of virtual class room

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02

<i>UGC – Faculty Improvement Programme</i>	<i>01</i>
<i>HRD programmes</i>	
<i>Orientation programmes</i>	<i>01</i>
<i>Faculty exchange programme</i>	
<i>Staff training conducted by the university</i>	
<i>Staff training conducted by other institutions</i>	
<i>Summer / Winter schools, Workshops, etc.</i>	<i>04</i>
<i>Others</i>	

*2.14 Details of Administrative and Technical staff*

<i>Category</i>	<i>Number of Permanent Employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the Year</i>	<i>Number of positions filled temporarily</i>
<i>Administrative Staff</i>	<i>37</i>	<i>44</i>	<i>Nil</i>	<i>19</i>
<i>Technical Staff</i>	<i>02</i>	<i>Nil</i>	<i>Nil</i>	<i>02</i>

**3. Research, Consultancy and Extension**

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

The IQAC motivates the faculty members to pursue research and apply for Minor Projects. Faculty members are also encouraged undertake post doctoral and collaborative research with other institutions in India and abroad.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	1,44,271/-			

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	

**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	Mar- 015- Mar-2017	UGC	1,44,271/-	1,44,271/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other (Specify)				
<b>Total</b>	<b>01</b>			

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

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	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

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 :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

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

- 1) Plantation of trees by NSS
- 2) National Youth Day, Internal Aids Day observed by NSS through organisation of seminars
- 3) NSS volunteers conduct classes in adopted village i.e. Wards No. 36 and 81 of Asansol Municipal Corporation
- 4) NSS volunteers also gave service during Pulse Polio programme of the Government.

**Crítérion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.354	Nil	NA	9.354 acres

Class rooms	44	03	College	
Laboratories	30	03	College	
Seminar Halls	01	01	College	
No. of important equipments purchased ( $\geq 1.0$ lakh) during the current year.	02	01	College	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,00,000.00	College	
Others	CC TV	22,00,000.00	College	

#### 4.2 Computerization of administration and library

Computerisation of library continuing

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	68,705		3805			
Reference Books	690	43,69,501.00	490	619742.00		
e-Books	Nil					
Journals*	16	20,000.00	-	30000.00		
e-Journals			INFLIB NET	5,000.00		
Digital Database			-DO-			
CD & Video	Nil					
Others (specify)						

\* including periodicals

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	06	Yes	01	01	8	21	01 Smart Class room 01 Language Lab.
Added	32	Nil	Extended to departments	Nil	Nil	1	05	01 Virtual Class Room
Total	118	06		01	01	9	26	03

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

HRRMS, COSA, E-Pradan, E-billing training programme for teachers and support staff (6 members) by NIC and treasury Asansol.

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

i) ICT

5.26

ii) Campus Infrastructure and facilities

89

iii) Equipments  
iv) Others

2.33
<b>Total :</b> 96.59

## Criterion – V

### 5. Student Support and Progression

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

The IQAC supervises the preparation of the college prospectus which gives detailed information regarding student support services provided by the college. Each student is given a copy of the college prospectus during admission. Information is also available in the college website.

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

The Governing Body of the college appoints various committees involving faculty members, non-teaching staff and student representatives who supervise/organize the activities of the student support facilities such as the Career Counselling Cell, Stipend Committee, Hostel Advisory Committee, College Canteen, Students' Common Room, Sports etc.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5163	92	01	nil

#### (b) No. of students outside the state

NIL

#### (c) No. of international students

NIL

Men	No	%	Women	No	%

Last Year (2015-16)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3168	827	163	338	-	4546	3905	801	170	376	03	5255
Demand ratio						Dropout %					

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

Faculty members of Science Departments coach students for PG entrance examinations like JEM.

No. of students beneficiaries

22

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The college has a Career Counselling Cell which organizes seminars to make students aware of career options open to them. Separate seminars are held for different departments. It is intended to hold grooming sessions for students in their final year/semester. A Workshop on Stress Management was held for the students of the college where the Honourable Vice Chancellor of Kazi Nazrul University, Asansol, and Experts and Trainees from the Counselling Cell, Jadavpur University, Kolkata, were among the resource persons.

5.7 Details of campus placement

Yet to be done.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil			

5.8 Details of gender sensitization programmes

1. Formation of Internal Complaint Committee
2. National Seminar on sexual harassment of women in work place
3. Training in Self defence given to girls students

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

	Number of students	Amount
Financial support from institution	289	Rs. 68,265/-
Financial support from government	708	Not available
Financial support from other sources	35	Rs. 28856/-
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: NIL

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision**

Quality development and empowerment of youth through higher education.

**Mission**

- To project college as a centre of excellence
- To improve academic environment for promotion of teaching learning process
- To extend educational support to the financially backward section of the society
- Career counselling to choose appropriate course.

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

The college is affiliated to Kazi Nazrul University, Asansol , which provides the syllabi to be followed for different courses . The college therefore has no role in internal curriculum development. The syllabus provided is allocated amongst teachers in every department . It is responsibility of each teacher to complete his /her portion of syllabus.

6.3.2 Teaching and Learning

In general chalk and talk method of teaching is adopted . However with the setting up of smart classroom , virtual classroom and language laboratory ICT enabled methods of teaching had been introduced . In many departments, overhead projectors are employed for the purpose of teaching . Every department has a seminar library and students are guided and encouraged to issue out relevant books . Teachers are always available in class and outside to help the students .

6.3.3 Examination and Evaluation

Class tests, both written and oral are held regularly in all departments as required by the affiliating university . Regular internal assessment of students is undertaken by faculty members.

### 6.3.4 Research and Development

A Research Laboratory has been set up in the department of Chemistry. The college has a research committee for monitoring the applications of teachers for Minor Projects.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Automation process of library is continuing, Internet facility has been extended to all departments . A virtual class room has been set up. Cycle Stand constructed , Weather Station set up in Geography department . UV – Visible spectrophotometer purchased by the department of chemistry.

### 6.3.6 Human Resource Management

The college is managed by a Governing Body which is formed in terms of the provisions laid down in the Statutes of the University. The Governing Body headed by a President, the Principal as ex-officio Secretary and remaining members are representatives of different stakeholders like government and university nominees students , teachers and non-teaching staff in a democratic manner in the smooth functioning of the college.

### 6.3.7 Faculty and Staff recruitment

Faculty recruitment in permanent teaching posts is done through the West Bengal College Service Commission . Non-teaching staff in permanent posts are recruited as per norms of the Government of West Bengal. However management approved teaching and non-teaching staff are recruited directly by the college authority.

### 6.3.8 Industry Interaction / Collaboration

There is no such collaboration at present in the college.

### 6.3.9 Admission of Students

Admission of students is done through online process according to the norms of the Government of West Bengal.

### 6.4 Welfare schemes for

Teaching & Non teaching	TDB College Employees' Cooperative Credit Society Limited, Medical room with doctor on call, Subsidised canteen
Students	Students' Aid Fund Medical room with doctor on call, Subsidised canteen

### 6.5 Total corpus fund generated

0.5 Crores approx.

### 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	No	NA
Administrative	Yes	Ajit Murarka & Associates, Siliguri, appointed by the Higher Education Directorate, Govt. of West Bengal.	No	NA

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?

NIL

6.11 Activities and support from the Alumni Association

The alumni association supports 35 students financially every year . Drinking water over head tank 1500 litres provided in the Canteen roof.

6.12 Activities and support from the Parent – Teacher Association

Yet to be constituted.

6.13 Development programmes for support staff

(i) HRM training ( in respect of salary of staff)

(ii) Service Book training

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

More trees have been planted in the college campus . Solar power system has been introduced in the college office. Use of plastic carry bags is discouraged in the college campus. Smoking is strictly prohibited in the college campus

## 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. Introduction of Biometric form of attendance of staff of the college. This has ensured a positive response from the staff in regard to the recording of their attendance.
2. Installation of CCTV Cameras in different important locations of the college campus. This has stopped nuisances like theft, misbehaviour etc.

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

1. To provide internet connections to all Departments. Done
2. To repair and build new toilets for students and teachers. Done
3. To set up a seminar room. Done
4. To subscribe to INFLIBNET in the Central Library. Done
5. To install vending machines and incinerators in girls' toilets. Done
6. To install solar panels in the College. Partly done

Construction of  
1. Humanities Building  
for Classrooms  
2. Court

1. To build and furnish an auditorium
2. Setting up a gymnasium for students' fitness & welfare
- 3.

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

- 1) Conservation of Health and Hygiene by the way of Greenery and cleanliness.
- 2) Promotion of sports and cultural activities among students.

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

7.4 Contribution to environmental awareness / protection

"Swatch Bharat Abhiyan" was organized in the college campus by NSS. "Basundhara Club" with the help of NSS organized Mass Campus Cleaning Campaign on the eve of World Environment Day. It involved the disposal of biodegradable and non-biodegradable garbage separately and introduction of dustbins at prime locations throughout the college campus. One-day seminar on "Save Birds to Save Environment" was organized by the "Bird Watcher's Club" involving students and faculties of the college. The College regularly provides pest management measures such as spraying of mosquito repellents, using rat traps etc. Trees and Shrubs in the college campus are regularly cared for.

7.5 Whether environmental audit was conducted?

Yes

No

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

1. **Strength:** The college offers honours courses in 26 subjects at under graduate level and 04 PG courses. The college has a large number of well qualified teachers, an eco-friendly green campus, well equipped laboratories.
2. **Weakness:** Paucity of class rooms
3. **Opportunity:** To increase infrastructure by construction of new building, auditorium, gymnasium, construction of a new girls hostel.
4. **Threat:** Academic abilities of students in the general stream is on the decline.

8. **Plans of institution for next year**

To organize National and International seminars. To construct Diamond Jubilee Humanities Building to accommodate some of the humanity departments, Diamond Jubilee academic Building to provide more class rooms, construction/extension of new/existing laboratories. To provide academic and extra curricular support to children of economically and socially backward children. An application has been sent to Kazi Nazrul University, Asansol for affiliation to PG Courses in Botany, Zoology, Hindi and Geography and under graduate courses in Nazrul Geeti and Physical Education from the academic session 2017-2018.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**Abbreviations:**

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

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# Triveni Devi Bhalotia College



**NAAC ACCREDITED**

**RANIGANJ, PASCHIM BARDHAMAN**

**ACADEMIC CALENDAR**

**For the Academic Year 2016-2017**

<b>Academic Calendar For the session 2016-2017: July 2016</b>						
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Seminar</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Jul-16	Friday			B A Part II Exam B U		
02-Jul-16	Saturday					
03-Jul-16	Sunday					
04-Jul-16	Monday			B A Part II Exam B U		
05-Jul-16	Tuesday					
06-Jul-16	Wednesday	<b>Id-UI-Fitr</b>				<b>Holiday</b>
07-Jul-16	Thursday			B A Part II Exam B U		
08-Jul-16	Friday					
09-Jul-16	Saturday					
10-Jul-16	Sunday					
11-Jul-16	Monday			B A Part II Exam B U		
12-Jul-16	Tuesday					
13-Jul-16	Wednesday					
14-Jul-16	Thursday					
15-Jul-16	Friday					
16-Jul-16	Saturday					
17-Jul-16	Sunday					
18-Jul-16	Monday			B A Part II Exam B U		
19-Jul-16	Tuesday					
20-Jul-16	Wednesday					
21-Jul-16	Thursday					
22-Jul-16	Friday					
23-Jul-16	Saturday					
24-Jul-16	Sunday					
25-Jul-16	Monday			B A Part II Exam B U		
26-Jul-16	Tuesday					
27-Jul-16	Wednesday					
28-Jul-16	Thursday					
29-Jul-16	Friday					
30-Jul-16	Saturday					
31-Jul-16	Sunday					

No. of Working Days:	25
No. of Teaching Days:	Nil
No. of Holidays:	1



<b>Academic Calendar For the session 2016-2017: August 2016</b>						
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Seminar</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Aug-16	Monday	Teaching Day				
02-Aug-16	Tuesday	Teaching Day				
03-Aug-16	Wednesday	Teaching Day				
04-Aug-16	Thursday	Teaching Day				
05-Aug-16	Friday	Teaching Day				
06-Aug-16	Saturday	Teaching Day				
07-Aug-16	Sunday					
08-Aug-16	Monday	Teaching Day				
09-Aug-16	Tuesday	<b>College Foundation Day</b>				<b>Observation Day</b>
10-Aug-16	Wednesday	Teaching Day				
11-Aug-16	Thursday	Teaching Day				
12-Aug-16	Friday	Teaching Day				
13-Aug-16	Saturday	Teaching Day				
14-Aug-16	Sunday					
15-Aug-16	Monday	<b>Independence Day</b>				<b>Holiday</b>
16-Aug-16	Tuesday	Teaching Day				
17-Aug-16	Wednesday	Teaching Day				
18-Aug-16	Monday	<b>Rakhi Purnima</b>				<b>Holiday</b>
19-Aug-16	Friday	Teaching Day				
20-Aug-16	Saturday	Teaching Day				
21-Aug-16	Sunday					
22-Aug-16	Monday	Teaching Day				
23-Aug-16	Tuesday	Teaching Day				
24-Aug-16	Wednesday	Teaching Day				
25-Aug-16	Thursday	<b>Janmastami</b>				<b>Holiday</b>
26-Aug-16	Friday	Teaching Day				
27-Aug-16	Saturday	Teaching Day				
28-Aug-16	Sunday					
29-Aug-16	Monday	Teaching Day				
30-Aug-16	Tuesday	Teaching Day				
31-Aug-16	Wednesday			<b>Internal Asses.</b>		

No. of Working Days:	24
No. of Teaching Days:	22
No. of Holidays:	3
No. of Sundays:	4

**Academic Calendar For the session 2016-2017: September 2016**

Date	Day	Classes	Seminar	Test	Misc.	Remarks
01-Sep-16	Thursday	Teaching Day				
02-Sep-16	Friday	Teaching Day				
03-Sep-16	Saturday	Teaching Day				
04-Sep-16	Sunday					
05-Sep-16	Monday	Teaching Day				
06-Sep-16	Tuesday	Teaching Day				
07-Sep-16	Wednesday	Teaching Day				
08-Sep-16	Thursday	Teaching Day				
09-Sep-16	Friday	Teaching Day				
10-Sep-16	Saturday	Teaching Day				
11-Sep-16	Sunday					
12-Sep-16	Monday	Id-Uz-Zoha				Holiday
13-Sep-16	Tuesday	Teaching Day				
14-Sep-16	Wednesday	Teaching Day				
15-Sep-16	Thursday	Teaching Day				
16-Sep-16	Friday	Teaching Day				
17-Sep-16	Saturday	Viswakarma Puja				Holiday
18-Sep-16	Sunday					
19-Sep-16	Monday	Teaching Day				
20-Sep-16	Tuesday	Teaching Day				
21-Sep-16	Wednesday	Teaching Day				
22-Sep-16	Thursday	Teaching Day				
23-Sep-16	Friday	Teaching Day				
24-Sep-16	Saturday	Teaching Day				
25-Sep-16	Sunday					
26-Sep-16	Monday	Teaching Day				
27-Sep-16	Tuesday	Teaching Day				
28-Sep-16	Wednesday	Teaching Day				
29-Sep-16	Thursday	Teaching Day				
30-Sep-16	Friday	Mahalaya				Holiday

No. of Working Days:	23
No. of Teaching Days:	23
No. of Holidays:	3
No. of Sundays:	4

<b>Academic Calendar For the session 2016-2017: October 2016</b>						
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Seminar</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Oct-16	Saturday	Teaching Day				
02-Oct-16	Sunday	Gandhi Birth Day				
03-Oct-16	Monday	Teaching Day				
04-Oct-16	Tuesday	Teaching Day				
05-Oct-16	Wednesday	Teaching Day				
06-Oct-16	Thursday	Teaching Day				
07-Oct-16	Friday	Teaching Day				
08-Oct-16	Saturday	Durga Puja (Saptami)				Holiday
09-Oct-16	Sunday	Durga Puja (Astomi)				Holiday
10-Oct-16	Monday	Durga Puja (Nabomi)				Holiday
11-Oct-16	Tuesday	Durga Puja (Dashomi)				Holiday
12-Oct-16	Wednesday	Muharram				Holiday
13-Oct-16	Thursday	Puja Vacation				Holiday
14-Oct-16	Friday	Puja Vacation				Holiday
15-Oct-16	Saturday	Laxmi Puja				Holiday
16-Oct-16	Sunday					
17-Oct-16	Monday	Teaching Day				
18-Oct-16	Tuesday	Teaching Day				
19-Oct-16	Wednesday	Teaching Day				
20-Oct-16	Thursday	Teaching Day				
21-Oct-16	Friday	Teaching Day				
22-Oct-16	Saturday	Teaching Day				
23-Oct-16	Sunday					
24-Oct-16	Monday	Teaching Day				
25-Oct-16	Tuesday	Teaching Day				
26-Oct-16	Wednesday	Teaching Day				
27-Oct-16	Thursday	Teaching Day				
28-Oct-16	Friday	Teaching Day				
29-Oct-16	Saturday	Dipawali				Holiday
30-Oct-16	Sunday					Holiday
31-Oct-16	Monday					Holiday

No. of Working Days:	17
No. of Teaching Days:	17
No. of Holidays:	9
No. of Sundays:	5

<b>Academic Calendar For the session 2016-2017: November 2016</b>						
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Seminar</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Nov-16	Tuesday	<b>Bhatrl Dwtia</b>				<b>Holiday</b>
02-Nov-16	Wednesday	Teaching Day				
03-Nov-16	Thursday	Teaching Day				
04-Nov-16	Friday	Teaching Day				
05-Nov-16	Saturday	Teaching Day				
06-Nov-16	Sunday	<b>Chatt Puja</b>				<b>Holiday</b>
07-Nov-16	Monday	Teaching Day				
08-Nov-16	Tuesday	Teaching Day				
09-Nov-16	Wednesday	<b>Jagadhatri Puja</b>				<b>Holiday</b>
10-Nov-16	Thursday	Teaching Day				
11-Nov-16	Friday	Teaching Day				
12-Nov-16	Saturday	Teaching Day				
13-Nov-16	Sunday					
14-Nov-16	Monday	<b>Gurunanak Birth Day</b>				<b>Holiday</b>
15-Nov-16	Tuesday	Teaching Day				
16-Nov-16	Wednesday	Teaching Day				
17-Nov-16	Thursday	Teaching Day				
18-Nov-16	Friday	Teaching Day				
19-Nov-16	Saturday	Teaching Day				
20-Nov-16	Sunday					
21-Nov-16	Monday	Teaching Day				
22-Nov-16	Tuesday	Teaching Day				
23-Nov-16	Wednesday	Teaching Day				
24-Nov-16	Thursday	Teaching Day				
25-Nov-16	Friday	Teaching Day				
26-Nov-16	Saturday	Teaching Day				
27-Nov-16	Sunday					
28-Nov-16	Monday	Teaching Day				
29-Nov-16	Tuesday	Teaching Day				
30-Nov-16	Wednesday	Teaching Day				

<b>No. of Working Days:</b>	<b>23</b>
<b>No. of Teaching Days:</b>	<b>23</b>
<b>No. of Holidays:</b>	<b>3</b>
<b>No. of Sundays:</b>	<b>4</b>

<b>Academic Calendar For the session 2016-2017: December 2016</b>						
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Seminar</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Dec-16	Thursday	Teaching Day				
02-Dec-16	Friday	Teaching Day				
03-Dec-16	Saturday	Teaching Day				
04-Dec-16	Sunday					
05-Dec-16	Monday	Teaching Day				
06-Dec-16	Tuesday	Teaching Day				
07-Dec-16	Wednesday					
08-Dec-16	Thursday					
09-Dec-16	Friday					
10-Dec-16	Saturday					
11-Dec-16	Sunday					
12-Dec-16	Monday					
13-Dec-16	Tuesday	<b>Fateha Dohaz Daham</b>				<b>Holiday</b>
14-Dec-16	Wednesday					
15-Dec-16	Thursday					
16-Dec-16	Friday					
17-Dec-16	Saturday					
18-Dec-16	Sunday					
19-Dec-16	Monday					
20-Dec-16	Tuesday					
21-Dec-16	Wednesday					
22-Dec-16	Thursday					
23-Dec-16	Friday					
24-Dec-16	Saturday					
25-Dec-16	Sunday	<b>X'Mass Day</b>				<b>Holiday</b>
26-Dec-16	Monday					<b>Holiday</b>
27-Dec-16	Tuesday					<b>Holiday</b>
28-Dec-16	Wednesday					<b>Holiday</b>
29-Dec-16	Thursday					<b>Holiday</b>
30-Dec-16	Friday					<b>Holiday</b>
31-Dec-16	Saturday	<b>End of the Year</b>				<b>Holiday</b>

<b>No. of Working Days:</b>	<b>20</b>
<b>No. of Teaching Days:</b>	<b>5</b>
<b>No. of Holidays:</b>	<b>2</b>
<b>No. of Sundays:</b>	<b>4</b>

**Academic Calendar For the session 2016-2017: January 2017**

Date	Day	Classes	Test	Misc.	Remarks
01-Jan-17	Sunday				
02-Jan-17	Monday	Teaching Day			
03-Jan-17	Tuesday	Teaching Day			
04-Jan-17	Wednesday	Teaching Day			
05-Jan-17	Thursday	Teaching Day			
06-Jan-17	Friday	Teaching Day			
07-Jan-17	Saturday	Teaching Day			
08-Jan-17	Sunday				
09-Jan-17	Monday	Teaching Day			
10-Jan-17	Tuesday	Fateha Yaz Daham			Holiday
11-Jan-17	Wednesday	Teaching Day			
12-Jan-17	Thursday	Yuba Divas (Vivekananda's Birthday)			Holiday
13-Jan-17	Friday	Teaching Day			
14-Jan-17	Saturday	Teaching Day			
15-Jan-17	Sunday				
16-Jan-17	Monday	Teaching Day			
17-Jan-17	Tuesday	Teaching Day			
18-Jan-17	Wednesday	Teaching Day			
19-Jan-17	Thursday	Teaching Day			
20-Jan-17	Friday	Teaching Day			
21-Jan-17	Saturday	Teaching Day			
22-Jan-17	Sunday				
23-Jan-17	Monday	Netaji Birth Day + Poush Parbon			Holiday
24-Jan-17	Tuesday	Teaching Day			
25-Jan-17	Wednesday	Teaching Day			
26-Jan-17	Thursday	Republic Day			Holiday
27-Jan-17	Friday	Teaching Day			
28-Jan-17	Saturday	Teaching Day			
29-Jan-17	Sunday				
30-Jan-17	Monday	Teaching Day			
31-Jan-17	Tuesday	Teaching Day			

No. of Working Days:	22
No. of Teaching Days:	22
No. of Holidays:	4
No. of Sundays:	5

<b>Academic Calendar For the session 2016-2017: February 2017</b>					
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Feb-17	Wednesday	Teaching Day			
02-Feb-17	Thursday	Teaching Day			
03-Feb-17	Friday	Teaching Day			
04-Feb-17	Saturday	Teaching Day			
05-Feb-17	Sunday				
06-Feb-17	Monday	Teaching Day			
07-Feb-17	Tuesday	Teaching Day			
08-Feb-17	Wednesday	Teaching Day			
09-Feb-17	Thursday	Teaching Day			
10-Feb-17	Friday	Teaching Day			
11-Feb-17	Saturday	Teaching Day			
12-Feb-17	Sunday				
13-Feb-17	Monday	Teaching Day			
14-Feb-17	Tuesday	Teaching Day			
15-Feb-17	Wednesday	Teaching Day			
16-Feb-17	Thursday	Teaching Day			
17-Feb-17	Friday	Teaching Day			
18-Feb-17	Saturday	Sree Panchami			Holiday
19-Feb-17	Sunday				
20-Feb-17	Monday	Teaching Day			
21-Feb-17	Tuesday	Teaching Day			
22-Feb-17	Wednesday	Teaching Day			
23-Feb-17	Thursday	Teaching Day			
24-Feb-17	Friday	Shiv Ratri			Holiday
25-Feb-17	Saturday	Teaching Day			
26-Feb-17	Sunday				
27-Feb-17	Monday	Teaching Day			
28-Feb-17	Tuesday	Teaching Day			

No. of Working Days:	22
No. of Teaching Days:	22
No. of Holidays:	2
No. of Sundays:	4

**Academic Calendar For the session 2016-2017: March 2017**

Date	Day	Classes	Test	Misc.	Remarks
01-Mar-17	Wednesday	Teaching Day			
02-Mar-17	Thursday	Teaching Day			
03-Mar-17	Friday	Teaching Day			
04-Mar-17	Saturday	Teaching Day			
05-Mar-17	Sunday				
06-Mar-17	Monday	Teaching Day			
07-Mar-17	Tuesday	Teaching Day			
08-Mar-17	Wednesday	Teaching Day			
09-Mar-17	Thursday	Teaching Day			
10-Mar-17	Friday	Teaching Day			
11-Mar-17	Saturday	Teaching Day			
12-Mar-17	Sunday				
13-Mar-17	Monday		Holi		Holiday
14-Mar-17	Tuesday	Teaching Day			
15-Mar-17	Wednesday	Teaching Day			
16-Mar-17	Thursday	Teaching Day			
17-Mar-17	Friday	Teaching Day			
18-Mar-17	Saturday	Teaching Day			
19-Mar-17	Sunday				
20-Mar-17	Monday	Teaching Day			
21-Mar-17	Tuesday		BU III Exam		
22-Mar-17	Wednesday		BU III Exam		
23-Mar-17	Thursday		BU III Exam		
24-Mar-17	Friday		BU III Exam		
25-Mar-17	Saturday		BU III Exam		
26-Mar-17	Sunday				
27-Mar-17	Monday		BU III Exam		
28-Mar-17	Tuesday		BU III Exam		
29-Mar-17	Wednesday		BU III Exam		
30-Mar-17	Thursday		BU III Exam		
31-Mar-17	Friday		BU III Exam		

No. of Working Days:	26
No. of Teaching Days:	16
No. of Holidays:	1
No. of Sundays:	4



<b>Academic Calendar For the session 2016-2017: April 2017</b>					
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Apr-17	Saturday	Teaching Day			
02-Apr-17	Sunday				
03-Apr-17	Monday	Teaching Day			
04-Apr-17	Tuesday	Teaching Day			
05-Apr-17	Wednesday	Teaching Day			
06-Apr-17	Thursday	Teaching Day			
07-Apr-17	Friday	Teaching Day			
08-Apr-17	Saturday	Teaching Day			
09-Apr-17	Sunday				
10-Apr-17	Monday	Teaching Day			
11-Apr-17	Tuesday	Teaching Day			
12-Apr-17	Wednesday	Teaching Day			
13-Apr-17	Thursday	Teaching Day			
14-Apr-17	Friday	<b>Ambedkar's Birthday &amp; Good Friday</b>			<b>Holiday</b>
15-Apr-17	Saturday	<b>Polla Bolshakh</b>			<b>Holiday</b>
16-Apr-17	Sunday				
17-Apr-17	Monday	Teaching Day			
18-Apr-17	Tuesday	Teaching Day			
19-Apr-17	Wednesday	Teaching Day			
20-Apr-17	Thursday	Teaching Day			
21-Apr-17	Friday	Teaching Day			
22-Apr-17	Saturday	Teaching Day			
23-Apr-17	Sunday				
24-Apr-17	Monday	Teaching Day			
25-Apr-17	Tuesday	Teaching Day			
26-Apr-17	Wednesday	Teaching Day			
27-Apr-17	Thursday	Teaching Day			
28-Apr-17	Friday	Teaching Day			
29-Apr-17	Saturday	Teaching Day			
30-Apr-17	Sunday				

<b>No. of Working Days:</b>	<b>23</b>
<b>No. of Teaching Days:</b>	<b>23</b>
<b>No. of Holidays:</b>	<b>2</b>
<b>No. of Sundays:</b>	<b>5</b>

<b>Academic Calendar For the session 2016-2017: May 2017</b>					
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-May-17	Monday				
02-May-17	Tuesday	Teaching Day			
03-May-17	Wednesday	Teaching Day			
04-May-17	Thursday	Teaching Day			
05-May-17	Friday		BU I Exam		
06-May-17	Saturday		BU I Exam		
07-May-17	Sunday				
08-May-17	Monday		BU I Exam		
09-May-17	Tuesday				
10-May-17	Wednesday		BU I Exam		
11-May-17	Thursday		BU I Exam		
12-May-17	Friday				
13-May-17	Saturday		BU I Exam		
14-May-17	Sunday				
15-May-17	Monday		BU I Exam & KNU II Exam		
16-May-17	Tuesday		BU I Exam & KNU II Exam		
17-May-17	Wednesday		BU I Exam & KNU II Exam		
18-May-17	Thursday		BU I Exam & KNU II Exam		
19-May-17	Friday		BU I Exam & KNU II Exam		
20-May-17	Saturday		BU I Exam & KNU II Exam		
21-May-17	Sunday				
22-May-17	Monday		BU I Exam & KNU II Exam		
23-May-17	Tuesday		BU I Exam & KNU II Exam		
24-May-17	Wednesday		BU I Exam & KNU II Exam		
25-May-17	Thursday		KNU II Exam		
26-May-17	Friday		KNU II Exam		
27-May-17	Saturday		KNU II Exam		
28-May-17	Sunday				
29-May-17	Monday		KNU II Exam		
30-May-17	Tuesday		KNU II Exam		
31-May-17	Wednesday		KNU II Exam		

No. of Working Days:	24
No. of Teaching Days:	3
No. of Holidays:	3
No. of Sundays:	4

<b>Academic Calendar For the session 2016-2017: May 2017</b>					
<b>Date</b>	<b>Day</b>	<b>Classes</b>	<b>Test</b>	<b>Misc.</b>	<b>Remarks</b>
01-Jun-17	Thursday		KNU II Exam		
02-Jun-17	Friday		KNU II Exam		
03-Jun-17	Saturday		KNU II Exam		
04-Jun-17	Sunday				
05-Jun-17	Monday		KNU II Exam		
06-Jun-17	Tuesday	Teaching Day			
07-Jun-17	Wednesday	Teaching Day			
08-Jun-17	Thursday	Teaching Day			
09-Jun-17	Friday	Teaching Day			
10-Jun-17	Saturday	Teaching Day			
11-Jun-17	Sunday				
12-Jun-17	Monday		BU II Exam		
13-Jun-17	Tuesday		BU II Exam		
14-Jun-17	Wednesday		BU II Exam		
15-Jun-17	Thursday		BU II Exam		
16-Jun-17	Friday		BU II Exam		
17-Jun-17	Saturday		BU II Exam		
18-Jun-17	Sunday				
19-Jun-17	Monday		BU II Exam		
20-Jun-17	Tuesday		BU II Exam		
21-Jun-17	Wednesday		BU II Exam		
22-Jun-17	Thursday		BU II Exam		
23-Jun-17	Friday		BU II Exam		
24-Jun-17	Saturday		BU II Exam		
25-Jun-17	Sunday				
26-Jun-17	Monday	<b>Id ul Fitr</b>			<b>Holiday</b>
27-Jun-17	Tuesday		BU II Exam		
28-Jun-17	Wednesday		BU II Exam		
29-Jun-17	Thursday		BU II Exam		
30-Jun-17	Friday		BU II Exam		

No. of Working Days:	25
No. of Teaching Days:	5
No. of Holidays:	1
No. of Sundays:	4

### ANNEXURE-III

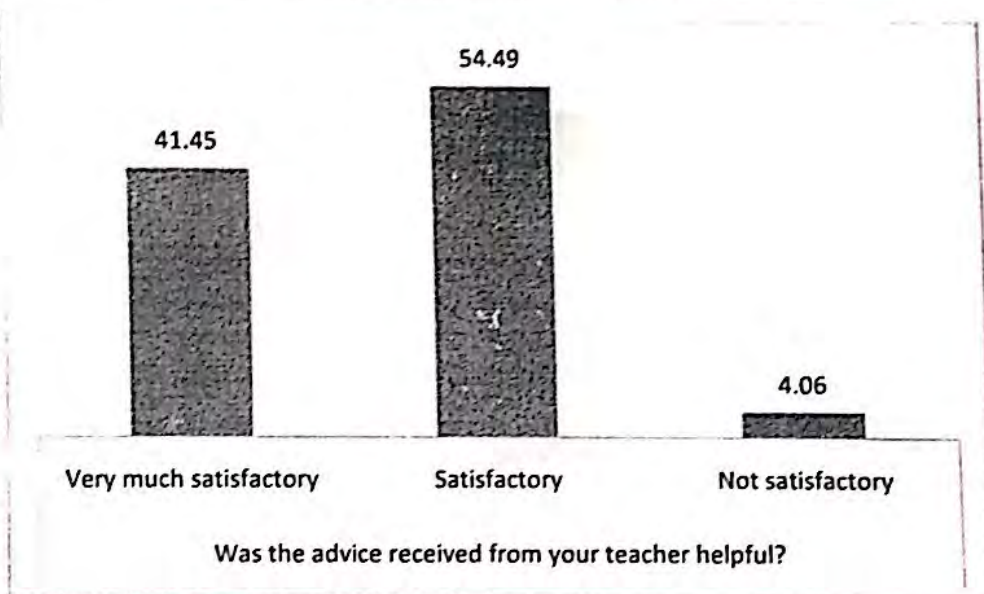
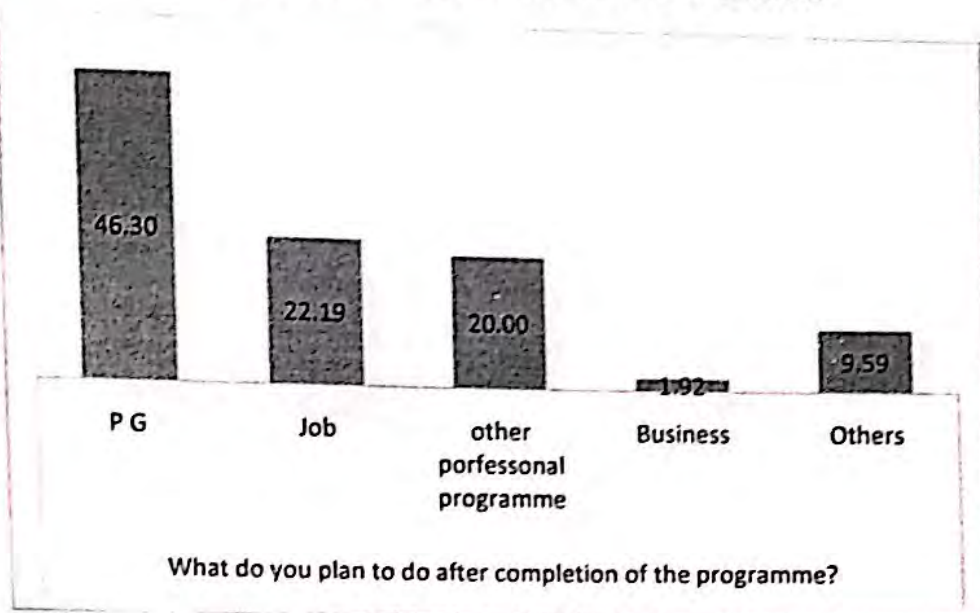
#### PARENTS :-

*Parent-teacher meetings were held in all the departments. Parents were requested to ensure a minimum attendance of 90 class days per semester of their wards. The parents were shown the answer scripts of internal examinations. The parent teacher interactions were quite fruitful.*

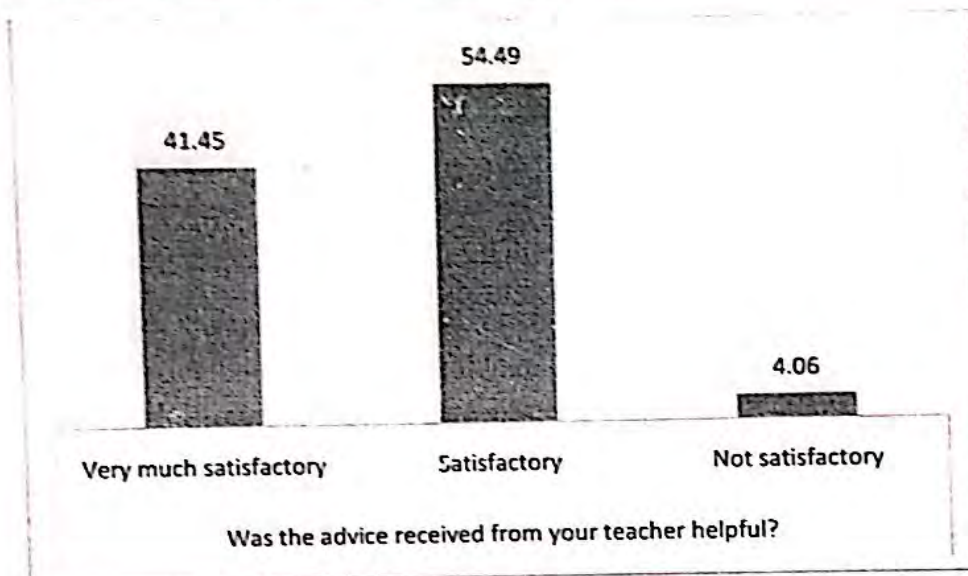
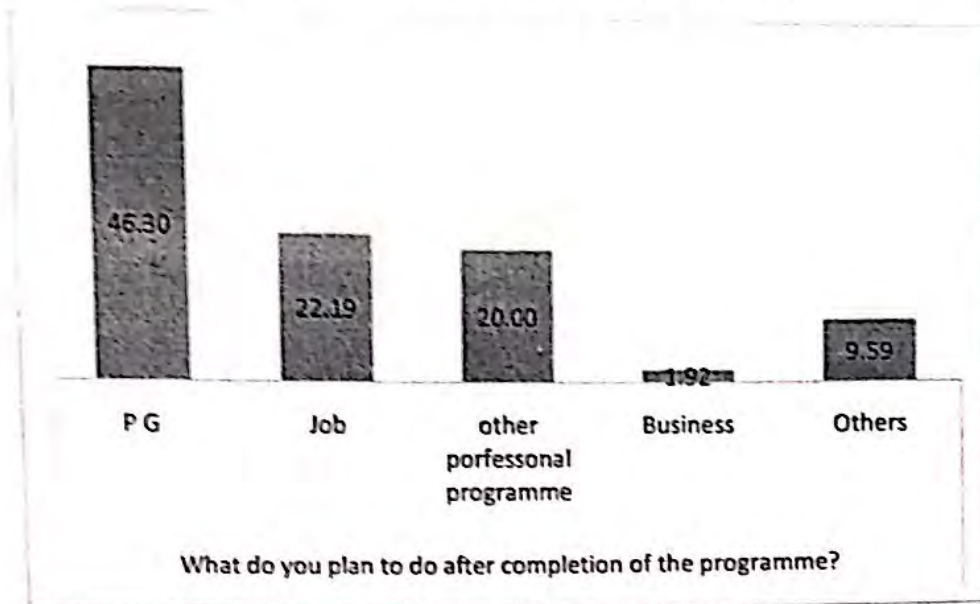
#### STUDENTS:-

*Student feedback on teaching and learning was recorded. Students of different Honours courses were asked to rate teachers according to criteria such as communicative skills, interest generated by the teacher, punctuality, accessibility in and out of the classroom. A report on the feedback on teachers was submitted to the Principal for communication with the teachers.*

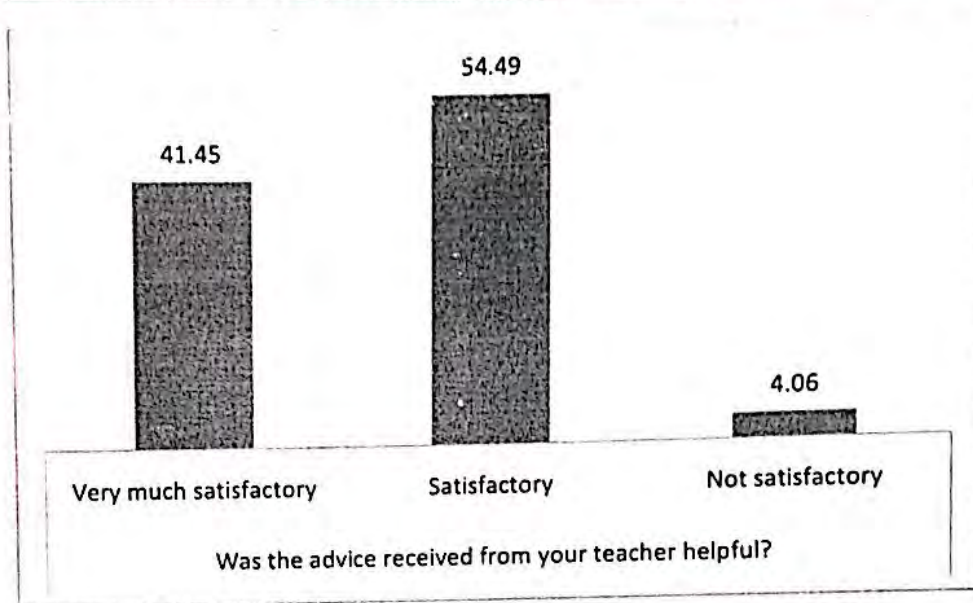
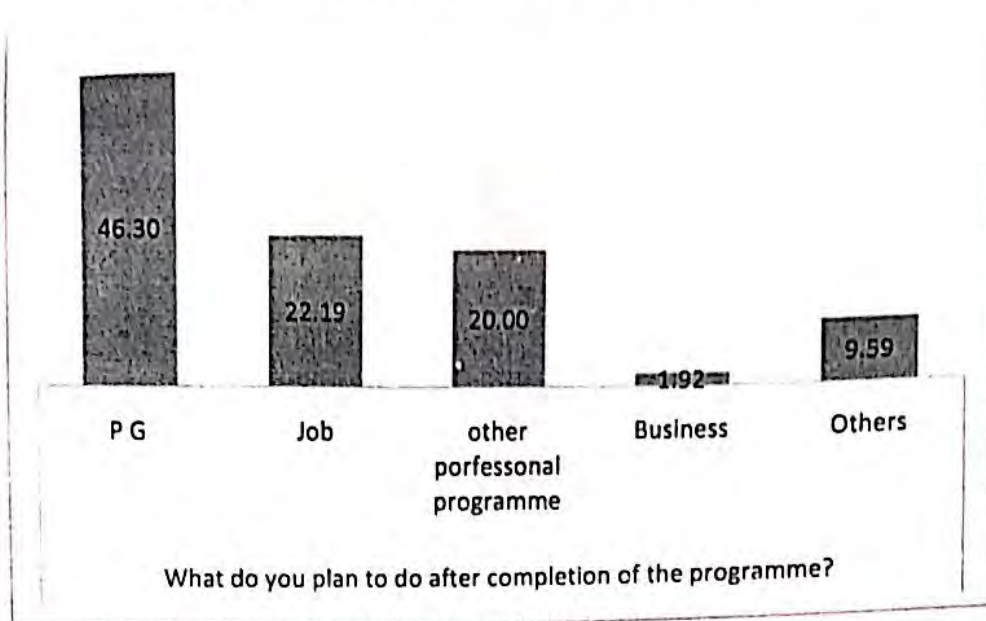
## EXIT QUESTIONNAIRE FOR GRADUATE STUDENTS



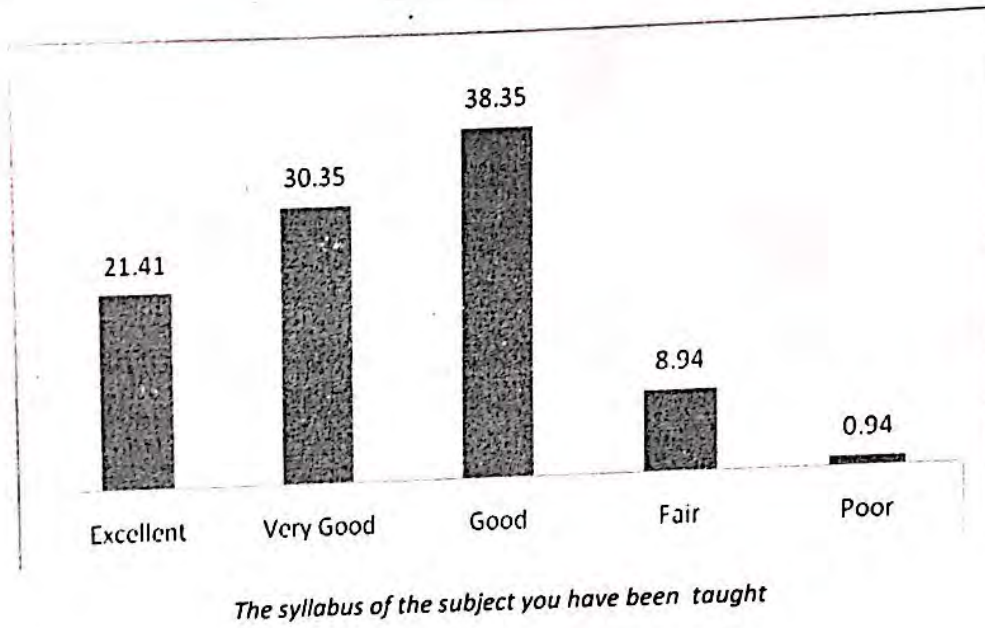
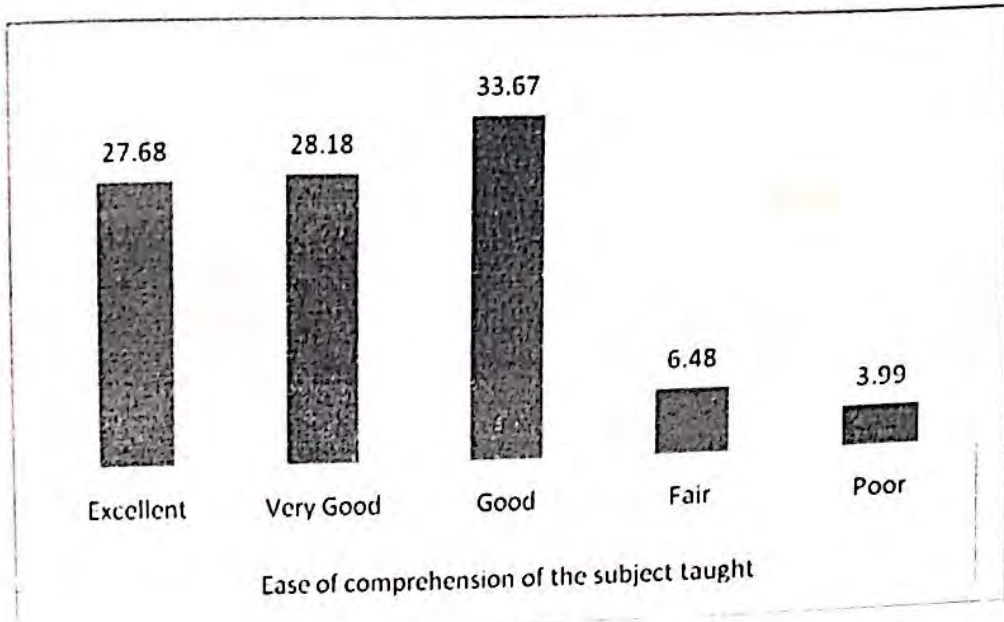
## EXIT QUESTIONNAIRE FOR GRADUATE STUDENTS



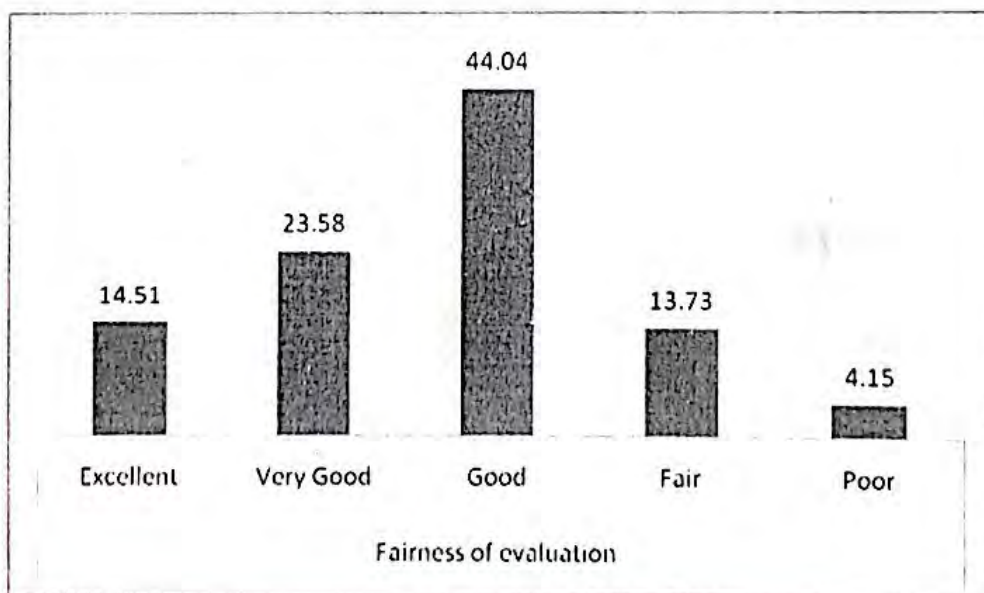
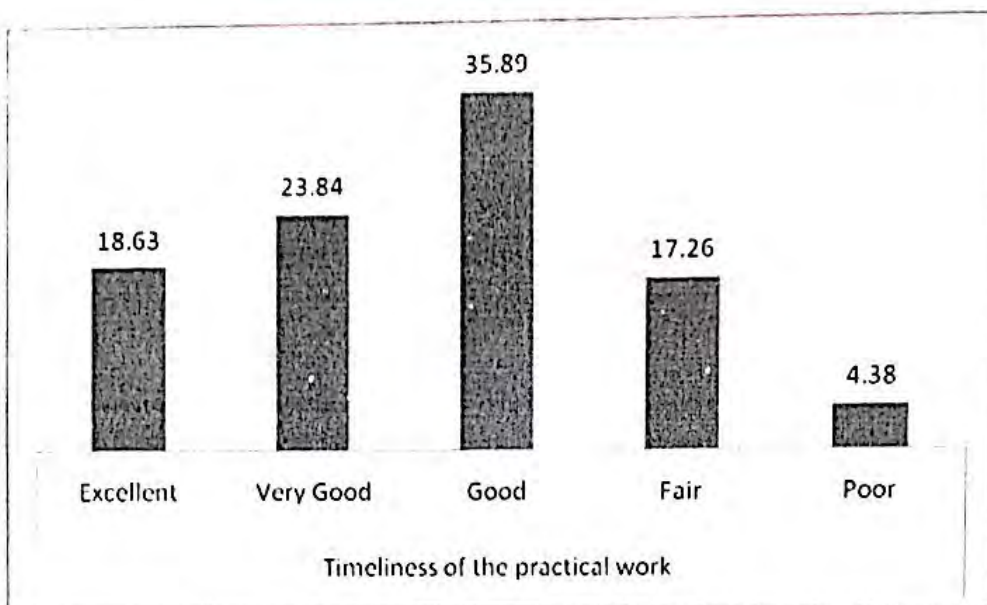
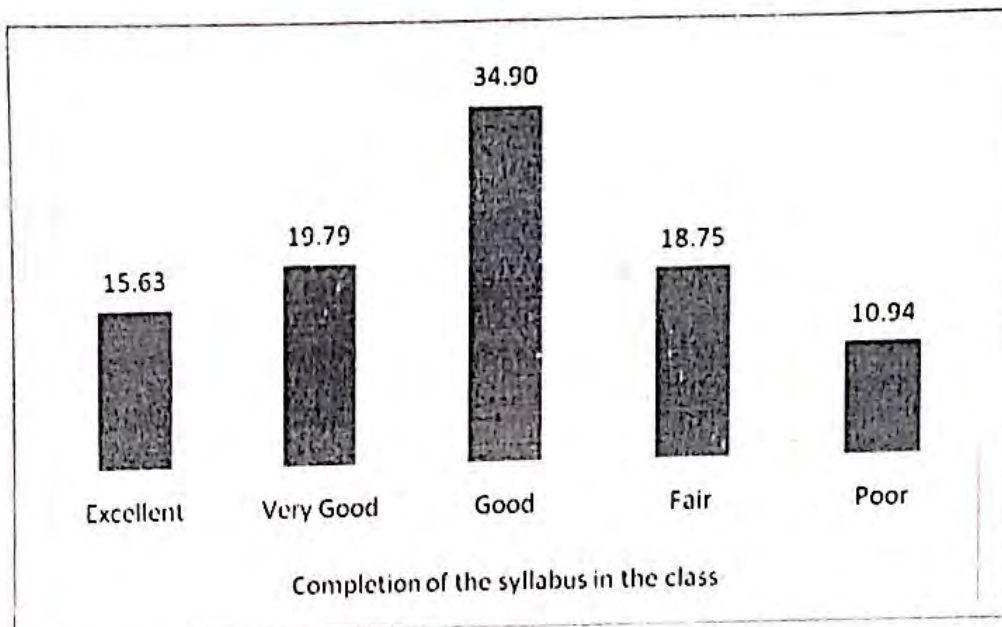
## EXIT QUESTIONNAIRE FOR GRADUATE STUDENTS

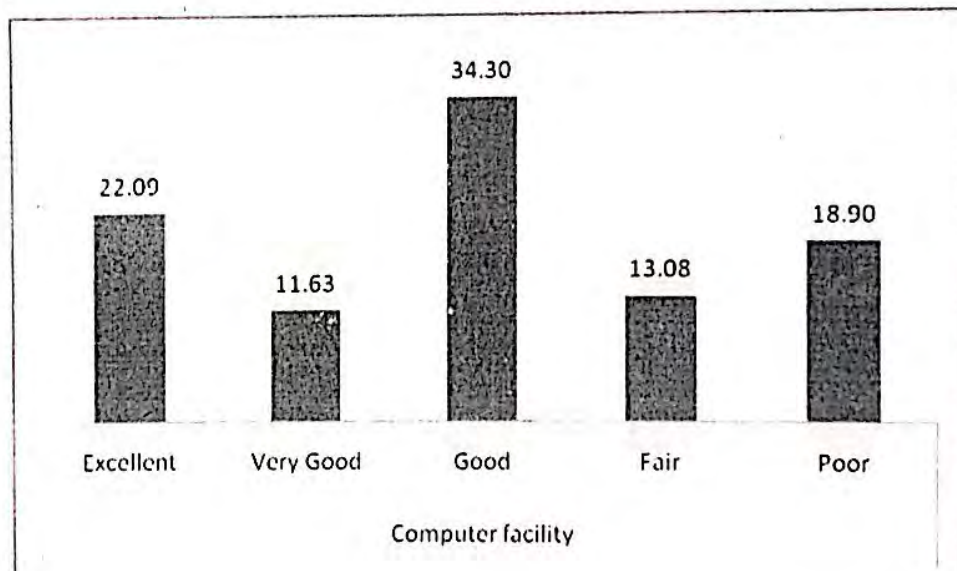
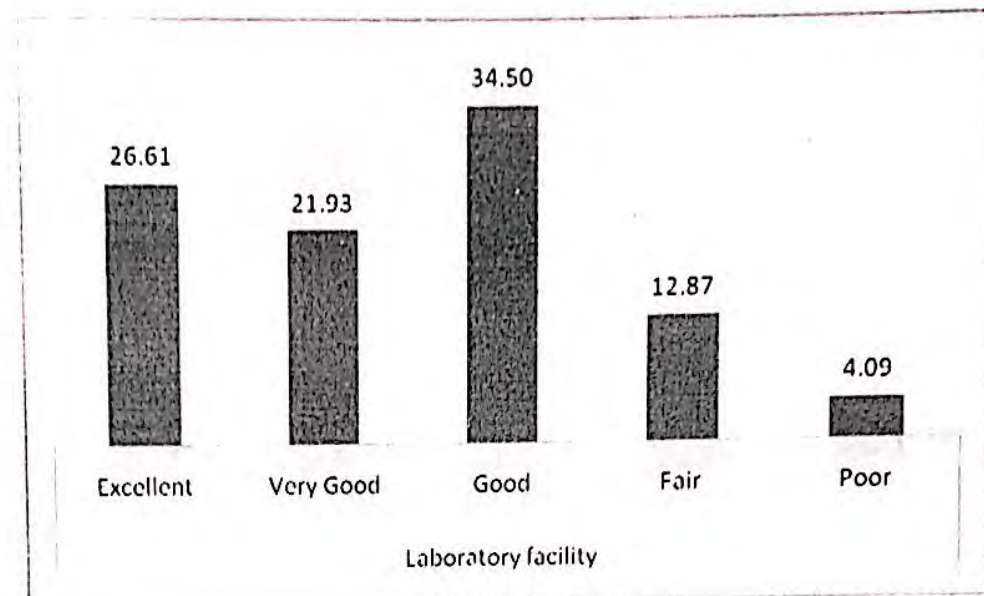
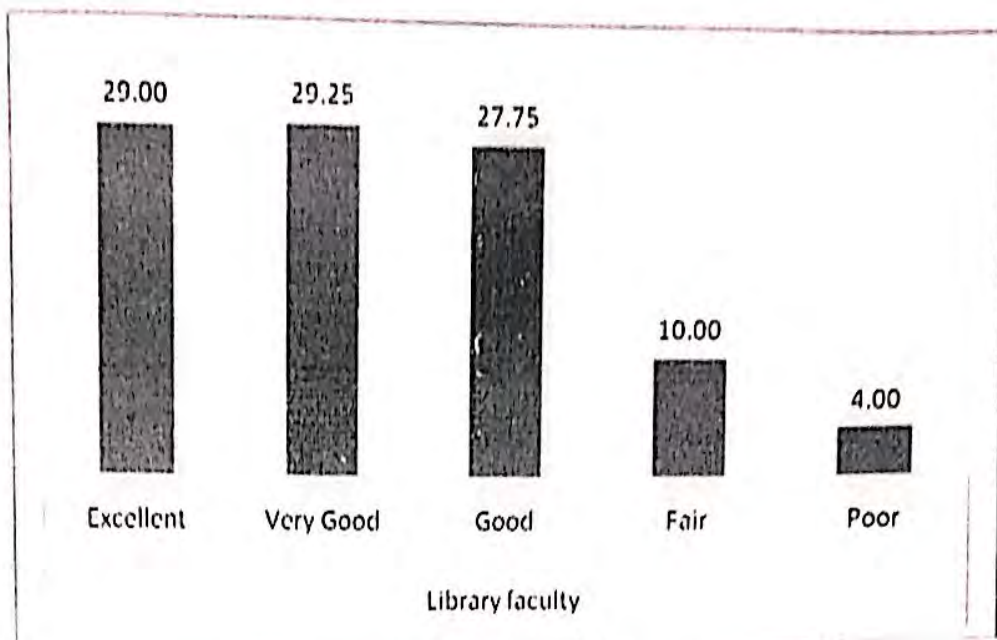


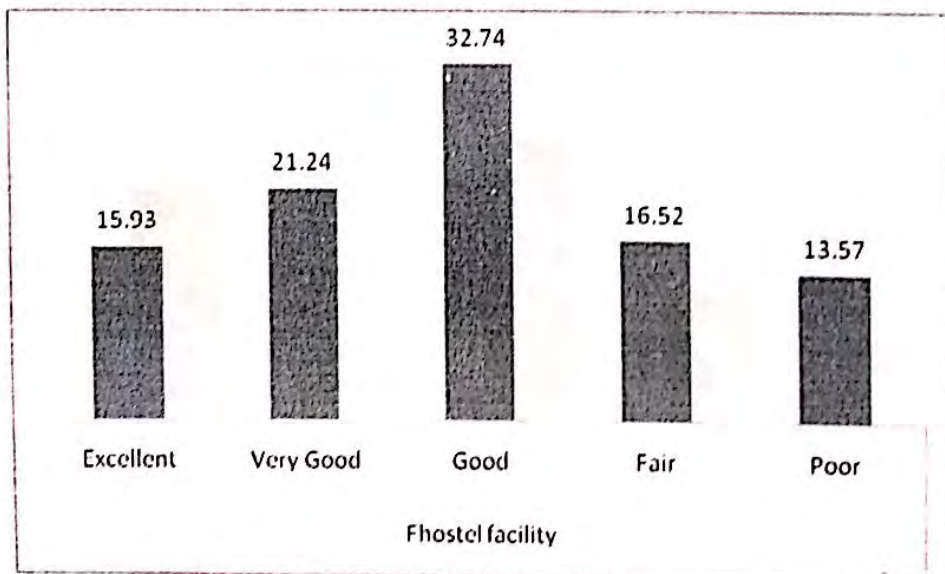
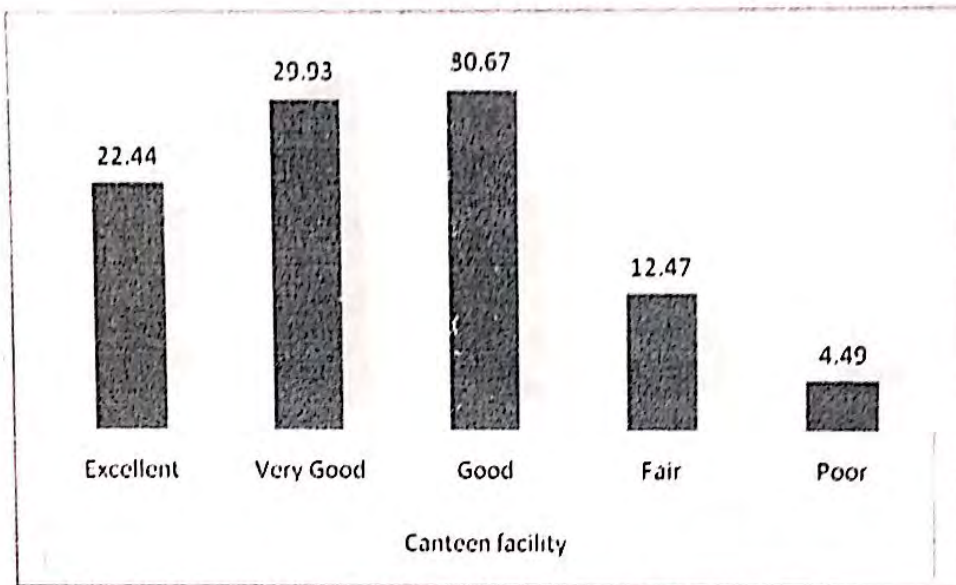
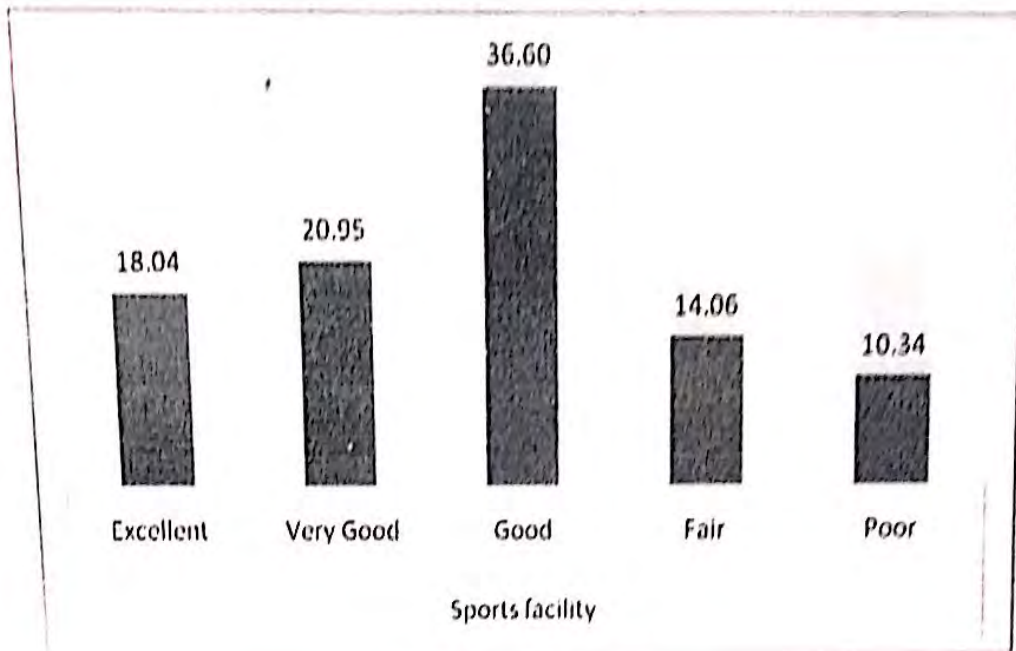
**STUDENTS FEEDBACK ON OVERALL TEACHING COURSE, CAMPUS AMENITIES AND INFRASTRUCTURE**

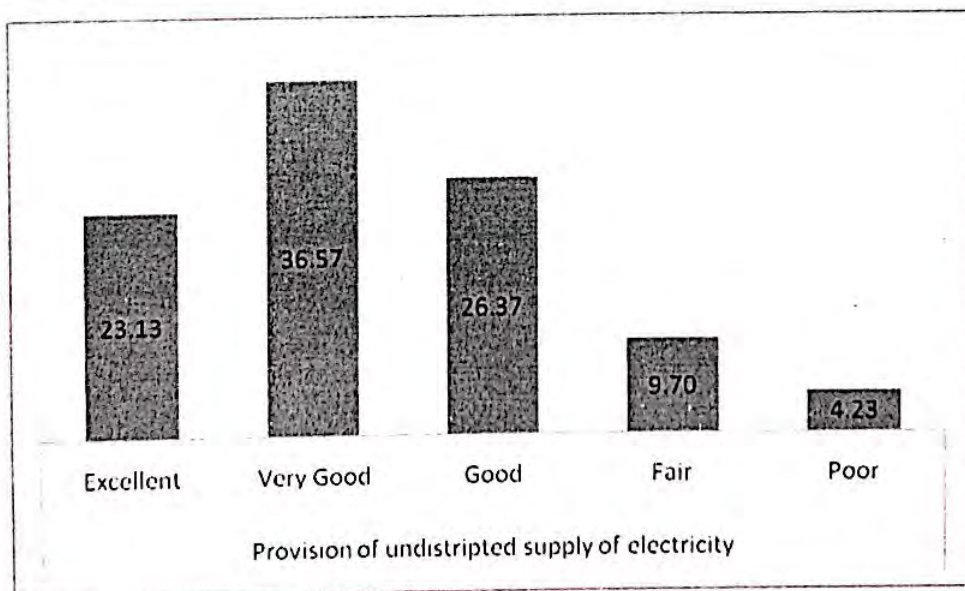
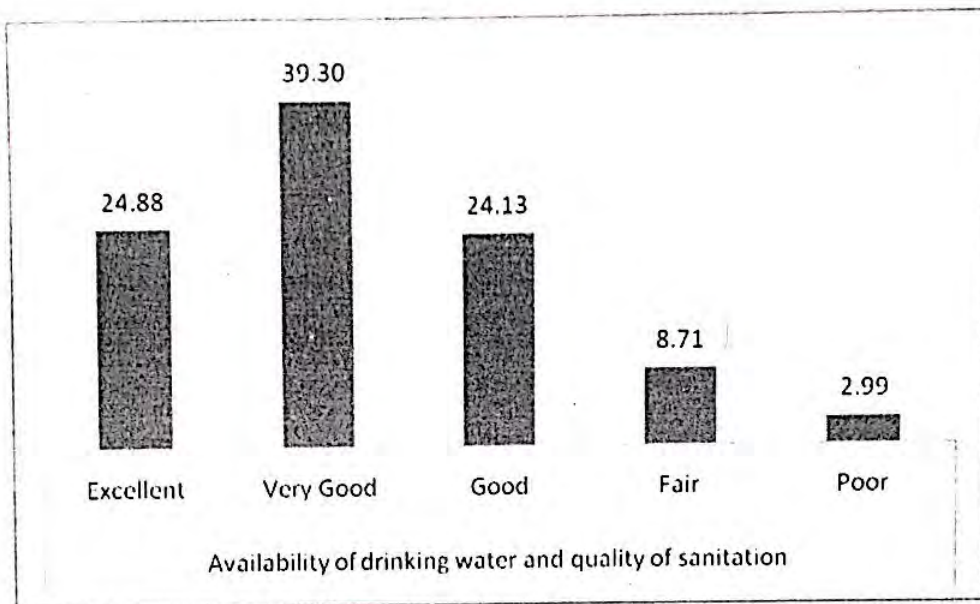
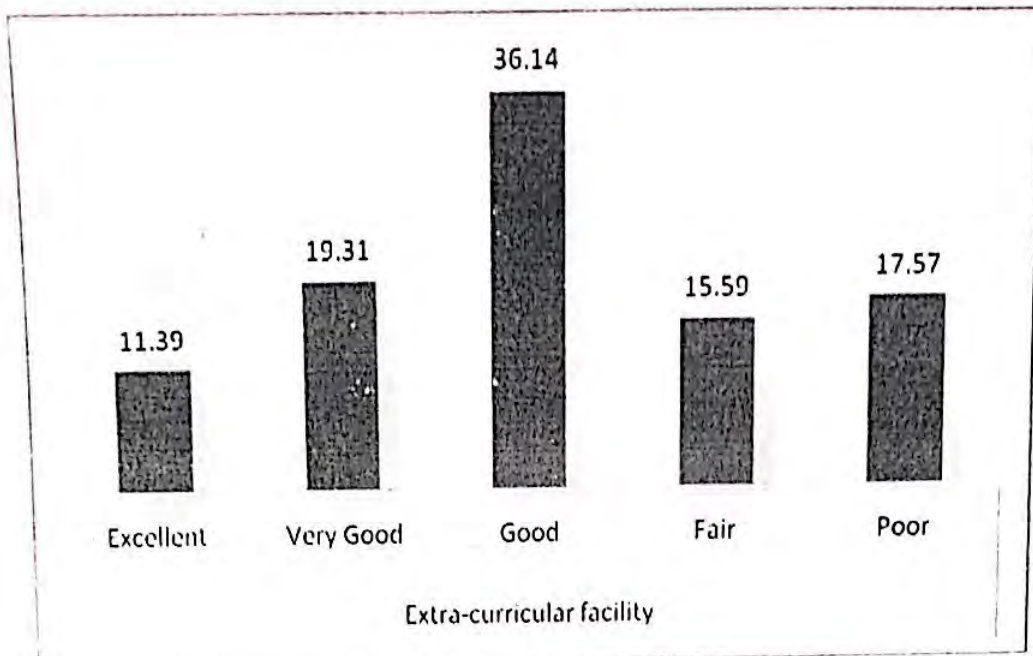


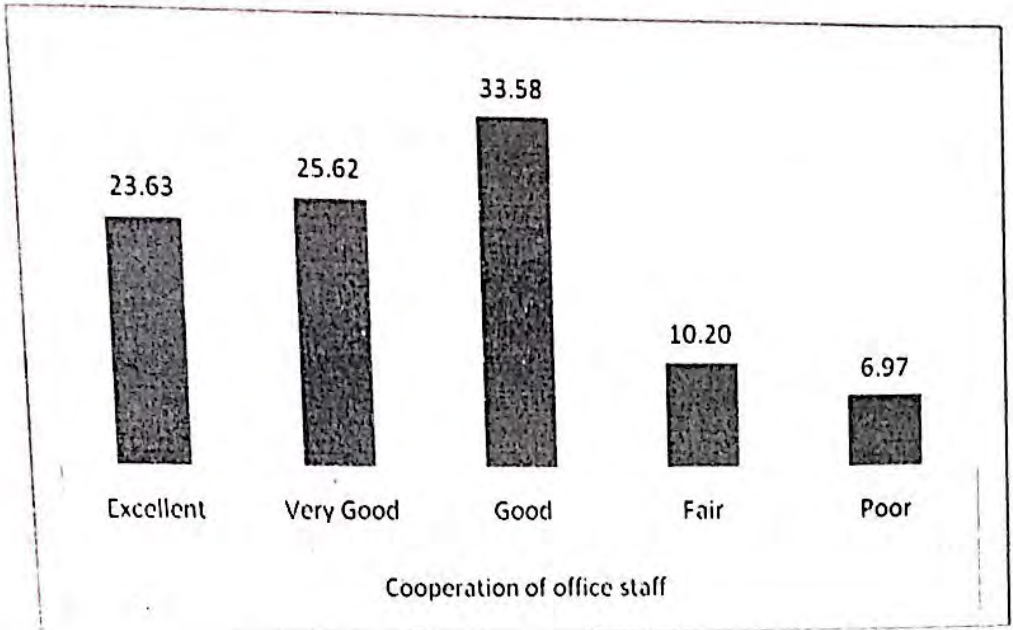












## ANNEXURE-IV

**1. TITLE:-** *Conservation of Health and Hygiene by the way of Greenery and cleanliness.*

**GOAL:-** *To maintain a clean , green and healthy campus through making it a non-plastic and tobacco free zone. Further to develop good habits among students. To get stray dogs in the campus and its vicinity vaccinated and sterilised context. Students and some staff are prone to tobacco addiction like cigarette, bidi and gutka. It is a challenge for the college to stop spitting and littering . There are a large number of dogs in the campus.*

**THE PRACTICE:-** *There is a compost pit in the garden of medicinal plants where dry leaves, vegetable and fruit peels are deposited. Plantation of trees is carried out on a regular basis. Vending machines and incinerators have been installed in girls' and ladies' toilets. Harmful Parthenium plants that grow during the rainy season are weeded out.*

**EVIDENCE OF SUCCESS:-** *The college campus is much cleaner.*

**Problems encountered**

**and resources required:-***More gardeners are required to maintain the two gardens and other greenery in the campus. More fruit trees need to be planted to attract birds and bees. Funds are required to install more solar panels in the campus to reduce consumption of electricity.*

**2. TITLE:-** *Promotion of sports and cultural activities among students*

**GOAL:-** *To promote holistic development of students and nurture their talents.*

**CONTEXT:-** *Present day students spend a large amount of time playing with their mobiles and gossiping. This affects their concentration and thinking power.*

**PRACTICE:-** *The college organises annual sports, where students and staff participate wholeheartedly. Like every year students cultural festival " MRITTIKA" was organised where various cultural competitions like recitation , singing, dancing , drama etc. and quizzes were held. Cultural troops and professional singers also performed at the festival. Students of various departments of humanities, science and commerce participated in an exhibition presenting recent advancement in their respective subject fields as theme. The year 2016-2017 was the Diamond Jubilee year of the college. Several cultural programmes were organised during the year.*

**EVIDENCE OF SUCCESS:-** *Students participated in sports and cultural activities. Three girls participated in badminton at state-level tournament.*

**PROBLEMS ENCOUNTERED**

**AND RESOURCES REQUIRED:-** *There is a paucity of funds to realise the goals. Funds are required to set up gymnasium and a proper music room.*

**ANNEXURE-V**

***Minutes of the IQAC meetings and report of consequent action taken .***

1.           Date of meeting:-           **15.07.2016**

**RESOLUTION**           :-           ***It is resolved to organize a teachers Orientation Programme on CBCS on 20.07.2016.***

**ACTION TAKEN:-**           ***The Orientation Programme was held on 20.07.2016 . The Dean, Science , Kazi Nazrul University, Asansol delivered a lecture on CBCS.***

***Minutes of the IQAC meeting and report of consequent action taken .***

2.           Date of meeting:-           **07.09.2016**

**RESOLUTION:-*****(a)It was resolved to ask Asansol Durgapur Development Authority for grants to build a PG building .***

***(b) Atanu Roy, Secretary of the Alumni Association, is to be requested to convene a meeting of the Alumni Association in view of impending NAAC visit.***

***(c)A committee of the following teachers was formed to organise the cultural programme for NAAC visit .***

***(d) The Principal was asked to convene a meeting of Govt. Approved Part- time Teachers , Management Approved Part- time Teachers and contractual teachers regarding NAAC work.***

***(e) It was resolved to chalk out a programme to visit Eastern Coal Fields Limited , Durgapur Steel Plant and Asansol Durgapur Development Authority . A team comprising the Principal , Mr. Milon Mukherjee, Mr. Swadesh Kumar Mazumder, Mr. Jagannath Chakraborty and Dr. Sharbani Banerjee is to make this visits. Appointments are to be made for the same.***

***(f) It is resolved to hold interactive sessions with Dr. Ajoy Mukherjee, Ex-Principal, Rastraguru Surendra Nath College, Barrackpore and Principal , Belur Vidya Mandir, regarding modalities of NAAC visit.***

**ACTION TAKEN:-*****(a) yet to be done (b) done ; (d) done (e) yet to be done (f) interactive sessions were held with Dr. Ajoy Mukherjee on 19.09.2016 and 20.09.2016. Separate sessions were held for teachers and non-teaching staff.***

***Minutes of the IQAC meeting and report of consequent action taken .***

3.           Date of meeting:-           **22.09.2016**

**RESOLUTION**           :- ***It is resolved to send an application to the Administrator regarding pending development works.***

**ACTION TAKEN:-**           ***A letter was subsequently sent to the Administrator***

***Minutes of the IQAC meeting and report of consequent action taken .***

4.           Date of meeting:-           **24.09.2016**

**RESOLUTION:-*****The Principal is requested to sit with Urdu, Political Science and Botany departments regarding various departmental problems/issues.***

- ACTION TAKEN:-** (a) As discussed earlier, all documents related to college office will be dealt by Prof. Milan Mukherjee, Associate Professor of Geology;
- (b) Departments to be reminded to prepare their documents for the ensuing NAAC visit
- (c) It is recorded that an application has been sent to the Hon'ble Mayor, AMC, who is also the present Administrator of the college, regarding various development work;
- (i) installation of CCTV cameras
- (ii) installation of biometric system of attendance
- (iii) issuance of identity cards to all staff and students
- (iv) various infrastructural works

**Minutes of the IQAC meeting and report of consequent action taken .**

5. Date of meeting:- 04.10.2016

- RESOLUTION 1. :-** (a) It was resolved to set up an Internal Complaints Committee according to the U.G.C Guidelines. The members nominated in the meeting were
1. Smt. Shampa Gupta, Associate Professor- Presiding Officer
  2. Dr. Sharbani Banerjee- Associate Professor- Member
  3. Smt. Susmita Das- Assistant Professor –Member
  4. Smt. Sabitri Man- Non-teaching staff- Member
  5. Smt. Sarathi Badyakar- Non-teaching staff- Member

- (b) Three female students representative to be elected.
- (c) Smt. C.K.Reshma of Ramakrishnan Foundation, Asansol, to be included in the committee as per recommendation of the Administrator.

**ACTION TAKEN:** (b) Representatives yet to be elected.

**Minutes of the IQAC meeting and report of consequent action taken .**

6. Date of meeting:- 23.12.2016
- Resolution:-** Judgement of NAAC Peer Team is conserved to be disappointing in many spheres of activity. More detail discussion on NAAC result to be carried out in the next meeting.

**ACTION TAKEN:-** Meeting held on 31.01.2017.

**Minutes of the IQAC meeting and report of consequent action taken .**

7. Date of meeting:- 31.01.2017

**RESOLUTION:-** Plan for future development was discussed

- (a) To start add on courses
- (b) To open a centre of Netaji Subhash Open University in the college campus
- (c) Development of Sports, ground renovation and gymnasium
- (d) Coordinator of Science Department
- (e) Virtual Class room to be set up
- (f) More class room to be constructed
- (g) Lecture series by stalwart teachers to be organized in all departments

**ACTION TAKEN:-** Virtual class room set up. Remaining plans are yet to be executed.

**Minutes of the IQAC meeting and report of consequent action taken .**

8. Date of meeting:- 10.03.2017



**RESOLUTION:-**

- (a) Three spots were identified for construction of buildings . This plots were inspected by Engineer of Asansol Municipal Corporation who gave measurements of the plots.
- (b) discussions were carried out regarding building of five floor-Diamond Jubilee Academic Building
- (c) applications to be submitted to Kazi Nazrul University ,Asansol for affiliation of following courses v/z.
- (i) UG- Nazrul Geetee, (ii) Music (iii) Dance (iv) Micro Biology (v) BBA & (vi) BCA
- (ii) PG- Hindi, Geogrpahy and Botany.
- (d) IQAC suggested that importance should be attach to improvement of the infrastructure in the following year.
- (e) an extended meeting of IQAC with departmental coordinators to be held on 22.03.2017 in Room No. 15
- (f) it was noted with concerned that promotion of Dr. A.Nayek to Stage II has been delayed by 2 years. In this regard the Principal was requested to persue the matter.
- (g) The Principal was requested to visit of the office of the DPI regularly
- (h) It was resolved to issue a letter to Smt. Paramita Ghosh (De), Assistant Professor of Bengali , to join her duties immediately
- (i) teachers are to be released for Refresher Courses and Orientation Programme on priority basis.
- ACTION TAKEN:-** (c) done(e) meeting held on 22.03.2017

**Minutes of the IQAC meeting and report of consequent action taken .**

9. Date of meeting:- 03.05.2017

**RESOLUTION:-**

- (a) The details of DPR to be submitted to the RUSA were discussed
- (b) the modalities of submitting the detail DPR were considered

**ACTION TAKEN** : DPR submitted to RUSA

**Minutes of the IQAC meeting and report of consequent action taken .**

10. Date of meeting:- 27.06.2017

**RESOLUTION:-**(a) The modalities of Career Advancement Scheme were discussed . (b) a discussion was held on utilization of funds of IQAC .

A. K. Dey

Principal

Triveni Devi Bhaletia College  
Raniganj, Paschim Bardhaman

Padmaja Parkayestha (Pal)

Co-ordinator

I.Q.A.C.

T.D.B.College, Raniganj