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The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution ASANNAGAR MADAN MOHAN TARKALANKAR
COLLEGE

- Name of the Head of the institution : Dr. Asok Kumar Das
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 8001213212
 - Mobile no.:7908268857, 9434199430
- Registered e-mail: collegemmt@gmail.com
- Alternate e-mail : iqac.ammtc@gmail.com
- Address :Asannagar
- City/Town : Krishnagar
- State/UT : West Bengal
- Pin Code : 741161

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify): Grant-in-aid and Self-financing(UGC 2f and 12 (B))

- Name of the Affiliating University: University of Kalyani
- Name of the IQAC Co-ordinator : Dr. Biswajit Podder
- Phone no. : 9641717779

Alternate phone no.

- Mobile: 9064330469
- IQAC e-mail address: iqac.ammtc@gmail.com
- Alternate Email address: collegemmt@gmail.com

3. Website address: www.ammtcollege.in

Web-link of the AQAR: (Previous Academic Year): <http://ammtcollege.in/wp-content/uploads/2018/11/WBCOGN24405-Asannagar-Madan-Mohan-Tarkalankar-College-Krishnagar-W.pdf>

4. Whether Academic Calendar prepared during the year?

Yes/No. Yes....., if yes, whether it is uploaded in the Institutional website: Yes

Web link:<http://ammtcollege.in/wp-content/uploads/2019/12/e-prospectus-2019-20.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.09	2016	from:26.11.2016 to: 01.12.2021
2 nd	N.A.	N.A.	N.A.	from: to:
3 rd	N.A.	N.A.	N.A.	from: to:
4 th	N.A.	N.A.	N.A.	from: to:
5 th	N.A.	N.A.	N.A.	from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 30.11.2013

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

For promoting quality culture, IQAC has ensured the increase in the number of subscribed journals in the library

, motivated the Dept. of Sanskrit , Bengali and English to organize special talks, ensured the use of technology in class room teaching in the Departments and

organized two one day in-house seminars on CBCS and the management of hazards and disasters apart from collaborating the Bengali Department in organizing a talk on 'Rabindranath Tagore and Humanism'.

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
IQAC general meetings: 03	11.07.2018,25.08.2018,21.06.2019 (approx. 2 hours each)	05,09,08
meetings with stakeholders: 03	13.10.2018, 12.06.2019, 21.06.2019 (approx. 1 hour each)	06, 06,08
Feedback analysis	Feedback from outgoing students(in their third year) of the Honours Courses are taken a month prior to University Examinations	158 for 2018-19

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

Web Link: <http://ammtcollege.in/wp-content/uploads/2019/12/extract.jpg>

10. No. of IQAC meetings held during the year: 06

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No : No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

*Ensuring the increase in the number of subscribed journals in the library

*Motivating the Dept. of Sanskrit , Bengali and English to organize special talks.

*Ensuring the use of technology in class room teaching in the Departments.

*Organizing two one day in-house seminars on CBCS and the management of hazards and disasters apart from collaborating the Bengali Department in organizing a talk on 'Rabindranath Tagore and Humanism'.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ol style="list-style-type: none"> 1. Increasing no of subscribed journals in the college library. 2. Motivating faculties to organize special talks 3. Motivating faculties to ensure the use of technologies in class room teaching. 4. Collection of feedback from the outgoing part –III students. 5. Organizing at least Two in-house seminars on relevant areas (use of technology/environment/curriculum development /newly introduced CBCS system/Employment opportunities etc. 6. Organizing meeting with the faculties apart from the regular meetings 7. Documentation 8. Maintaining databank 	<ol style="list-style-type: none"> 1. The following three journals have been subscribed in this academic session-i.Social Scientist .ii. Anustup iii. Adam 2.Special talks have been organized in this academic session by the following Departments a) Department of Sanskrit b) Department of English c) Department of Bengali 3. Technology used in teaching in the Dept. of Sanskrit and the Dept. of Bengali. 4. Duly filled in feedback forms collected from the concern students. 5.a) The following Two one day seminars have been organized in this academic session by IQAC:i.Topic: ‘Implementation of CBCS’,Speaker : Dr. Sukanta Biswas,Secretary, Faculty Council, University of Kalyani ,date-29.05.19 ii.Topic: Management of Hazards and Disasters, Speaker: Dr. Tarun Kumar Mondal, Assistant Professor , Dept. of Geography , University of Kalyani, Date -15.06.19 b) IQAC collaborated with the Dept. of Bengali in organizing a talk titled ‘ Rabindranath Tagore and Humanism’ delivered by Sirajul Islam, Assistant Teacher ,Bakultala High School on 20.03.2019 6. Apart from regular meetings, a meeting with the Non-Teaching staff was arranged on 21.06.19 and another meeting with the teachers was arranged on 14.06.19

	7. Documents have been stored. 8.Relevant Papers stored.
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14. Whether the AQAR was placed before statutory body? Yes /No:Yes

Name of the Statutory body: G.B. Date of meeting(s):10.12.2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes

Date:24.11.2016

16. Whether institutional data submitted to AISHE: Yes/No:Yes

Year:2019

Date of Submission: 22.01.2019

17. Does the Institution have Management Information System?

Yes No ✓

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words				
For well-planned curriculum delivery and documentation the institution has the following mechanisms:				
(a) Dedicated full-time faculties, two of whom are currently functioning as Members of the Undergraduate Board of Studies of the affiliating University and thus playing a role in the framing and modification of the syllabus (b) Regular departmental meetings for distributing teaching assignments and making further changes, if required (c) Adding resources to the college library (d) Regular Academic Sub-committee meetings for making necessary recommendations to be considered by the college authority (e) Regular functioning of the IQAC for preserving relevant documents (f) Since the introduction of CBCS, efforts have been made to keep documents relating to internal assessment and students' attendance. Regular parents' meeting have also been organised for the dissemination of relevant ideas.				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year :NIL(One certificate course introduced in 2016 continues with 140 students in the concerned session)				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N.A	N.A	N.A	N.A	N.A
1.2 Academic Flexibility				
1.2.1 New programmes/courses introduced during the Academic year				
Programme with Code	Date of Introduction	Course with Code		Date of Introduction
1.Geography (Core Programme)	1 st Semester:July-December,2018	Geotectonics and Geomorphology: GEO/G/CC/T/01 Scale and Cartography: GEO/G/CC/P/01		July 2018
	2 nd Semester : January-June, 2019	Climatology, Soil and Biogeography : GEO/G/CC/T/02 Surveying and Levelling : GEO/G/CC/P/02		January 2019
2.Defence Studies (Core Programme)	1 st Semester:July-December,2018	India's National Security Policies : DFS-G-CC-T-1 Problems of Indian Internal Security : DFS-G-CC-T-2		July 2018
	2 nd Semester : January-June, 2019	Indian History of War : DFS-G-CC-T-3 Mechanism and Types of Warfare : DFS-G-CC-T-4		January 2019

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Beng(H),Eng(H),Hist(H),Sansk(H), Pol.Sc, Philosophy, Education, Physical Education, Geography, Defence Studies.	✓		1 st July,2018	✓	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	140 in the session July 2018 to June 2019(introduced in 2016)		×		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year : No					
Value added courses		Date of introduction		Number of students enrolled	
N.A		N.A		N.A	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Apart from field work involved in NSS run Special Camp and other related activities, no other field project has been undertaken by the Department of Physical Education, The Department of Geography or any other Department.			No. of students enrolled for NSS Special Camp: 50 No. of students enrolled in NSS in general :100		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders: Only from the students					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes✓ / No	Yes/ No✓	Yes/ No✓	Yes/ No✓	Yes/ No✓	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Feedback is obtained from the outgoing 3 rd year students. The duly filled-in feedback forms are then sent to the respective Heads of the Honours Departments. The Heads, in consultation with the other faculties, analyse the outcome and on the basis of the analysis of those facts, make some recommendations. The Heads then submit the recommendations to the IQAC. The Coordinator, IQAC draws the attention of the Secretary, Governing Body to the feedback analysis and recommendations so that the latter can refer to those recommendations in the subsequent meetings of the Governing Body of the college for their required incorporation in policy-formation.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme	Number of seats available		Number of applications received	Students Enrolled	

1 st Year B.A Honours	270	903	186
1 st Year B.A General	845	1036	587
2 nd Year B.A Honours	229	229	184
2 nd Year B.A General	538	538	355
3 rd Year B.A Honours	229	229	158
3 rd Year B.A General	538	538	322

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1792	Nil	08	Nil	Nil

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
08	08	06	03	02	02

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Due to a severe imbalance in the student-teacher ratio no student mentoring system could be set up. However, teachers are available throughout the semester for personal counselling of students n academic and other matters.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1792	08	1:224

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current	No. of faculty

			year	with Ph.D
16	08	08	02	01

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.Chirantan Sarkar	Assistant Professor in English	Received Rs.5000.00 in Minor Research Project, on 12.04.2019

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A Hons		Part-III/2019	08.04.2019	02.07.2019
B.A General		Part-III/2019	09.04.2019	02.07.2019
B.A Hons		Part-II/2019	04.07.2019	14.09.2019
B.A General		Part-II/2019	18.07.2019	14.09.2019
1 st Sem Hons		1 st /2018	21.12.2018	04.04.2019
1 st Sem Progg.		1 st /2018	14.01.2019	4.04.2019
2 nd Sem Hons		2 nd /2019	29.07.2019	24-10-2019
2 nd Sem Progg		2 nd /2019	09.08.2019	24-10-2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. As prescribed in the newly introduced choice-based credit system, the students get scores for their class attendance and their performance in the internal assessment. For this internal assessment we conduct two internal examinations for them in each semester. In the Academic subcommittee meetings, faculties discuss the break-up of marks in the question paper and the format of question papers before submitting the questions to the Examination Subcommittee. As prescribed in the regulation of the affiliating university, we preserve the answer scripts, apart from the questions and the score sheets. These are definitely found as 'reforms' if one compares these with the details of the procedures in the pre-CBCS format.
2. During the parents' meet, we discuss the evaluation process and the performance of the students, if required.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The provisional academic calendar for B.A(Honours and Programme/General) course of studies (under semesterized CBCS Curriculum) for the academic year 2018-19. We adhere to the provisional schedule offered by the affiliating university relating to the admission / enrolment, date of commencement of classes, submission of registration form to the affiliating university, internal assessment , filling up and submission of forms for end- semester examination , date of end semester examination and publication of result. The university recommendation is also followed in the case of changing the subjects as far as practicable.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

So far as programme outcomes are concerned, it may not be irrelevant to mention that the current undergraduate CBCS structure enables the Honours students to pursue postgraduate studies in concerned disciplines and appear in the state-level competitive examinations. In our case, Program/Course outcomes are chiefly semester term-end results which are published on the website of the affiliating university (www.klyuniv.ac.in), rendering it unnecessary on the college website.

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A Hons Part-III	158	108	68.35%
	B.A Gen Part-III	322	165	51.24%
	B.A Hons Part-II	165	119	72.12%
	B.A Gen Part-II	272	104	38.23%
	1 ST Sem Hons	170	57	33.52%
	1 st Sem Progg	468	14	02.99%
	2 nd Sem Hons	155	97	62.58%
	2 nd Sem Progg	333	05	01.50%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Though there is no separate Student Satisfaction Survey (SSS) on overall institutional performance, the college has a regular mechanism for distributing internally designed feedback forms, collecting the duly filled-in feedback forms and preparing the feedback analysis. The questionnaire of the feedback form has been designed to get an idea of the overall institutional performance as it covers areas like the nature of the syllabus, the choice of courses, the quality of teaching and non-teaching staff, internal evaluation, teaching-learning material, library service, computer facility, canteen facility, role of administration etc.

Web Link: <http://ammtcollege.in/wp-content/uploads/2019/12/Feedback.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2Year	UGC	110000/-	5000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (<i>other than compulsory by the College</i>)	01 (Dept. of Sanskrit)	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			110000/-	5000/-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Nil	Nil	Nil				
Name of the Start-up	Nature of Start-up	Date of commencement				
Nil	Nil	Nil				
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National	International				
Nil	Nil	Nil				
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department	No. of Ph. Ds Awarded					
N.A	N.A					
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Bengali	03	Nil			
International	Nil	Nil	Nil			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Bengali		03				
English		01				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Nil	Nil	Nil	Nil
Presented papers	02	03		
Resource Persons	Nil	Nil	Nil	Nil

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
1. NSS Awareness Programme on July 25, 2018	NSS unit	03	100
2. Cleaning Programme in College Campus on July 26 & 27, 2018	NSS unit in collaboration with Asannagar Primary Hospital	02	58
3.. Blood Donation Camping Programme on August 7, 2018	NSS unit in collaboration with Ranaghat Subdivisional Hospital, Ranaghat, Nadia	10	86 students including 32 NSS volunteers donated blood
4. Swachhata Pakwada Programme (August 21 to August 27, 2018)	NSS unit in collaboration with Asannagar Primary Hospital	02	52

5. Blood Group Detection Programme on September 13, 2018	NSS unit in collaboration with the Students Health Home(SHH), Krishnagar, Nadia	12	180 students joined this programme and their blood groups were detected
6. General Camping Programme on Prevention & Control of Vector Borne Disease on September 15 & 16, 2018	NSS unit in collaboration with Asannagar Primary Hospital	02	78
7. NSS Orientation Programme(NSS Day) on September 24, 2018	NSS unit	05	100
8. National Youth Day Celebration January 12, 2019	NSS unit	16	175
9. Seminar on HIV/AIDS on February 22, 2019	NSS unit in collaboration with Red Ribbon Club and Students Health Home	04	112
10. Celebration World Women's Day on March 8, 2019	NSS unit with the help of Ex-Chairman, DPSC, Nadia	All	150
11. Dengue Protection Awareness Programme March 10, 2019	NSS unit in collaboration with Asannagar Primary Hospital	02	48

12. Special Camp(March 12-March 18, 2019)	NSS unit in collaboration with Ranaghat Thalassaemia Detection Centre, Ranaghat, Nadia,Suvenu Memorial Eye Hospital, Gobrapota, Nadia, Asannagar Primary Hospital, Naikura Primary School, Naikura, Nadia and Asannagar Gram Panchayat, Asannagar, Nadia.	05	50 volunteers engaged in the survey and all NSS volunteers joined the Special Camp
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3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
1. NSS activity from October 29, 2018 to November 04, 2018 in National Integration Camp at Bhubaneswar, Odissa	Certificate	Regional Directorate of NSS, Bhubaneswar in collaboration with 'Siksha O Anusandhan'(Deemed to be University)	01

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
1. Pre-RD camping programme at Kalyani University on October 01, 2018 followed by the State level event at Bidhan Nagar College	NSS Dept. & University of Kalyani.	participated in the Camping programme involving parade at the university level followed by parade event at the state level	01	01 in the university level and state level event
AIDS Awareness	NSS Unit & Red Ribbon Club and Students' Health Home	Seminar on HIV/AIDS	04	112 students
Gender Issues	Anti-Ragging Cell	Introduction and Planning	01	07
Women's Rights	Women's Cell	Discussion on Legal Rights of Women	01	193

Sexual Harrassment	Cell for addressing sexual harrassment	Introduction, planning and discussion about gender issues	01	228
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3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Temporary	Prevention and Control of Vector-borne Diseases	Asannagar Primary Hospital	15-16 th September 2018	2 teachers & 78 students
Temporary	Dengue and Malaria Protection Awareness Program	Asannagar Primary Hospital	10.03.2019	2 teachers & 48 students

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure	Budget utilized for infrastructure development
Rs. 550000 /-	Rs. 523472/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	3.74 acre	NIL
Class rooms	08	04
Laboratories	00	01
Seminar Halls	NIL	NIL
Classrooms with LCD facilities	NIL	NIL
Classrooms with Wi-Fi/ LAN	08	04
Seminar halls with ICT facilities	NIL	NIL
Video Centre	NIL	NIL
No. of important equipments purchased (\geq 1-0 lakh)	----	1.Electrical Equipments

during the current year.		2. Printer 3. Air Conditioner				
Value of the equipment purchased during the year (Rs. in Lakhs)		1. Electrical Equipments: 31229/- 2. Printer: 13000/- 3. Air Conditioner: 95000/-				
		Total: Rs. 139229/-				
Others	NIL	NIL				
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
KOHA	Partially	3.18.06.000	2015			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	3622	523015.00	350	78754.00	3972	601769.00/- 288115.00/-
Reference Books	2038	27599.00	59	12125.00	2097	
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	6	5250.00	3	5006.00	8(One existing journal dropped)	10256.00/-
e-Journals	NLIST	11625.00	NLIST (Subscription Continued)	5900.00		17525.00/-
Digital Database	KOHA	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Library automation	partially					
Weeding (Hard & Soft)					134	13974.00
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	16	06	16(All Computers are internet linked)	00	00	05	03	02/30MBPS	
Added	02	01	00	01	01	00	02	0	
Total	18	07	16	01	01	05	05	02/30 MBPS	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....30..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
NIL		NIL			NIL			NIL	

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs 200000/-	Rs 1,27,125/-	Rs 857000/-	Rs 590809/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
Procedure:			
1. For the maintenance of the instruments in the Dept. of Geography there is one casual staff. The H.O.D, Dept. of Geography monitors the maintenance process.			
2. The students participating in the NSS clean the library space and the bookshelves at regular intervals. The Librarian (casual) and the Library Clerk (casual) monitors the activities relating to the cleaning operation.			
3. The students participating in the NSS clean the field where the annual sports meet takes place. They also clean the space meant for outdoor sport activities like Badminton and Volley Ball.			
4. Casual staff are engaged to clean the computer centre.			

5. A person from Bengal Institute of Digital Science and Technology is entrusted with the responsibility of taking care of the computer kept in the computer centre and elsewhere in the college as well.
6. The water cooler, purifier, CCTV and generator are under annual maintenance programme.
7. There is casual non-teaching staffs engaged with cleaning the classrooms.

Policies:

Generally the internally formed subcommittees are primarily involved in the policy-making process relating to the maintenance and utilization of the physical, academic and support facilities. Then the observations and recommendations of those committees are placed in the meetings of the Governing Body, the highest regulatory body of the college. The Governing Body, after a careful assessment of the concerned context, finally takes decisions for making required changes in the existing system and introducing new measures.

Web Link: <http://ammtcollege.in/wp-content/uploads/2019/12/certificate.jpg>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	MMT Scholarship(fees concession to needy students on the basis of academic performance)	73	Rs. 38,635/-

Financial support from other sources

a) National	National Scholarship Portal	25	approx. Rs 4800/- per candidate
	Mahindra Education Trust and Scholarship	08	Rs. 10,000/- each
b) International	Nil	Nil	Nil
a) State level	Swami Vivekananda Merit cum Means Scholarship	33	Rs. 1,000/- each
	West Bengal Chief Minister's Relief Fund	63	Rs. 10,000/- each
	Kanyashree	181	Rs. 25000/- each
	Minority TSP Scholarship	07	approx. Rs. 4800/- each
	SC Scholarship	575	approx. Rs. 4500/- each
	ST Scholarship	18	approx. Rs. 4500/- each
	OBC-B Scholarship	388	approx. Rs. 3300/-each

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
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Certificate Course in Computer Training	2016	140 in the current session	Bengal Institute of Digital Science and Technology
International Yoga Day	21.06.2019	80	Organized by the Dept. of Physical Education of Asannagar MMT College.

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018(1 5.09.18)	1) Career Presentation Campaigning (Organised by Asannagar MMT College and "Think Big" TM-CDA Channel.	N.A	12	N.A	Not Known
2018 (05.12. 2018)	2) Talent Search Programme (Organised by Asannagar MMT College and Zee Bangla)	N.A	26	N.A	Not Known
2018 (08.11.2018)	3) Workshop with Gillette Guard and Ananda Bazar Patrika	N.A	34	N.A	Not Known
2019(2 0.02.2019)	4) Seminar Talk on "Paper Cutting, Art and Decoration"	N.A	15	N.A	Not Known

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
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There is a cell for the prevention of sexual harassment and anti-ragging cell. There is also an institutional mechanism for timely redressal of student grievances, though no grievances were received in the concerned session. There have been three discussion programs involving students from the Women's Cell, Anti-ragging Cell and Cell for Prevention of Sexual Harassment during the session.	Nil	NA
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5.2 Student Progression

5.2.1 Details of campus placement during the year

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

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
July 2018 – June 2019	03	B.A. (HONOURS)	Bengali	University of Kalyani	M.A.

Being an Undergraduate College with no information mechanism to gather data regarding outgoing students, we do not have the relevant information for all Departments.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET	01	0620441
SLET	Nil	Nil
GATE	Nil	Nil

GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOEFL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	28	Not known
Any Other: Railways	02	Not known

Being an Undergraduate College with no information mechanism to gather data regarding outgoing students, we do not have the relevant information for all Departments.

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Annual Sports Meet on 17 & 18 January 2019	Institutional	97
Quiz on 16.02.2019		31
Pre-Puja Cultural Fest		134

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is an autonomous students' union that works for student welfare and takes up student demands with the Governing Body. However, there was no elected students' union during the concerned year since student elections had been suspended on government order. However, there is a student representative to the Governing Body (the General Secretary to the Students' Union as per University Regulation) and one student member to the IQAC.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

An Alumni Association was formed in June 2016 which has held regular half-yearly meetings and taken up some programs in student aid. The registration process is under way.

5.3.2 No. of ~~registered~~ enrolled Alumni:

97 till date

5.3.3 Alumni contribution during the year (in Rupees) :

No contribution to the college fund has yet been made, though fundraising is done for welfare programs undertaken. The Alumni Association has distributed books worth Rs 1620/- among needy students.

5.3.4 Meetings/activities organized by Alumni Association :

Since inception, half-yearly meetings have been held within the college premises.
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>a) The Governing Body being the sole authority distributes tasks and responsibilities at the beginning of each academic year among academic, finance, cultural, building, purchase, library, and administrative (comprising of two/three senior faculty members) committees and works round the year in consultation with these.</p> <p>b) The Governing Body contains representatives from all stakeholders like teaching and non-teaching staff, students, peers from other colleges, government and university nominees.</p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: No
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development: Regular departmental meetings are held to review syllabi and discuss modes of teaching and evaluation. Two teachers being members of the Undergraduate Board of Studies of the affiliating university take part in syllabus framing.
❖ Teaching and Learning: Adjusting to the semester mode, departments have made greater use of ICT based teaching, film shows, invited lectures and special talks on relevant areas.
❖ Examination and Evaluation : With a semesterized CBCS curriculum initiated in the academic session, the academic sub-committee has drawn up plans for intra-semester internal assessments and executed them.
❖ Research and Development: One teacher has completed M. Phil. Degree, another has submitted an MRP, another has pursued a Ph. D. Program – all have been allowed necessary leaves and library facilities including free internet.
❖ Library, ICT and Physical Infrastructure / Instrumentation: Several large book purchases have been made, number of subscribed journals enhanced, number of computers with internet outlets have been increased.
❖ Human Resource Management: Sub-committees in charge of aspects (academic, purchase etc.) are formed by the GB where all staff act as members.
❖ Industry Interaction / Collaboration : No progress has been achieved in this field because the college runs degree programs in humanities only.
❖ Admission of Students: The process has been completely online including financial transactions, and a e-prospectus has been published containing all relevant rules and guidelines.
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development: All plans are finalised by the GB, which sends out proposals to the government and the DPI in the electronic mode.
❖ Administration: All notifications, circulars and information relevant to students are put up on the website.
❖ Finance and Accounts: All dealings with Finance Department, auditing, and purchase are done online, and the salary disbursement is seen over by the DM through government networks.

❖ Student Admission and Support: All notification/admission/support for students are done online via an agency employed for the purpose.					
❖ Examination: Notifications related to examinations and records of internal assessment are stored in computers for future reference.					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year:					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	Nil	Nil	Nil	Nil	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
	Nil	Nil	Nil	Nil	Nil
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Refresher Course		1		06.07.2018- 26.07.2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching		Non-teaching			
Permanent	Fulltime	Permanent	Fulltime/temporary		
2			0		
6.3.5 Welfare schemes for					
Teaching			Provision of registration charges for Paper presentation in Seminar/Symposia/Conference		
Non teaching			Nil		
Students			Fees waiver for poor students, MMT award for meritorious students, Free medical assistance in collaboration with Students' Health Home		
6.4 Financial Management and Resource Mobilization					

6.4.1 Institution conducts internal and external financial audits regularly (Within 100 words each) : Internal (by a firm appointed by the college) and external (by an auditor appointed by the DPI) audits are both done regularly.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NIL		NIL		
6.4.2 Total corpus fund generated NIL				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	None	No	
Administrative	No	None	No	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Regular parent-teacher meetings have discussed (i) students’ attendance and progression. (ii) need and modes of remedial coaching (iii) discipline and gender equity on the campus				
6.5.3 Development programmes for support staff (at least three)				
Though no development program could be arranged, IQAC meetings with non-teaching staff addressed some technical issues and problems.				
6.5.4 Post Accreditation initiative(s) (mention at least three) : (a) enhancement of classrooms utilising the college fund (b) introduction of new courses (c) campaigns to draw students				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No): Yes				
b. Participation in NIRF : (Yes /No): No				
c. ISO Certification : (Yes /No): No				
d. NBA or any other quality audit : (Yes /No): No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2019	Special Talk on ‘Implementation of CBCS System’	29.05.2019	one day	20
2019	Special Talk on ‘Management of Hazards and Disasters’	15.06.2019	one day	59

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme		Period (from-to)	Participants
			Female Male
Discussion on ‘Ragging: Planning and		25.07.2018	05 05

Problems'						
Discussion on 'Women's Rights'		08.03.2019		193		
Discussion on 'Sexual Harassment'		08.03.2019		140		88
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources The college has been inspected for solar energy installation by a government agency and the next step is awaited. There is an open-air classroom and a general eco-friendly atmosphere.						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			Yes		all students	
Provision for lift			No			
Ramp/ Rails			Yes		all disabled students	
Braille Software/facilities			No			
Rest Rooms			Yes		all girl students	
Scribes for examination			Yes		all permitted by the University	
Special skill development for differently abled students			No			
Any other similar facility						
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	3	3	15.9.2018-16.9.2018	Prevention and Control of Vector-borne Diseases	Vector-borne diseases,	80
			21.11.2018-30.11.2018	Unnata Bharat Abhiyaan	Survey of socio-economic condition, health, sanitation, income level, proximity to schools, drinking water conditions etc. in five nearby villages	10+2


		10.03.2019	Dengue and Malaria Protection Awareness Program	malaria and dengue prevention	50
7.1.5 Human Values and Professional Ethics					
Code of conduct (handbooks) for various stakeholders					
Title		Date of Publication		Follow up (maximum 100 words each)	
e-prospectus		June 2019		Students and staff have been explained a model of conduct, and sensitization of professional ethics has been done in IQAC meetings with non-teaching staff	
7.1.6 Activities conducted for promotion of universal Values and Ethics					
Activity		Duration (from-----to-----)		Number of participants	
Observance of World Yoga Day		21.06.2019		80	
Inquest on role of the teacher in the 21 st century, organised by MMTC Teachers' Study Circle		05.09.2018		20	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)					
(i)Planting trees and herbs in the campus (ii) cleaning the bank of the waterbody behind the college building (iii) declaring the campus a smoke-free zone (iv) use of channelled rainwater to serve plants on the campus (v) installation of arsenic-free water storage tank					
7.2 Best Practices					
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link					
(a) Special Talk: In the Semesterized CBCS system implemented from this academic session, 5 Special talks delivered by expert speakers from peer institutions have been arranged in the departments of Sanskrit, English and Bengali on topics relevant to the curricula(b)The Herbal garden containing many medicinal plants like aloe vera, basak, ashwagandha etc. is being maintained and enhanced amidst great enthusiasm of stakeholders. Web Link: http://ammtcollege.in/wp-content/uploads/2019/12/Best-Practice.pdf					
7.3 Institutional Distinctiveness					
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words					
The college, acutely aware of needs of underprivileged students and committed to them, allows fee waivers and transport concessions, arranges free medical treatment in collaboration with Students' Health Home, undertakes community health awareness initiatives in the locality and clothes distribution among the poor. For web reference: www.ammtcollege.in					

8. Future Plans of action for next academic year (500 words)

Enhancement of infrastructure –classrooms, refreshment rooms, library space, extension of academic programs – introduction of new Honours courses, introduction of Science stream.

Name Dr. Biswajit Podder

Name Dr. Asok Kumar Das





Signature of the Coordinator, IQAC
Coordinator of IQAC
Asannagar M.M.T. College
Asannagar, Nadia

Signature of the Chairperson, IQAC
Principal
Asannagar Madan Mohan Tarkalanka College
Asannagar, Nadia
