

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. Composition of the IQAC 6
7. The role of coordinator 7
8. Operational Features of the IQAC 7
9. Revised Accreditation Framework 8
10. Mandatory Submission of AQAR by IQAC 8
11. The Annual Quality Assurance Report (AQAR) 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Innovations and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Institutional Values and Best Practices 27
20. Abbreviations 29

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society

representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.
Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

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: Trivenidevi Bhalotia College

- Name of the Head of the institution : Dr. Asish Kumar Dey
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0341-2444275 / 2444780
- Mobile no.: 09434030121
- Registered e-mail: tdbcollegeraniganj@gmail.com
- Alternate e-mail : drasishde@gmail.com
- Address : P.O. Raniganj
- City/Town : Raniganj
- State/UT : West Bengal
- Pin Code : 713347

2. Institutional status:

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

(i) **Government of West Bengal** : Salary Grant, Grants for construction and development.

(ii) **UGC** : Development grant, Books and Journals Grant, Merged Scheme

- Name of the Affiliating University: Kazi Nazrul University, Asansol
- Name of the IQAC Co-ordinator : Dr. Padmaja Purkayastha (Pal)
- Phone no. : 9475860920

Alternate phone no.

- Mobile: 8116544138
- IQAC e-mail address: tdbciqac14@gmail.com
- Alternate Email address: tdbciqac2014@gmail.com

3. Website address: <http://tdbcollege.ac.in>

Web-link of the AQAR: (Previous Academic Year): <http://www.tdbcollege.ac.in/AQAR2016-2017.pdf>

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

Whether Academic Calendar prepared during the year?

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

Weblink: NA

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	2.64	2016	from: 16/12/16 to: 15/12/21
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 24/02/2014

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1.Library Orientation Programmes	(i)B.A.(H) :29.08.2017 – 01.09.2017, 11.00a.m. -1.00p.m.	(i)244
	(ii) B.Sc. (H):29.08.2017, 11.00a.m. - 1.00p.m.	(ii) 90
	(iii) B.Com (H) and Program: 30.08.2019,11.00 a.m. -1.00 p.m.	(iii) 55
	(iv)B.A.(Program) :31.08.2017, 2.00p.m.-4.00p.m.	(iv) 20
	(v) B.Sc.(Program) :29.08.2017,2.00p.m. – 4.00p.m.	(v) 56
2.One Day State- level Workshop on Stress Management	26.04.2018	(i).Faculty members : 20 (ii).Students: 124
3.Academic Audit	April 2018—May2018	All departments of the college
4 Observance of “No Vehicle Day” in the college campus.	06.03.2018	All students and staff of the college

7. Internal Quality Assurance System

- **Feedback collected from students and analysed (vide Annexure).**
- **Academic Administrative Audit conducted.**

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
1.Triveni Devi Bhalotia College	Salary and others	Government of West Bengal	2017-2018	Rs.8,36,75,771/-
2.Triveni Devi Bhalotia College	(i) Creation of new facilities: New construction of buildings, (ii)Renovation/ Upgradation of existing facilities, (iii)Procurement of new equipment	RUSA 2.0	2017-2018	Rs. 1(one) crore
3.Triveni Devi Bhalotia College	-	UGC	2017-2018	NIL
4.Dr. Debjit Das, Assistant Professor of Chemistry, T.D.B. College	Major Project	SERB	18.03.2016 – 17.03.2019	Rs.27,03,171/-
5. Department of Chemistry T.D.B. College	National Seminar on Frontiers of Chemical Sciences (NSFCS-2018) Held on 5-6 April 2018	SERB	2017-2018	Rs. 75,000/-
6. Department of Urdu T.D.B. College	One day National Seminar on Aazadi Ke Baad Bangal Mein Urdu Afsana held on 12 May 2018	West Bengal Urdu Academy	2017-2018	Rs.75,000/-

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

***upload latest notification of formation of IQAC**

10. No. of IQAC meetings held during the year: 05

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

N A

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

- Introduction of four undergraduate courses in Physical Education, Nazrul Sangeet (Honours), Finance (Honours) and Taxation (Honours)
- Introduction of three postgraduate courses in Hindi, Zoology and Geography
- Facilitating the drawing up of plans and estimates for construction of buildings and renovation
- Processing of CAS of two faculty members
- Opening of a Study Centre of Netaji Subhas Open University in the college campus.

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
<p>1. Academic:</p> <p>(A) Introduction of previously proposed affiliations in three PG courses in Hindi, Zoology and Geography</p> <p>(B) Introduction of previously proposed affiliation in four UG courses in Physical Education (Program) and Nazrul Sangeet (Honours), Finance(Honours) and Taxation (Honours)</p> <p>(C) Plan to start a Study Centre of Netaji Subhas Open University in the college campus</p>	<p>(A) Implementation of three proposed PG courses in Hindi, Zoology and Geography</p> <p>(B) Implementation of the proposed UG courses in Physical Education (Program) and Nazrul Sangeet (Honours), Finance(Honours) and Taxation (Honours)</p> <p>(C)The Study Centre of Netaji Subhas Open University initiated in July 2017</p>
<p>2. CAS related faculty development programme :</p> <p>Faculty members whose promotions are due in the near future are to be encouraged to apply for OP/RC/STC etc.</p>	<p>No. of faculty members who participated in</p> <p>RC – 09</p> <p>OP – 01</p> <p>STC – Nil</p> <p>Summer School- 01</p> <p>Winter School- 02</p>
<p>3. Research Activities</p> <p>(A)To encourage participation of faculty members in Seminars/Conferences/Workshops</p> <p>(B)Recommended the release of 01 full time faculty member for Post-Doctoral research abroad.</p>	<p>No. of faculty members who participated in</p> <p><u>Conference:</u></p> <p>International-04</p> <p>National- 03</p> <p><u>Seminar:</u></p> <p>International-03</p> <p>National- 07</p> <p><u>State- 03</u></p> <p><u>Workshop:</u></p> <p>National- 02</p>

(C) To encourage faculty members to publish research papers	No. of Papers published- 08
4. Library to acquire books for new courses	Total books acquired: (i) Textbooks: 5039 books (ii) Reference books: 320 books
5. Seminars to be organized on the occasion of Diamond Jubilee of the college	Seminars organized on the occasion of Diamond Jubilee : Eight seminars organized, where eminent scholars lectured on subjects of Indology, English, Astronomy, Antarctic Expedition, Mining and Metallurgy, Stress Management, Present Academic Scenario in Higher Education System in West Bengal.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body of T.D.B. College

Date of meeting(s): 16/11/2019

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

Yes/No: No

Date: NA

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

Year: 2017-2018

Date of Submission: 30.01.2018

17. Does the Institution have Management Information System?

Yes / No: **Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The college has its own portal for receiving online applications for admission to undergraduate courses. The merit lists for Humanities, Science and Commerce are formed separately by the online process. Admission fees are also received online through bank. Registration of newly admitted students to the affiliating University is also done online. End semester examination forms are filled online and the fees of the same are paid online. The monthly salary bill of the permanent staff of the college is sent to Asansol Treasury, Government of West Bengal, through the HRMS. The library has its own ILMS system, named KOHA.

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 The syllabus is distributed amongst the faculty members of each department. It is the responsibility the concerned teachers to complete the syllabus assigned to them within the stipulated time.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year: NIL					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
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		
B.A. (Honours) (BAH)	July 2017	Nazrul Sangeet	July 2017		
B.A. (Program)(BAP)	July 2017	Physical Education (BAPPED)	July 2017		
B.Com (Honours) (BCOMH)	July 2017	Taxation (BCOMHTAX)	July 2017		
B.Com (Honours) (BCOMH)	July 2017	Finance (BCOMHFIN)	July 2017		
M.A.	July 2017	Hindi	July 2017		
M.A.	July 2017	Geography	July 2017		
M.Sc.	2017	Zoology	2017		
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
B.A. (Honours)	Nazrul Sangeet		27.06.2017		
B.A. (Program)	Physical Education		27.06.2017		
B.Com (Honours)	Taxation		20.12.2017		
B.Com (Honours)	Finance		20.12.2017		
M.A.		Hindi	27.06.2017		
M.A.		Geography	27.06.2017		
M.Sc.		Zoology	09.10.2017		
Already adopted (mention the year) : CBCS adopted for all courses from the academic year 2016-2017 as required by the affiliating university.					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year: N. A.					
	Certificate		Diploma Courses		

No of Students				
1.3 Curriculum Enrichment				
1.3.1 Value-added courses imparting transferable and life skills offered during the year:				
Value added courses	Date of introduction	Number of students enrolled		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title	No. of students enrolled for Field Projects / Internships			
Geological Field Work (Department of Geology)	56			
Project on Geological Survey (Department of Geography)	44			
Project on Soil Survey (Department of Geography)	41			
Ergonomical Field Studies on Boiler Workers of BHEL, Hyderabad (Department of Physiology)	13			
Visit to a Seaside to Study Biodiversity (Department of Zoology)	B.Sc.(Hons) 3rd Year	13		
Field Study of Insect Diversity of a Particular Ecosystem (Department of Zoology)	B.Sc.(Hons) 5th Semester	20		
Report on a Visit to a Seashore (Department of Zoology)	B.Sc.(Hons) 1st Semester	24		
Quality of Life: Correlation of Nutritional Status and the Physiological Parameters (Department of Zoology)	M.Sc. 2nd Semester	16		
Field Study in Some Places of Different Eco-Physiological Conditions ; Dooars and some parts of Eastern Himalayan Foothills (Department of Botany)	B.Sc.(Hons) 1st Semester	17		
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
		No		
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)				
The results of evaluation of teachers by students have been submitted to the Principal and the Principal has taken the necessary action with the teacher concerned.				
CRITERION LEARNING II -TEACHING- 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
Under Graduate			
B.A. (Honours)			
Bengali	100	960	84
Economics	82	83	05
Education	40	90	27
English	100	725	70
Geography	60	674	43
Hindi	87	230	81
History	82	323	51
Journalism and Mass Communication	40	71	09
Nazrul Sangeet	20	Nil	Nil
Philosophy	40	194	22
Political Science	82	412	49
Psychology	40	23	05
Sanskrit	60	538	42
Urdu	82	54	27
B.Sc. (Honours)			
Biochemistry	30	153	13
Botany	45	336	29
Chemistry	50	295	28
Computer Science	40	154	12
Economics		03	02
Electronics	31	28	02
Geology	45	227	24
Mathematics	82	408	53
Nutrition	30	133	20
Physics	50	343	25
Physiology	40	142	25
Statistics	31	26	07
Zoology	45	659	26
B.Com. (Honours)			
Accountancy	200	742	170
Finance	50	97	16
Taxation	50	123	10
B.A./B.Sc./B.Com Program			
Program (Science)	500	832	68
Program (Arts) Subjects: Bengali,	1500	2330	701

Economics, English, Geography, Hindi, History, Philosophy, Political Science, Sanskrit, Urdu, Physical Education			
Program (Commerce)	1000	733	235
Post Graduate			
M.A. In Bengali	20	08	08
M.A. In English	20	13	13
M.A. In Urdu	44	18	18
M.A. In Hindi	25	07	05
M.A. In Geography	40	20	20
M.Sc. In Chemistry	15	10	09
M.Sc. In Zoology	40	23	23

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
2017- 2018	5004	158	54* *including full time CWTT and contractual teachers	NIL	38

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 (LMS, e- Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used

Permanent -83 Government Approved Part – Time Teachers – 17 Contractual Whole Time Teacher - 1	45	Computers projection systems public address systems smart boards webcasting facility Internet connection Inflib.net KOHA (v.3) for library	04	02	Power point presentations, Documents from NPTEL, e-pathshala, Google Classroom
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Nil					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
5162 (UG+PG)		92		1:56	

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 year	No. of faculty with Ph.D
103 (Permanent Positions)	83	20	01	38

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

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. This depends on the affiliating University.

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

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)				
In the semester system, the affiliating university has fixed a maximum percentage of marks in each paper for internal evaluation. Hence, the college has no role to play in this regard. However, internal evaluation is carried out by different departments through various methods such as written examinations, project work, student seminars, power point presentations and viva-voce.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
An Academic Calendar was prepared at the beginning of the session 2017- 2018 (vide Annexure). This was adhered to as far as class days were concerned. However, Examination schedules for different semesters were notified by the affiliating university before the respective end-semester examinations.				
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)				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percent age
Undergraduate				
B.A(H)	Bengali	41	40	97.56
B.A(H)	Economics	09	05	55.56
B.A(H)	Education	0	0	0
B.A(H)	English	25	12	44.04
B.A(H)	Geography	33	18	54.54
B.A(H)	Hindi	42	28	66.66
B.A(H)	History	13	07	53.85
B.A(H)	Journalism and Mass Communication	0	0	0
B.A(H)	Philosophy	04	03	75.00
B.A(H)	Political Science	11	09	81.82
B.A(H)	Psychology	0	0	0
B.A(H)	Sanskrit	20	13	65.00
B.A(H)	Urdu	14	04	28.57
B.A(H)	Total	212	139	65.57
B.Sc(H)				
B.Sc(H)	Biochemistry	0	0	0
B.Sc(H)	Botany	11	07	63.63
B.Sc(H)	Chemistry	08	04	50.00
B.Sc(H)	Computer Science	04	04	100.00
B.Sc(H)	Economics	03	02	66.67
B.Sc(H)	Electronics	1	0	0
B.Sc(H)	Geology	21	15	71.42
B.Sc(H)	Mathematics	04	02	50.00

B.Sc(H)	Nutrition	0	0	0
B.Sc(H)	Physics	08	04	50.00
B.Sc(H)	Physiology	05	04	80.00
B.Sc(H)	Statistics	01	01	100.00
B.Sc(H)	Zoology	22	16	72.72
B.Sc(H)	Total	88	57	64.77
B.Com (H)	Accountancy	117	106	90.60
B.Com (H)	Taxation	0	0	0
B.Com (H)	Finance	0	0	0
B.A (Gen)		275	73	26.54
B.Sc. (Gen)		49	31	63.26
B.Com. (Gen)		129	80	62.01
Post Graduate				
M.A.	Bengali	0	0	0
M.A.	English	0	0	0
M.A.	Urdu	35	35	100.00
M.Sc.	Chemistry	0	0	0

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) *details given in the annexure IV and V

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*	18.03.2016 to 17.03.2019.	SERB	Rs.27,03,171/-	Rs. 8,10,875/-
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored Projects	Nil			
Projects sponsored by the University/ College	Nil			
Students Research Projects (other than compulsory by the College)	Nil			

International Projects	Nil			
Total		SERB	Rs.27,03,171/-	Rs. 8,10,875/-
*The project had been transferred from Central University of Jharkhand, Ranchi to T.D.B. College, Raniganj.				
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				
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				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Nil				
Name of the Start-up	Nature of Start-up		Date of commencement	
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>) NA				
Name of the Department		No. of Ph. Ds Awarded		
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	Hindi	02	Not Available
International	(i) Physics (ii) Geology (iii) Mathematics (iv) Botany	3 1 1 1	3.076 1.4 Not Available 5.75

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
Physics	01
Botany	02
History	03

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
Yugdrashta Krantakari Agyey	Dr. Ganesh Rajak	Research Highlights, Volume-IV	2017		T.D.B COLLEGE, RANIGANJ	
Rabindranath ke Kavya ka Soundaryabodh	Dr. Ganesh Rajak	Varanasi Management Review, Volume-IV	2018		T.D.B COLLEGE, RANIGANJ	
Allelopathy and Application of Natural Phytochemicals as Pesticides: A Review in present scenerio	Dr. Amitava Nayek	Inyernational Journal of Research and Analytical Reviews, Volume V, Issue 3	2018		T.D.B COLLEGE, RANIGANJ	
Rapidly convergent Approximation Method to Chiral	Prakash Kumar	Sohag Journal of			T.D.B	

Nonlinear Schrodinger Equation in (1+2) Dimensions	Das	Mathematics, 5(1)	2018		COLLEGE, RANIGANJ	
The Oldest Turritelline Gastropods : from the Oxfordian (Upper Jurassic) of Kutch, India	Das ,S.S, Saha,S., Bardhan, S., Mallick, S., Allmon, W.D.	Journal of Palaeontology, Volume 92(3)	2018		T.D.B COLLEGE, RANIGANJ	
Origin of spin polarization in an edge boron doped zigzag graphenenanoribbon: a potential spin filter	Soubhik Chakraborty, A. H. M. Abdul Wasey, Ranjit Thapa and G.P. Das	Nanotechnology, 29, 345203	2018			128
Impact of anchoring monolayers on the enhancement of radioactive recombination in light emitting diodes based on silicon nanocrystals	B. Ghosh, T. Hamako, Y. Nemoto, M. Takeguchi and N Shirahata	Journal of Physical Chemistry C – 122, 6422-6430	2018		T.D.B COLLEGE, RANIGANJ	
Neutron skin thickness of finite nuclei with finite range effective interaction in droplet model	Dr. Babita Sahoo	International Journal of Modern Physics E27, 1850049	2018		T.D.B COLLEGE, RANIGANJ	

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) **N.A.**

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

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	02	42	01	01
Presented papers	06	19	03	01

Resource Persons	Nil	Nil	Nil	01
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 such activities	Number of students participated in such activities	
Survey on Adopted Village About Superstition (February 2018, one week)	NSS Units I & II	02	40 – 50 per day on an average	
Survey on Adopted Village on child education (March 2018, one day)	NSS Units I & II	02	45	
Survey on Adopted Village on child education (March 2018, one day)				
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	
Inter- College Youth Parliament (06.09.2017 – 07.09.2017)	T.D.B. College stood second in Mock Parliament	Dept. of Parliamentary Affairs, Govt. of West Bengal	15	
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
National Service Scheme (NSS)	NSS units I& II with Lions Club of Raniganj	Plantation of trees (05.08.2017)	02	95

National Service Scheme (NSS)	NSS units I & II & Department of Physiology, T.D.B. College	Seminar on AIDS by Prof. Arunabha Bandyopadhyay (25.11.2017)	03	100
National Service Scheme (NSS)	NSS units I & II & Department of Physiology, T.D.B. College	Seminar on Dengue by Prof. Arunabha Bandyopadhyay (08.12.2017)	03	88
National Service Scheme (NSS)	NSS units I & II	Celebration of Swachh Bharat Abhiyaan (17.11.2017)	02	82
National Service Scheme (NSS)	NSS units I & II	Seminar on Blood Donation Utility (03.12.2017)	02	101
National Service Scheme (NSS)	NSS units I & II	Seminar on Thalassemia and Thyroid Awareness (08.12.2017)	02	80
National Service Scheme (NSS)	Govt. of West Bengal	State Republic Day Parade Camp 2018 held on Red Road, Kolkata, from 12.01.2018 – 27.01.2018	01(NSS Programme Officer)	04
National Service Scheme (NSS)	NSS units I & II	Cleaning Programme (14.02.2018)	02	88
National Service Scheme (NSS)	NSS units I & II	Survey on Adopted Village About Superstition (February 2018, one week)	02	40 – 50 per day on an average
National Service Scheme (NSS)	NSS units I & II	Survey on Adopted Village on	02	45

		child education (March 2018, one day)		
West Bengal Youth Parliament Competition Scheme in Educational Institution (District Level)	Organised by the District Magistrate, Paschim Bardhaman District, West Bengal and hosted by T.D.B. College	Inter- College Youth Parliament (06.09.2017 – 07.09.2017)	05	20
Jiyonkathi (an extension programme)	Committee for Jiyonkathi, T.D.B. College.	Holistic development of economically challenged children at primary level, residing in the locality of the College	08	10

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
Collaborative Research	Dr. Batu Ghosh, Assistant Professor of Physics	Government of Japan (JSPS)	16 May 2018 – 15 March 2019
UGC Visiting Fellow	Dr. Sharbani Banerjee, Associate Professor of English	Sambalpur University	22 February 2018 -28 February 2018

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	Duration (From-To)	Participant
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		/research lab with contact details		
Sharing of research facilities	Installation of NAVIC receiver in T.D.B. College, Raniganj	Department of Geography, T.D.B. College, Raniganj	25.06.2018- till date	SAC- ISRO, Ahmedabad, IIT Kharagpur, Department of Physics, The University of Burdwan, and Trivenidevi Bhalotia College, Raniganj

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

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

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 augmentation	Rs.32,42,400/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	9.354acres	
Class rooms	47	
Laboratories	33	
Seminar Halls	02	
Classrooms with LCD facilities	03	
Classrooms with Wi-Fi/ LAN	02	
Seminar halls with ICT facilities	02	
Video Centre	NIL	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	03	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 5,12,202/-
Others	CCTV, Biometric attendance machine, a weather station, solar panels	

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	3.0	Continuing from 2015

4.2.1 Library Services:

	Existing		Newly added			
	No.	Value	No.	Value	No.	Value
Text Books	72,510	} Rs.49,89,243/-	5039		77,549	
Reference Books	1,180		320	Rs.9,07,080/-		Rs.58,96,323/-
e-Books	INFLI BNET	} Rs. 5,000/-				
Journals	16					
e-Journals	INFLI BNET			Rs.5,900/-		Rs.5,900/-
Digital Database	INFLI BNET					
CD & Video						
Library automation	Continuing					
Weeding (Hard & Soft)	Nil					
Others (specify)	Nil					

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	118	06	Yes	01	01	10	26	4.0 MBPS	01 Smart Classroom 01 Language Lab 01 Virtual Classroom 01 Seminar Room
Added	08	01		Nil		02	06		Nil
Total	126	07		01		12	32		
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....4.0..... 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									
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									

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
INR 59,20,800/-		INR 70,03,840/-	
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)			
<p>(i)Laboratory; The respective departments are allotted contingency grants. Departmental meetings of faculty members are conducted by the departmental coordinator, where the state and requirements of the laboratories are discussed. Minor purchases and repairs are carried out from the contingency grants, the bills being submitted to the college office with prior approval of the Principal. Applications for purchase of larger equipments are submitted to the Principal.</p> <p>(ii)Library: The college has a Library Committee headed by the Principal which holds regular</p>			

meetings to decide on the procedure of maintenance of the library, allocation of funds to departments for purchase of books, status of automation of library and rules regarding circulation of books.

(iii)Computers: The college has a Computer, Website and Internet Maintenance and Management Committee which deals with maintenance of computers. Any complaints relating to computers are communicated to this committee which arranges for repair of equipment.

(iv)Classrooms: Classrooms are cleaned regularly. An electrician employed by the college is always available to repair lights and fans and switching on the diesel generators during power cuts. On college open days, classrooms are unlocked for cleaning purposes and locked up again after classes are over for the day. Strict vigil is maintained to see that lights and fans are switched off in classrooms not in use.

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	(i)Full Freeship (ii)Half Freeship	(i) 691 (ii)937	(i)Rs.703680/- (ii)Rs. 461490/-
Financial support from other sources			
a) National	SC /ST Scholarship	Data not available	
b) International	Nil		
c)State-level (Govt. of West Bengal)	(i)Minority Scholarship (ii)Kanyasree	(i) Data not available (ii) 527	(i)Data not available (ii)Rs.1,16, 71,500/-

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
Not Applicable			

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
2017-2018	Not Applicable				

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
---------------------------	-----------------------------	----------------------------

				– 04 Sagar University, MP-02 Jadavpur University, Kolkata – 01 The University of Calcutta – 01 Benaras Hindu University - 01	
	03	B.A. (Honours)	Sanskrit	The University of Burdwan- 02 Bankura University-01	M.A.
		B.A. (Honours)	History	The University of Burdwan- 02 Kazi Nazrul University-06 The University of Burdwan (Distance Education) - 17	
		B.A. (Honours)	English		M.A.
	03	B.A. (Honours)	Urdu	T.D.B. College, Raniganj	M.A.
	10	B.A. (Honours)	Political Science	05- The University of Burdwan 05- Kazi Nazrul University,Asansol	M.A.
July 2017- June 2018	06	B.Com. (Honours)	Commerce	06- Kazi Nazrul University,Asansol	M Com

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	02	CBSE NET (Nov 2017) Roll No. 89001530 Roll No. 89002010
SET	01	WB – SET (2017) RollNo. 1542318
SLET	No data available	No data available
GATE	No data available	No data available
GMAT	No data available	No data available
CAT	No data available	No data available
GRE	No data available	No data available
TOFEL	No data available	No data available
Civil Services	No data available	No data available
State Government Services	No data available	No data available
Any Other	No data available	No data available
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
1. Students' organised "Mrittika", where competitions in singing, elocution ,drawing, setting up of departmental stalls etc. were held in addition to a cultural programme. (12.01.2018 to 14.01.2018)	Institution (T.D.B. College, Raniganj)	Students of the college, and professional artistes.
2. The Diamond Jubilee celebrations were concluded with a cultural programme (07.08.2017 to 09.08.2017)	Institution (T.D.B. College, Raniganj)	Students and teachers of the college and professional artistes.

3.The Annual Sports of the college	Institution (T.D.B. College, Raniganj)	Students, teachers and non-teaching staff of the college
4. Inter-college cricket tournament	Kazi Nazrul University, Asansol	Students of colleges affiliated to Kazi Nazrul University, Asansol

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					

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

As per the order of the Government of West Bengal, Student Councils in state-aided colleges have been suspended till further orders. However, student representatives have been included in various Committees of the college. The Governing Body of the college has a student representative. Student representatives are also included in the IQAC, RUSA Project Committee, Stipends Committee, Cultural Committee and Admission Committee.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Registration of the Alumni Association has not been renewed, hence, the Alumni Association is not functional at present.

5.3.2 No. of-registered enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

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) Quality development and empowerment of youth through higher education.

(i) Academic: Each undergraduate and postgraduate department has a coordinator who coordinates the setting up of the class routine and distribution of the syllabus among the teachers of the department through departmental meetings. The class routines are submitted to the Principal. In addition, any problem faced by a department is discussed in departmental meetings and communicated to the Principal.

(ii) Administrative: The college has a large number of sub-committees formed by the Governing

Body, such as the IQAC, Finance Committee, Development Committee, Tender Committee, Library Committee, Research Committee, Disciplinary and Anti-ragging Committee, Hostel Advisory Committee, Internal Complaints Cell, Grievance and Sexual Harassment Cell, Committee on Environment, Seminar Committee, Cultural Committee, Canteen Maintenance Committee, etc. The Principal is the Chairperson/ Convener of the first four committees. Each of the other committees has a faculty member as convener, who convenes meetings with members to discuss problems and chalk out plans of action. The proceedings of these meetings are placed before the principal for approval and further action. The functioning of the college is decentralised in this manner with the Principal at the head of the institution.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial : Yes

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:

T.D.B. College, Raniganj, is affiliated to Kazi Nazrul University, Asansol, which provides the syllabi to be followed for different courses. The college, therefore, has no direct role in the framing of syllabi. However, several faculty members are included in the UG/PG Boards of Studies/ Syllabus Committees which frame the syllabi. The syllabi provided are distributed amongst faculty members in the respective departments. It is the responsibility of each teacher to complete his/her syllabus within the time stipulated by the academic calendar of the college.

❖ Teaching and Learning:

Four new UG courses including two in Commerce (Hons.), Physical Education (Program) and Nazrul Sangeet (Hons) and three new PG courses in Hindi, Geography and Zoology were initiated during the year. In general, the chalk and talk method of teaching is followed. However, ICT enabled methods of teaching are applied in the smart classroom, virtual classroom and language laboratory. In many departments, overhead projectors are employed for the purpose of teaching. Faculty members are also encouraged to prepare lecture videos and electronic study materials to benefit the students. The seminar library of every department is operational; the students can borrow relevant reference books from there. Teachers are always available to help and guide the students.

❖ Examination and Evaluation:

Class tests, both written and oral are held regularly in all departments as required by the affiliating university. Students are also evaluated through projects assigned to them and power point presentations prepared by them on given topics. Performance of students in practical classes is also assessed regularly. The evaluated papers are shown to the students.

❖ Research and Development:

Faculty members are encouraged to publish research papers and books. The college has a Research Committee, the function of which is to monitor the applications of faculty

<p>members for minor projects. Research facilities are to be shared by the department of Geography with SAC-ISRO, IIT Kharagpur and the Physics department of The University of Burdwan.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation: The process of computerisation of the library was continuing. A new computer laboratory with 05 computer systems was set up in the Department of Physics.</p>
<p>❖ 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 affiliating university. The Governing Body is headed by a President, the Principal is Ex-officio Secretary and the remaining members are representatives of different stakeholders like Government and University nominees, students, teachers, non-teaching staff and donors. The student, teacher and non-teaching staff representatives are selected in a democratic manner. The Governing Body ensures the smooth functioning of the college.</p>
<p>❖ Industry Interaction / Collaboration There is no such collaboration at present.</p>
<p>❖ Admission of Students: Admission of students is done through online process according to the norms set by the Government of West Bengal. However, the portal for registration, forms to be filled up , fees structure, dates of submission of application forms/ admission are designed/ decided by the Admission Committee headed by the Principal of the college. The creation of the portal is outsourced by the college.</p>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ Planning and Development e-Tenders are invited for development work. Payments are made online through PFMS.</p>
<p>❖ Administration The Principal of the college communicates with the Teaching and Non-teaching Staff through separate Whats App groups. Important information and instructions related to academic and administrative matters are sent in this manner. Notices are also sent through these platforms.</p>
<p>❖ Finance and Accounts The monthly salary bill of the permanent staff of the college is sent to the Treasury (Government of West Bengal), Asansol, through the HRMS (Human Resource Management System).</p>
<p>❖ Student Admission and Support: Student admission is done through online process according to the norms set by the Government of West Bengal. However, the portal for registration, forms to be filled in, fees structure, dates of submission of application forms/ admission are designed/ decided by the Admission Committee headed by the Principal of the college. The creation of the portal is outsourced by the college. Any information to be communicated to applicants is uploaded on the College website. Payment of registration fees and admission fees are made online through bank.</p>
<p>❖ Examination The marks obtained by students in internal examinations are communicated online to the</p>

affiliated university. Notices relating to the university examinations are given on WhatsApp or the college website. Students enrol themselves for University examinations through online process.

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			

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			

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)
(i) Refresher Course(Science Academics' Education Programme, sponsored and supported by IASc, INSA, NASI, and organised by the Department of Geological Sciences, Jadavpur University)	01	04/12/2017 – 24/12/2017
(ii) Refresher course (UGC-HRDC, Sambalpur University)	01	06/03/2018 – 26.03.2018
(iii) 68 th Orientation Programme (UGC-HRDC-Jadavpur University)	01	05/02/2018 – 06/03/2018
(iv) Refresher course (HRDC, DDUGU, Gorakhpur)	01	26/08/2017 – 15/09/2017

(v)	Summer School in Language and Linguistic	04	26/06/2018 – 16/07/2018
(vi)	Winter School (Jadavpur University)	01	06.11.2017 — 25.11.2017
(vii)	Winter School (Academic Staff College, The University of Burdwan)	01	30.01.2018 — 19.02.2018
(viii)	Refresher course (FDC, IIT(ISM), Dhanbad)	03	08/06/2018 – 28/06/2018
(ix)	7 Day National Workshop (Bhairab Ganguly College, Kolkata, in collaboration with Brass)	01	15.05.2018 — 21.05.2018
(x)	Capacity Building Programme for Social Science Faculty Members (Sardar Patel Institute of Economic and Social Research)	01	19.03.2018 — 28.03.2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
01	02	Nil	?

6.3.5 Welfare schemes for

Teaching	(i)T.D.B. College Employees' Cooperative Credit Society Ltd. (ii) Group Insurance Scheme of Government of West Bengal (iii)Provision of clean filtered drinking water in the college.
Non teaching	(i)T.D.B. College Employees' Cooperative Credit Society Ltd. (ii) Group Insurance Scheme of Government of West Bengal iii)Provision of clean

	filtered drinking water in the college			
Students	(i) There is a students' aid fund which provides financial help in the form of complete or partial waiver of fees to economically challenged students. (ii) Provision of clean filtered drinking water in the college and Boys' Hostel. (iii) Ramps are provided for physically challenged students.			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
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		
NA	Nil	NA		
6.4.2 Total corpus fund generated				
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	Yes	Kazi Nazrul University, Asansol	Yes	Principal, T.D.B College
Administrative	Yes	Kazi Nazrul University, Asansol		
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Nil				
6.5.3 Development programmes for support staff (at least three)				
Nil				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. Initiative has been taken to set up two gymnasiums (separately for boys and girls) in the college				

2. Construction of Golden jubilee academic building has been planned.

- 6.5.5**
 a. Submission of Data for AISHE portal : Yes
 b. Participation in NIRF : No
 c. ISO Certification : No
 d. NBA or any other quality audit : 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
2017	Library Orientation Programmes	(i)B.A.(H) :29.08.2017 – 01.09.2017	(i) 11.00a.m.-- 1.00p.m. (ii)	(i)244 (ii)90
		(ii)B.Sc.(H):29.08.2017	(ii)11.00a.m. -1.00p.m.	(iii)
		(iii)B.Com (H) and Program:30.08.2019	(iii) 11.00 a.m. -1.00 p.m.	(iv) 20
		(iv)B.A.(Program) :31.08.2017	(iv) 2.00p.m.-4.00p.m.	(v)
		(v) B.Sc.(Program) :29.08.2017	(v)2.00p.m. – 4.00p.m.	56
2018	One Day State- level Workshop on Stress Management	26.04.2018	11.00a.m. –05.00p.m.	144

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	
Nil		Female	Male
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 electricity used by the office of the college is provided by solar power.			

7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			No			
Provision for lift			No			
Ramp/ Rails			Yes			
Braille Software/facilities			No			
Rest Rooms			No			
Scribes for examination			Yes			
Special skill development for differently abled students			No			
Any other similar facility			No			
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
		01 NSS ?	05.01.2018-	Jionkathi	Holistic development of economically challenged children at the primary level of education	Teachers - 08 Students-- 10
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)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)			Number of participants	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
<ol style="list-style-type: none"> 1. The campus is cleaned regularly. 2. There is a garden of medicinal plants in the college campus. A vermi-compost pit is situated in this garden. 3. A garden of ornamental plants is situated near the main entrance of the college. Both gardens are visited by colourful butterflies. 4. Fruit trees have been planted to attract birds. 5. The college campus is a no smoking zone. 						
7.2 Best Practices						

<p>Describe at least two institutional best practices:</p> <ul style="list-style-type: none"> (i) Orientation programme held for newly admitted students on the use of the resources of the main library for academic purposes. This is held, separately in batches, for students of science, humanities, and commerce streams. (ii) Jiyonkathi, an extension activity run by the teachers and students of the college to help children who belong to economically challenged families residing in the neighbourhood of the college, was initiated in January, 2018. Students enrolled in the local primary schools are encouraged to participate in cultural and social skill development programmes in addition to being helped with their curricular learning. <p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>
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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

Trivenidevi Bhalotia College, Raniganj, established in 1957, provides higher education to students belonging to a large cross-section of population residing in rural, semi-urban and urban areas of the Raniganj coal-belt. It may be mentioned that only traditional subjects in the Humanities, Science and Commerce streams were taught in the colleges in the erstwhile Burdwan district of West Bengal. The foresighted Principals of Trivenidevi Bhalotia College, the largest college in the district having the required infrastructure, decided to introduce undergraduate courses which although available in metropolitan areas were not offered in this region. Thus, courses in rare and sought after subjects such as Geology, Statistics, Physiology, Psychology, Journalism and Mass Communication, Nutrition, Biochemistry and Education, were gradually introduced in the college curriculum, in addition to the existing regular courses in Humanities, Science and Commerce streams. The college now offers undergraduate courses in 32 subjects and post graduate courses in seven subjects. T. D. B. College has a well stocked library and dedicated faculty. All of this is in keeping with the vision of the college to provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social and environmental challenges to become active participants in shaping the world of the future.

It may be mentioned that the birthplace of Kazi Nazrul Islam being near Raniganj, an undergraduate course in Nazrul Sangeet (Hons.) is offered in this college.

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

1. Construction of single- storied new academic building for classrooms.
2. Renovation of old classrooms.
3. Renovation of Teachers' quarters.
4. Upgradation of Library building.
5. Renovation of UG and PG Laboratories.
6. Continuation of digitalization of Library.
7. Setting up of two gymnasiums for the boys and girls of the college.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

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E-mail: director.naac@gmail.com

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ANNEXURE

ANNEXURE - I

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

ANNEXURE - II

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

1. Date of meeting : 12.07.2017

RESOLUTIONS :

- (a) The resolutions of the previous meeting were read out and confirmed.
- (b) **The progress made in the admission process was discussed and found to be proceeding smoothly.**
- (c) **It was noted that after the visit of an Inspecting Team from Netaji Subhas Open University, Government of West Bengal, the Hon'ble Vice Chancellor of the University has given permission to open a Study Centre of the University in the T.D.B. College campus. Accordingly, the Study Centre was initiated on 01 July 2017.**
- (d) **Dr. Mahendra Prasad Kushwaha, Assistant Professor of Hindi, has been nominated as the Coordinator of the NSOU Study Centre.**
- (e) **It was unanimously decided that Library Orientation Programmes should be held for newly admitted students to acquaint them with the library software.**

ACTION TAKEN

- (f) **The Library Orientation Programme was initiated on 29.08.2019.**

2. Date of meeting : 08.02.2018

THE Principal welcomed the members of the newly constituted IQAC.

RESOLUTIONS :

- (a) It was noted that the grants from the Government of West Bengal for construction of the Diamond Jubilee Humanities Building was yet to be received. It was resolved that the Rs. 44, 00, 000/- to be received from the Government of West Bengal will be supplemented by a matching grant from the College.
- (b) **It was resolved to take the following steps:**
 - (i) Emphasis to be laid on **Research**. Teachers to be encouraged to apply for minor projects.
Sponsored Seminars. Different departments to be encouraged to send proposals for National/ State-level seminars to UGC/ DST/ the State Government, etc.
Dr. Angana Ghosal and Mr. Arunabha Bandyopadhyay to meet departmental coordinators to organise lecture series in compact form.
 - (ii) A report on GREEN audit to be submitted in the next meeting.
 - (iii) A parent – teacher meeting to be arranged at the earliest. Also steps to be taken

to form a Parent – Teacher Association.

- (iv) An extended meeting of IQAC to be held with the Alumni Association.
- (v) Dr. Sarbendu Bikash Dhar to be requested to submit the Academic Calendar for the first semester of 2018.
- (vi) Lesson plans to be submitted to the IQAC by all departments by 28 February 2018.
- (vii) Sri Swapan Chakraborty to be requested to prepare a proposal for rain water harvesting.
- (viii) It was proposed to introduce add-on vocational courses in the College. Ms. Arunima Karmakar and Dr. Padmaja Purkayastha (Pal) to be given the responsibility to explore the possible courses to be adopted. Advice in this regard to be sought from Ramakrishna Mission.
- (ix) It was resolved to introduce courses in Distant Education. Dr. Ritam Mukherjee was requested to ask Dr. Sabera Khatoon to submit a proposal in this regard.
- (x) Mr. Milan Mukherjee, Dr. Alik Kumar Mukherjee and Mr. Arunabha Bandyopadhyay to be asked to prepare a proposal for setting up of two gymnasiums and other sports facilities.
- (xi) It was resolved to initiate academic interaction between the Department of Geology and Raniganj Mining College.
- (xii) Mr. Milon Mukherjee and Mr. Jagannath Chakraborty to be requested to initiate college-industry interaction with ECL, SAIL and Balaji Industries, Jamuria. Internship of students in these industries to be encouraged. Invitation lectures by experts from industry to be organised.
- (xiii) It was resolved to utilise the Language Laboratory more effectively. Mr. Sujit Malik to be requested to submit a report on the Language Laboratory. Dr. Sharbani Banerjee to be requested to take charge of the Language Laboratory.
- (xiv) Spoken English Classes to be introduced. Dr. Sharbani Banerjee and Ms. Arunima Karmakar to be in charge. Student representative Bijukta Chatterjee asked to conduct a survey on the demand for this course.
- (xv) A meeting of the UGC committee to be held shortly to consider (a) remedial coaching for SC/ST students, and (b) construction of new Girls' Hostel.
- (xvi) It is resolved to set up more ICT enabled classrooms. Departments are to be asked to submit proposals and identify classrooms.
- (xvii) AMCs to be signed water filters and vending machines. The convener of the Quarters Maintenance Committee, Mr. Sanat De, is to be contacted in this regard.
- (xviii) Dr. Alik Kumar Mukherjee was requested to convene a meeting of the Library Committee.
- (xix) A workshop on counselling of students is to be conducted by the Department of Psychology under the leadership of Ms. Arunima Karmakar.
- (xx) The IQAC has resolved to meet more frequently.
- (xxi) Dr. Padmaja Purkayastha (Pal) and Bijukta Chatterjee to review the working of the vending machines.

ACTION TAKEN

(b)(i) The Departments of Chemistry and Urdu organised National Seminars (vide no.8 in Part A).

(ii) Yet to be submitted.

- (iii) Departments still to be notified about conducting Parent-teacher meetings.
- (iv)Not yet done.
- (v) Done.
- (vi) Some teachers have submitted their lesson plans.
- (vii) Sri Swapan Chakraborty requested to prepare the proposal.
- (viii) The Principal, together with Dr.Padmaja Purkayastha (Pal), Ms.Arunima Karmakar and Mr. Arunabha Bandyopadhyay visited Ramakrishna Mission, Asansol, and held discussions with Manab Maharaj, who was in charge of the Vocational Training Centre of the Mission.
- (ix) Not yet done.
- (x)Done.
- (xi) Not yet done.
- (xii) Not yet done.
- (xiii) Mr. Sujit Malik submitted a report on the Language Laboratory.
- (xiv) Student Bijukta Chatterjee conducted a survey on the demand for Spoken English Classes.
- (xv) Yet to be done.
- (xvi) Departments identified classrooms and submitted proposals for converting these to ICT enabled classrooms.
- (xvii) Done.
- (xviii)Meeting of the Library Committee held.
- (xix) A State level workshop on Stress Management held.
- (xx) A meeting of the IQAC was held shortly.
- (xxi)After a review of the vending machines it was found that the machines needed immediate servicing.

2. Date of meeting 20.03.2018

RESOLUTIONS :

- (i) The resolutions of the previous meeting were read out and confirmed.
- (ii) It was noted that Bijukta Chatterjee conducted a survey covering 62 students to study the demand for a course in Spoken English. It was found that 95% of the student were interested in pursuing the course, 94% of students thought the course would be beneficial to them and about 75% students were prepared to attend the course outside class hours. However, only 40% of the students were prepared to pay a minimum fee for the course.
- (iii) Parent –teacher meetings to start tentatively from 03 April 2018. Two parents from each department to be part of the Parent-Teacher Association. Report of parent –teacher meeting to be submitted to the IQAC.
- (iv) Teacher-wise curriculum to be submitted to the Principal.
- (v) Mr. Swapan Chakraborty to be requested to draw up papers for application for setting up of two gymnasiums--- one for boys and the other for girls--- to the Government of West Bengal.
- (vi) It was noted that internships were impractical given the curriculum of the semester system. Instead technical persons from the industry may be invited to deliver lectures to the students.
- (vii) It was resolved to attach greater importance to GREEN audit.

ACTION TAKEN

1. Parent –teacher meetings were held in some departments.
2. Application for the two gymnasiums were drawn up and sent.

Date of meeting 18.04.2018

RESOLUTIONS :

1. The resolutions of the previous meeting were read out and confirmed.
2. In this emergent meeting, the following Proposal for extension work in collaboration with Ramakrishna Mission, Asansol was framed for submission to Ramakrishna Mission, Asansol.
 - (i) T.D.B. College, Raniganj, proposes to provide education to children not enrolled in schools, especially street children, orphans and dropouts up to class VIII. For this purpose, a workshop is to be organized by professionals to impart training in special education. Children who are not academically inclined are to be given vocational training for self employment subsequent to basic education. Academically inclined children are to be enrolled in regular schools. As most street children are drug addicts or petty thieves, they need to be rehabilitated. Children are to be given at least one square meal and one snack per day. Strong social and moral values are to be instilled in the minds of the children through value education and cultural activities. Sports activities and yoga classes are to be organized for the physical development of these children. A special team comprising teachers and students of T.D.B. College, Manab Maharaj of R.K. Mission (if he kindly gives his consent) and sponsors of the project to campaign in different areas of Raniganj to persuade street children to participate in the project. The team will also monitor the progress of the project.

As an addition, parents of the street children may be given vocational training to enable them to become self employed.

- (ii) It was proposed to conduct awareness programmes about health, education , hygiene, gender equality, equal opportunities, ills of alcoholism and communal harmony through street plays and other cultural activities.
- (iii) It was proposed to impart vocational training (e.g. in handicrafts, tailoring, beautician course, etc.) to women of economically backward families. It is earnestly hoped that R. K. Mission will help to sell the products of these women.
- (iv) Women who have passed class VIII may be imparted training in nursing in collaboration with neighbouring hospitals and Peerless Group.
- (v) The college has a sericulture garden with a rearing room where vocational courses were conducted at one time. However, due to lack of demand the course was suspended indefinitely. The college proposes to revive this garden to impart training to local farmers and thus encourage them to undertake tussar cultivation.

ACTION TAKEN

This proposal was submitted to Ramakrishna Mission, Asansol, for consideration.

Date of meeting : 08.05.2018

RESOLUTIONS :

- (i) The minutes of the previous meeting were read out confirmed.
- (ii) In the context of the resignation letter submitted by the coordinator of IQAC, Dr. Padmaja Purkayastha (Pal), it is resolved that a search will be conducted for the next coordinator. However, the present incumbent is to continue till July 2018.
- (iii) Mr. Swapan Chakraborty is to be asked to provide contact numbers and addresses of organisations that provide support to set up water harvesting systems.
- (iv) The mission and vision of the college to be shown clearly by means of posters/ paintings.
- (v) The modalities of RUSA were discussed. Dr. Avik Kumar Bagdi was nominated as Project Coordinator. The Project Monitoring Unit was constituted as follows:
 1. Dr. A.K. Dey, Principal T.D.B. College
 2. Dr. Avik Kumar Bagdi, Coordinator
 3. IQAC Coordinator
 4. Dr. Sudipto Saha, Bursar
 5. Engineer appointed by the GB
 6. Mr. Milan Mukherjee, Associate Professor
 7. Dr. Sandip Sen, Associate Professor
 8. Mr. Arunabha Bandyopadhyay, Assistant Professor
 9. Mr. Panchanan Orang, Non-teaching Staff
 10. Sandip Gorai, Student

ACTION TAKEN

(iii) Mr. Swapan Chakraborty provided the relevant contact numbers and addresses to Mr. Arunabha Bandyopadhyay.

ANNEXURE - III

Academic Calendar

Session 2017-18 ODD SEMESTER

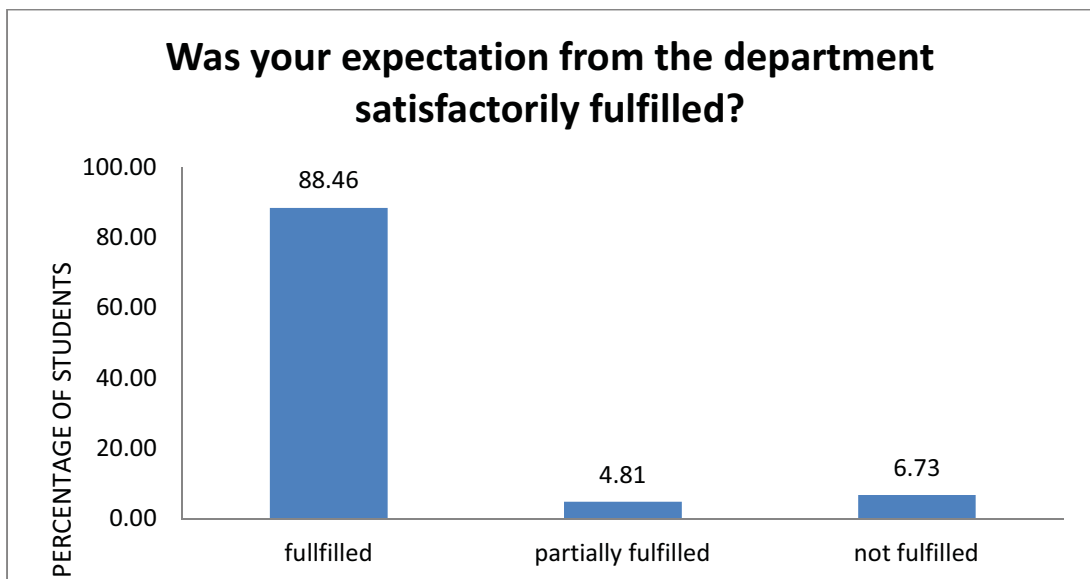
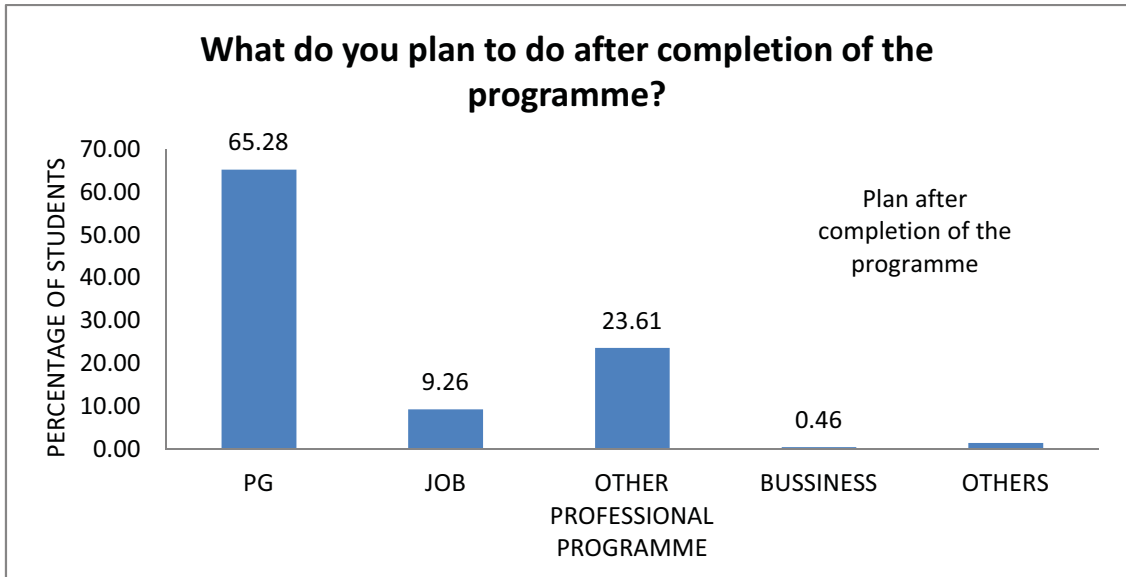
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 TEACHING DAY	2
Jul 2017	3 Week No 01 TEACHING DAY	4 TEACHING DAY	5 TEACHING DAY	6 TEACHING DAY	7 TEACHING DAY	8 TEACHING DAY	9
	10 Week No 02 TEACHING DAY	11 TEACHING DAY	12 TEACHING DAY	13 TEACHING DAY	14 TEACHING DAY	15 TEACHING DAY	16
	17 Week No 03 TEACHING DAY	18 TEACHING DAY	19 TEACHING DAY	20 TEACHING DAY	21 TEACHING DAY	22 TEACHING DAY	23
	24 Week No 04 TEACHING DAY	25 TEACHING DAY	26 TEACHING DAY	27 TEACHING DAY	28 TEACHING DAY	29 TEACHING DAY	30
	31 Week No 05 TEACHING DAY	1 TEACHING DAY	2 TEACHING DAY	3 TEACHING DAY	4 TEACHING DAY	5 TEACHING DAY	6
Aug 2017	7 Week No 06 HOLI DAY RakhiPurnima	8 TEACHING DAY	9 OBSERVATION DAY College Foundation Day	10 TEACHING DAY	11 TEACHING DAY	12 TEACHING DAY	13
	14 Week No 07 HOLI DAY Janamsatmi	15 HOLI DAY Independence Day	16 TEACHING DAY	17 TEACHING DAY	18 TEACHING DAY	19 TEACHING DAY	20
	21 Week No 08 TEACHING DAY	22 TEACHING DAY	23 TEACHING DAY	24 TEACHING DAY	25 TEACHING DAY	26 TEACHING DAY	27
	28 Week No 09 TEACHING DAY	29 TEACHING DAY	30 TEACHING DAY	31 TEACHING DAY	1 TEACHING DAY	2 HOLI DAY Id UzZoha	3
Sep 2017	4 Week No 10 TEACHING DAY	5 TEACHING DAY	6 TEACHING DAY	7 TEACHING DAY	8 TEACHING DAY	9 TEACHING DAY	10
	11 Week No 11 TEACHING DAY	12 TEACHING DAY	13 TEACHING DAY	14 TEACHING DAY	15 TEACHING DAY	16 TEACHING DAY	17 HOLI DAY Viswakarma Puja
	18 Week No 12 TEACHING DAY	19 HOLI DAY Mahalaya	20 TEACHING DAY	21 TEACHING DAY	22 TEACHING DAY	23 TEACHING DAY	24
	25 Week No 13	26 Puja vacation	27 Puja vacation	28 Puja vacation	29 Puja vacation	30 Puja vacation	1
Oct 2017	2 Week No 14 Puja vacation	3 Puja vacation	4 Puja vacation	5 Puja vacation	6 Puja vacation	7 Puja vacation	8
	9 Week No 15 Puja vacation	10 Puja vacation	11 Puja vacation	12 Puja vacation	13 Puja vacation	14 Puja vacation	15
	16 Week No 16 Puja vacation	17 Puja vacation	18 Puja vacation	19 Puja vacation	20 Puja vacation	21 Puja vacation	22

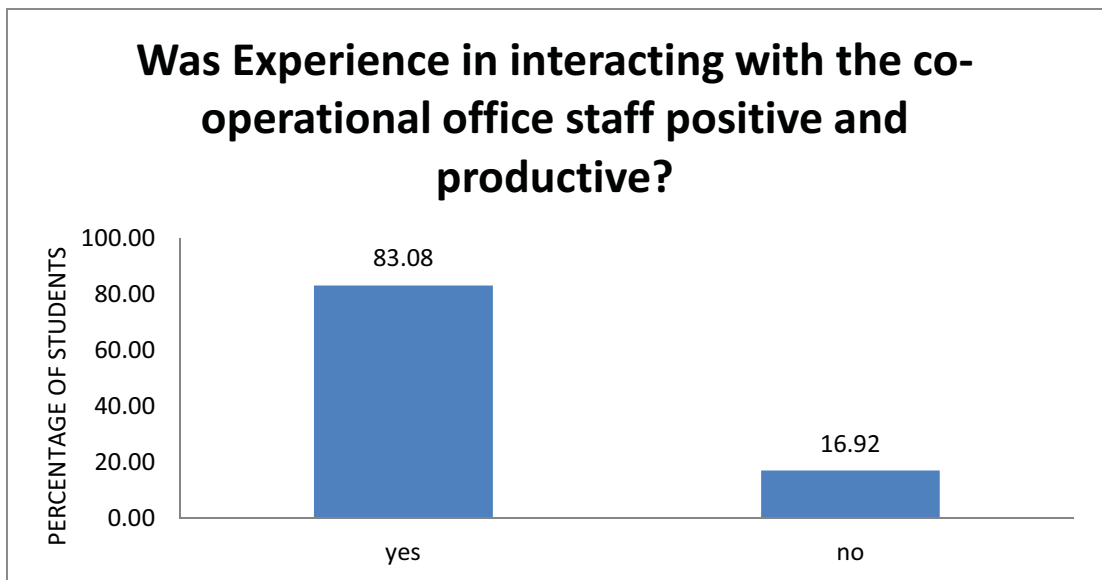
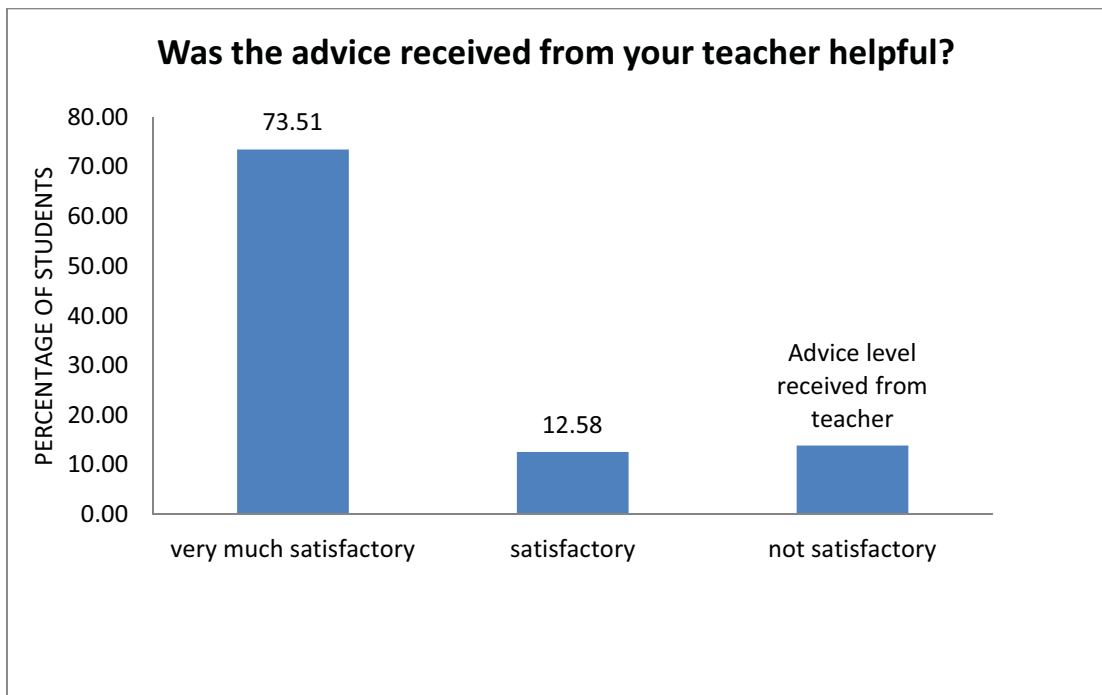
Session 2017-18 ODD SEMESTER

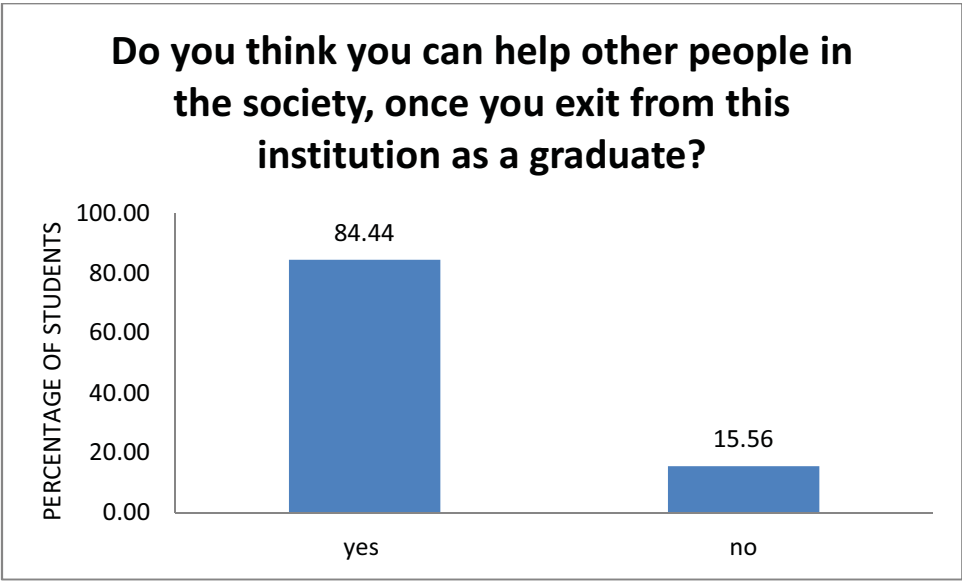
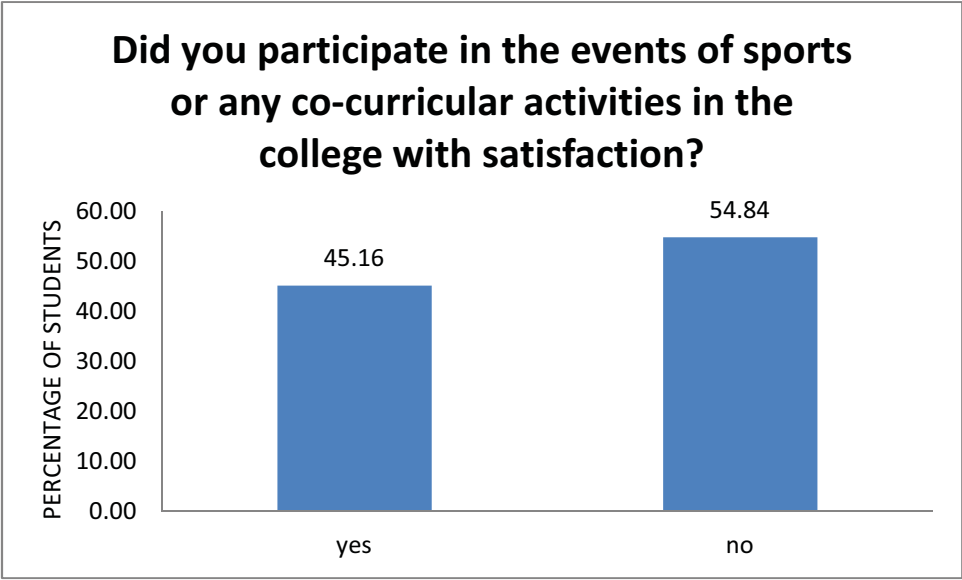
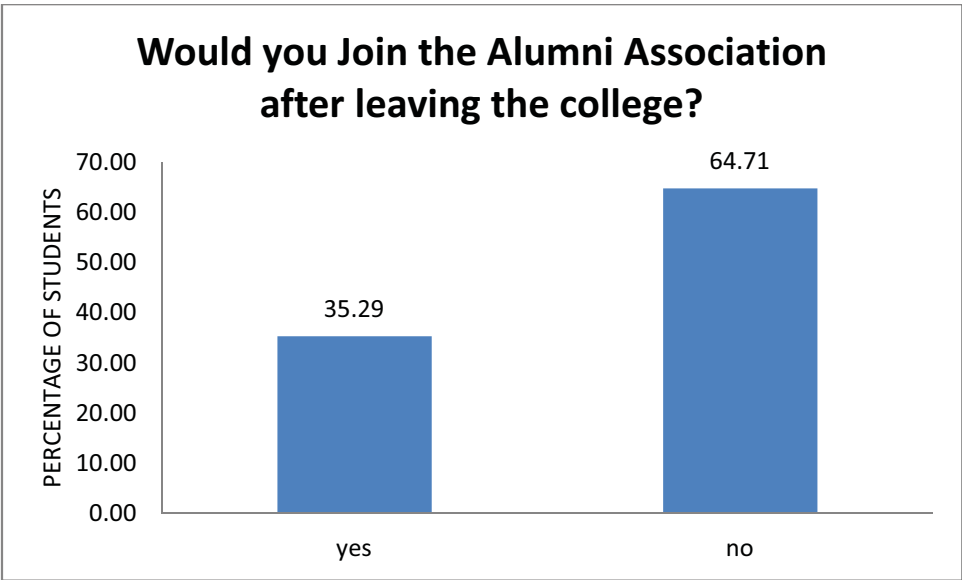
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 TEACHING DAY	2
Jul 2017	3 Week No 01 TEACHING DAY	4 TEACHING DAY	5 TEACHING DAY	6 TEACHING DAY	7 TEACHING DAY	8 TEACHING DAY	9
	10 Week No 02 TEACHING DAY	11 TEACHING DAY	12 TEACHING DAY	13 TEACHING DAY	14 TEACHING DAY	15 TEACHING DAY	16
	17 Week No 03 TEACHING DAY	18 TEACHING DAY	19 TEACHING DAY	20 TEACHING DAY	21 TEACHING DAY	22 TEACHING DAY	23
	24 Week No 04 TEACHING DAY	25 TEACHING DAY	26 TEACHING DAY	27 TEACHING DAY	28 TEACHING DAY	29 TEACHING DAY	30
	31 Week No 05 TEACHING DAY	1 TEACHING DAY	2 TEACHING DAY	3 TEACHING DAY	4 TEACHING DAY	5 TEACHING DAY	6
Aug 2017	7 Week No 06 HOLI DAY RakhiPurnima	8 TEACHING DAY	9 OBSERVATION DAY College Foundation Day	10 TEACHING DAY	11 TEACHING DAY	12 TEACHING DAY	13
	14 Week No 07 HOLI DAY Janamsatmi	15 HOLI DAY Independence Day	16 TEACHING DAY	17 TEACHING DAY	18 TEACHING DAY	19 TEACHING DAY	20
	21 Week No 08 TEACHING DAY	22 TEACHING DAY	23 TEACHING DAY	24 TEACHING DAY	25 TEACHING DAY	26 TEACHING DAY	27
	28 Week No 09 TEACHING DAY	29 TEACHING DAY	30 TEACHING DAY	31 TEACHING DAY	1 TEACHING DAY	2 HOLI DAY Id UzZoha	3
Sep 2017	4 Week No 10 TEACHING DAY	5 TEACHING DAY	6 TEACHING DAY	7 TEACHING DAY	8 TEACHING DAY	9 TEACHING DAY	10
	11 Week No 11 TEACHING DAY	12 TEACHING DAY	13 TEACHING DAY	14 TEACHING DAY	15 TEACHING DAY	16 TEACHING DAY	17 HOLI DAY Viswakarma Puja
	18 Week No 12 TEACHING DAY	19 HOLI DAY Mahalaya	20 TEACHING DAY	21 TEACHING DAY	22 TEACHING DAY	23 TEACHING DAY	24
	25 Week No 13	26 Puja vacation	27 Puja vacation	28 Puja vacation	29 Puja vacation	30 Puja vacation	1
Oct 2017	2 Week No 14 Puja vacation	3 Puja vacation	4 Puja vacation	5 Puja vacation	6 Puja vacation	7 Puja vacation	8
	9 Week No 15 Puja vacation	10 Puja vacation	11 Puja vacation	12 Puja vacation	13 Puja vacation	14 Puja vacation	15
	16 Week No 16 Puja vacation	17 Puja vacation	18 Puja vacation	19 Puja vacation	20 Puja vacation	21 Puja vacation	22

ANNEXURE - IV

EXIT QUESTIONNIRE

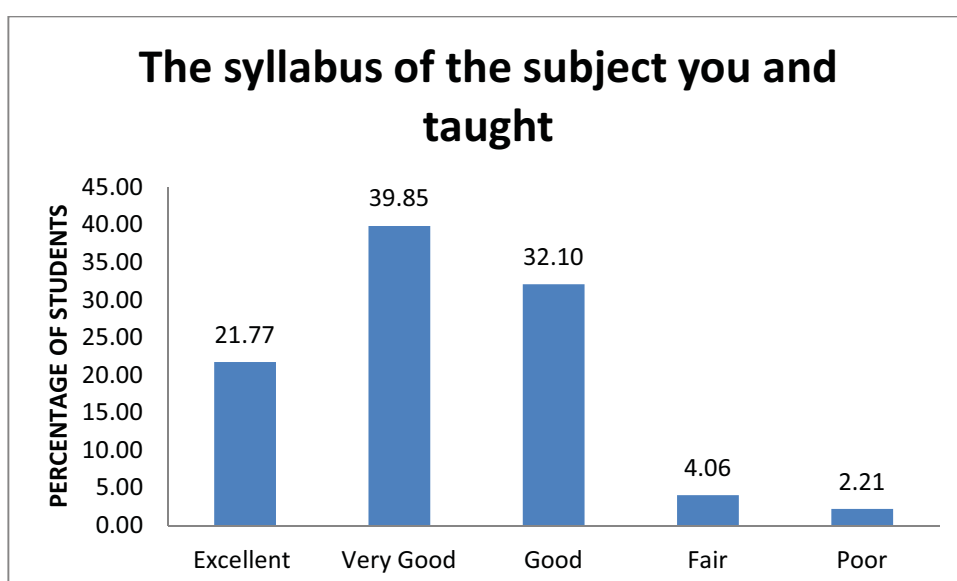
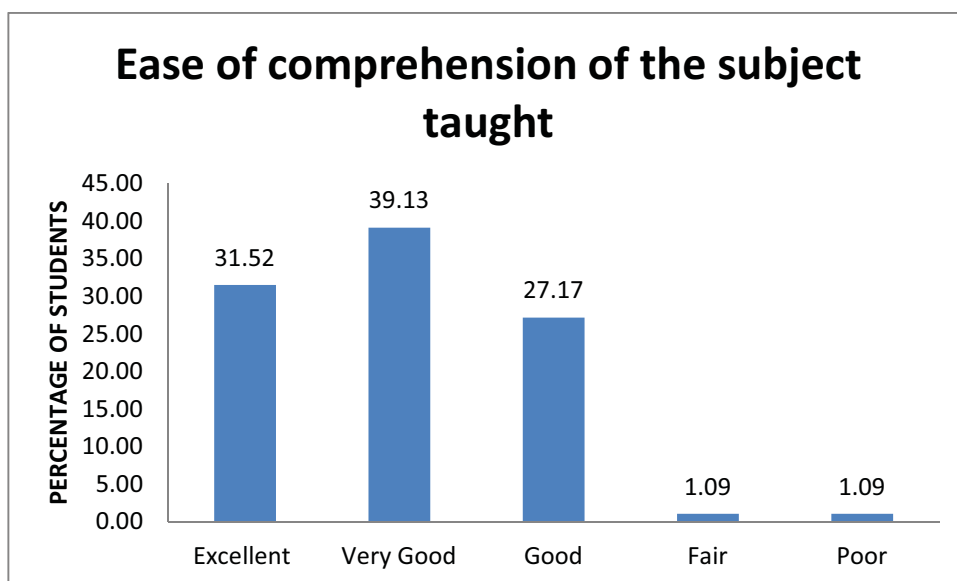


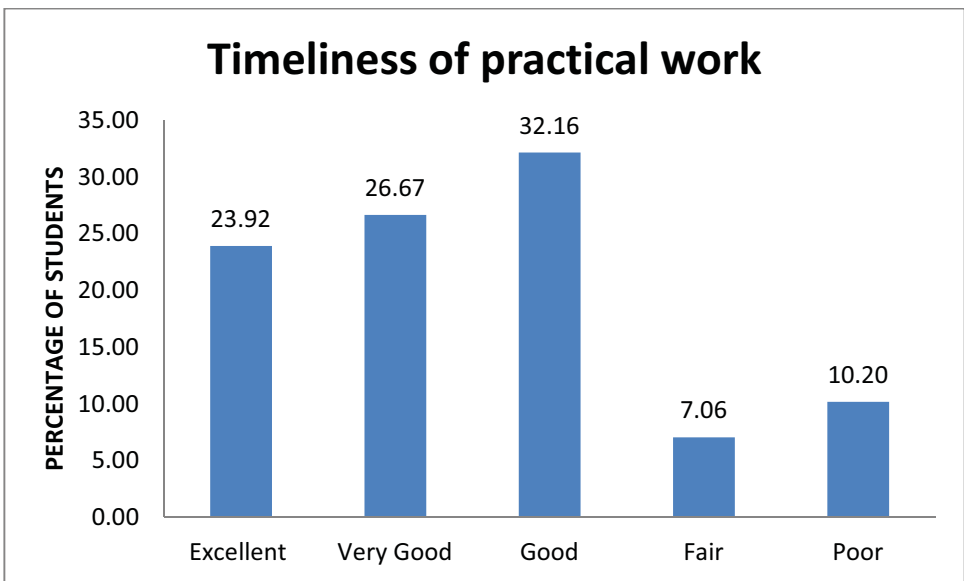
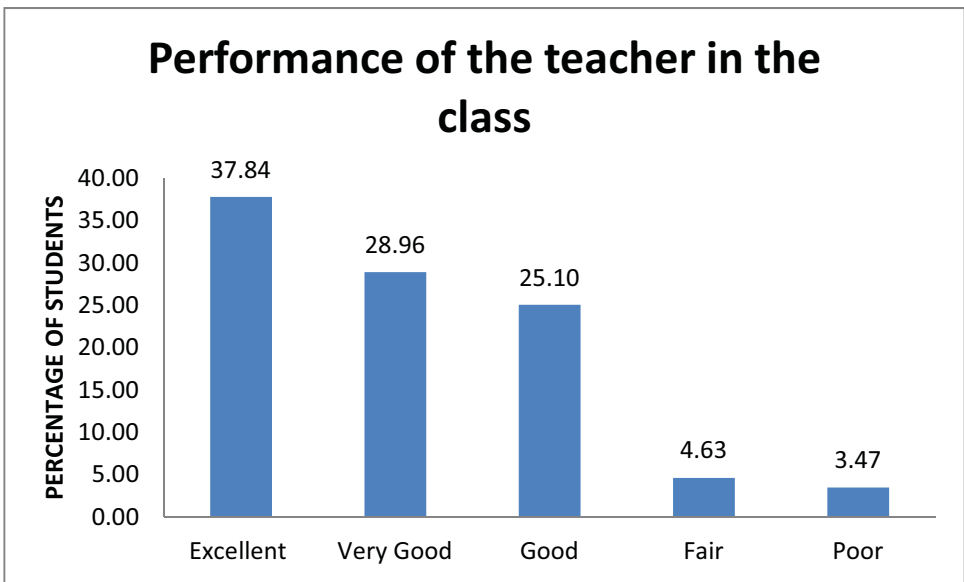
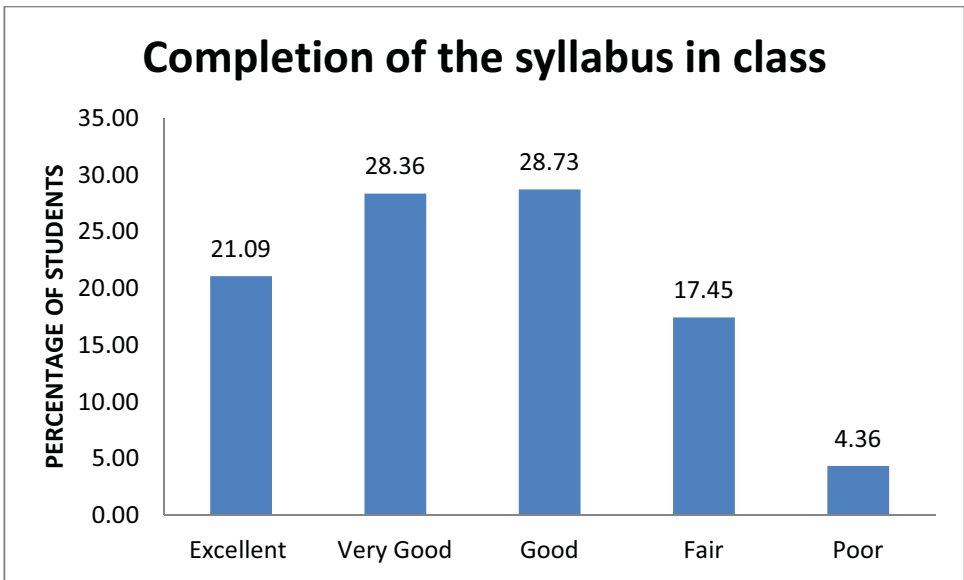


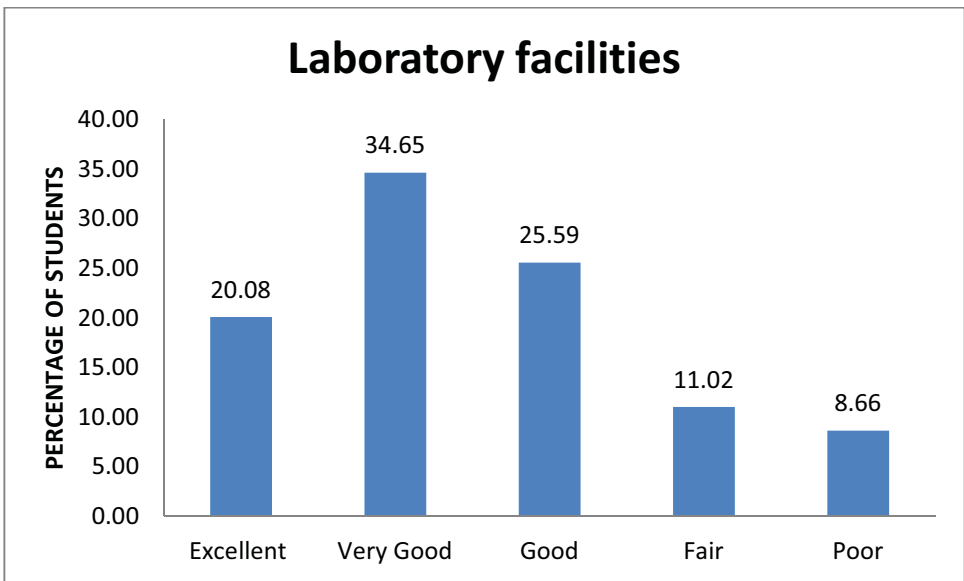
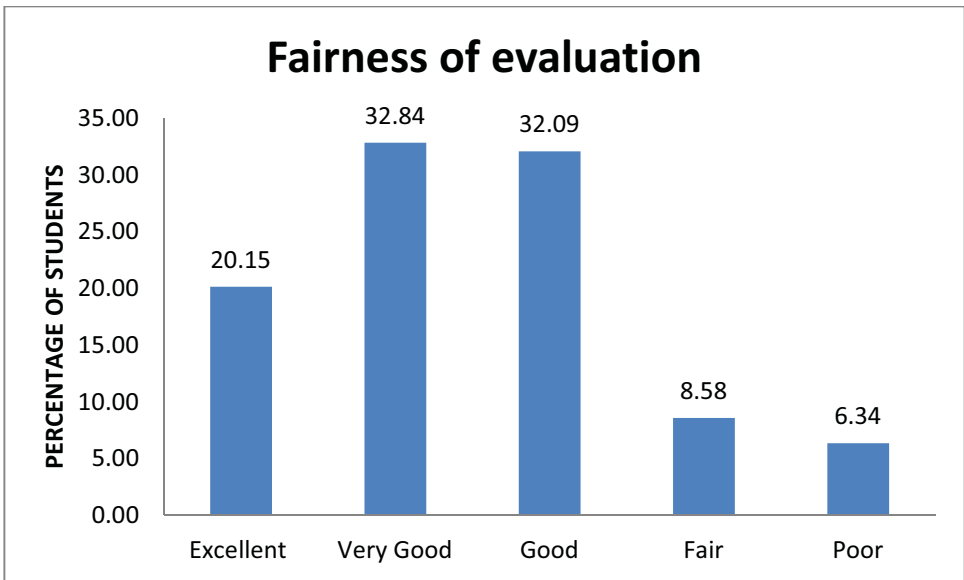


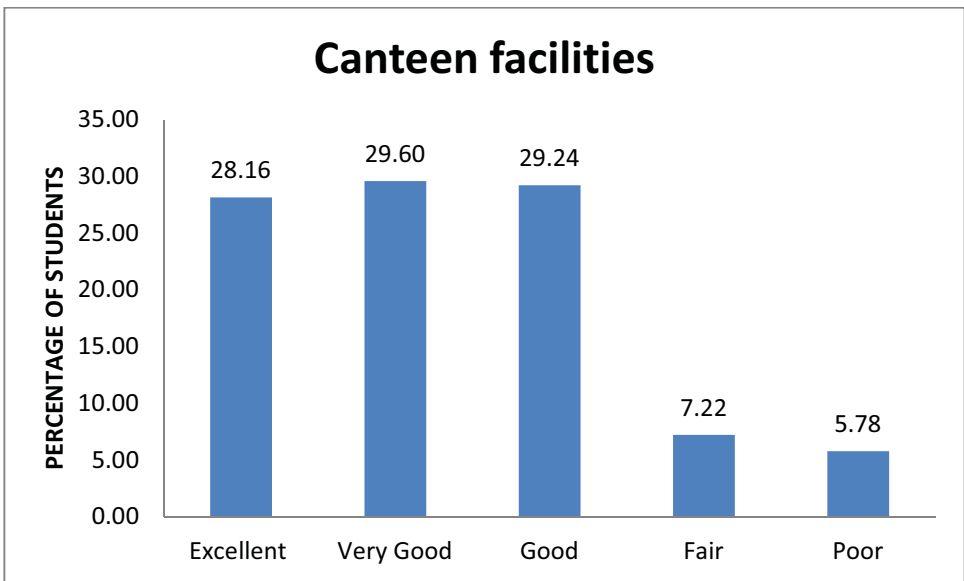
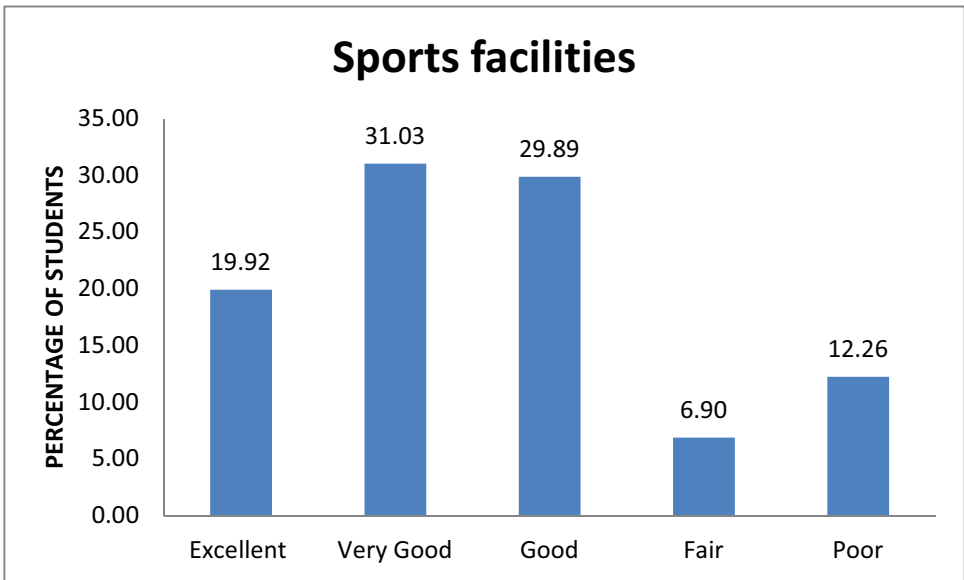
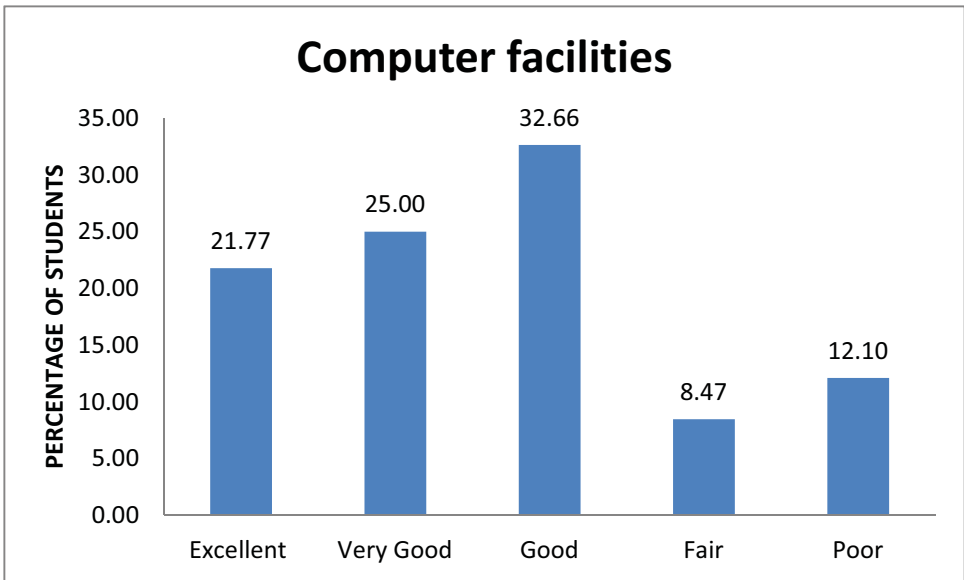
ANNEXURE - V

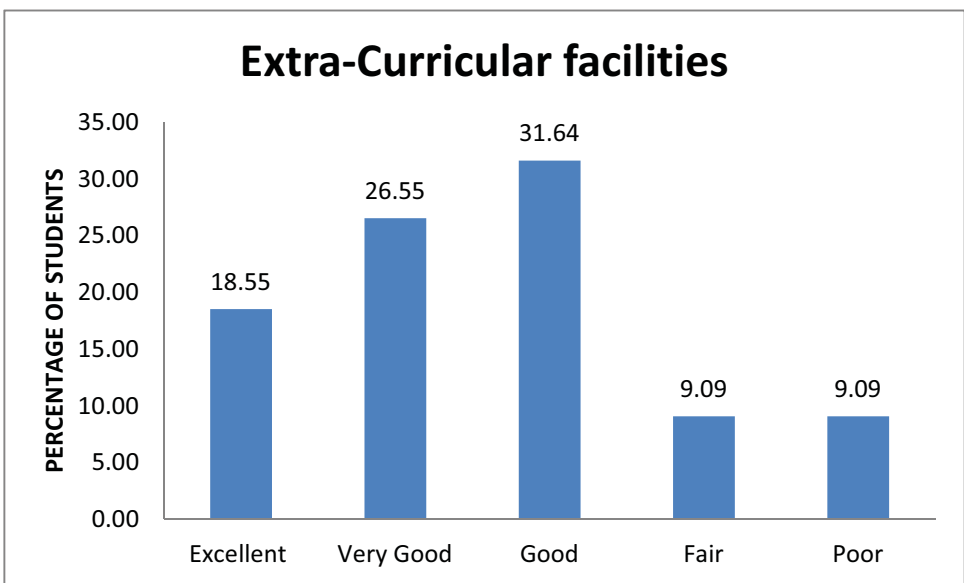
Student's Feedback



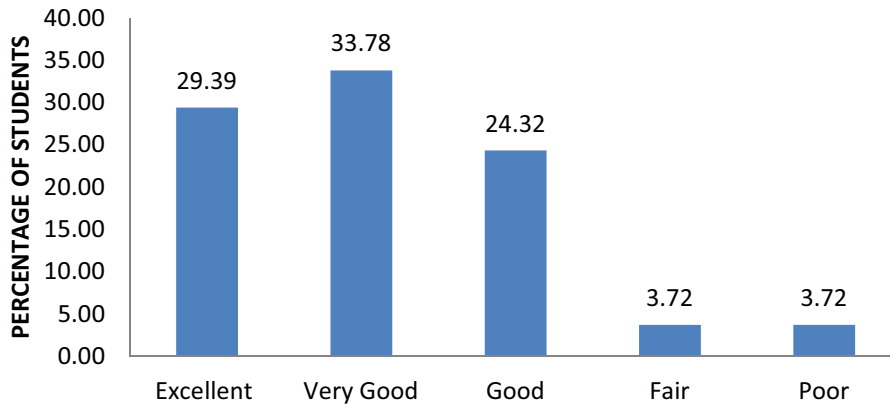




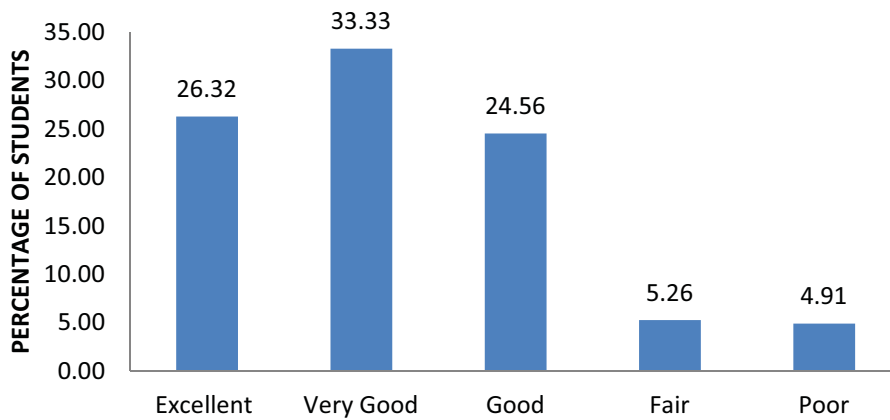




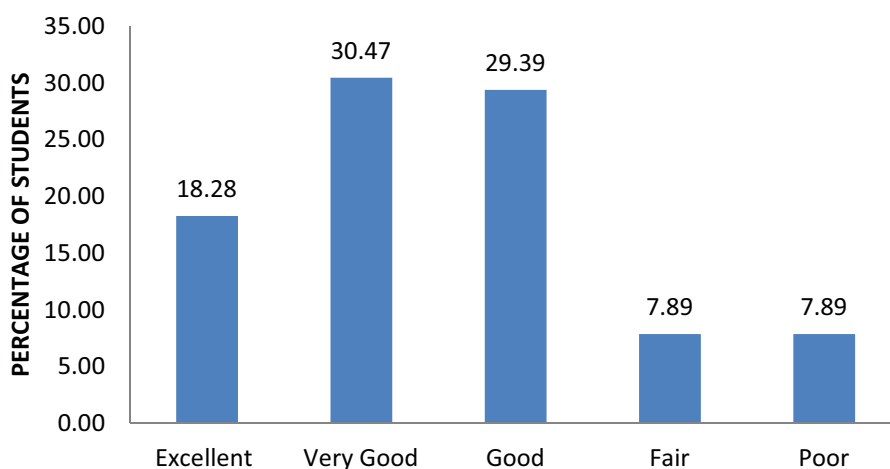
Availibility of Drinking water and quality of sanitation provided



Provision of undisrupted supply of electricity



Co-operation of office Staff



ANNEXURE - VI

BEST PRACTICES

LIBRARY ORIENTATION PROGRAMME FOR NEWLY ADMITTED STUDENTS, CENTRAL LIBRARY, T.D.B COLLEGE, RANIGANJ



INTRODUCTORY SPEECH BY THE HEAD OF THE INSTITUTION, DR. ASISH KUMAR DEY



LECTURE BY THE SENIOR LIBRARIAN, DR. ALIK KUMAR MUKHERJEE



MR. DIBYENDU MONDAL , LIBRARIAN , EXPLAINING THE DETAILS OF KOHA SOFTWARE TO THE STUDENTS



STUDENTS ATTENDING THE PROGRAMME WITH RAPT ATTENTION

SOCIAL OUTREACH PROGRAMME - JIONKATHI



INAUGURATION OF JIONKATHI AT T.D.B COLLEGE ON 5TH JANUARY, 2018



OBSERVING RABINDRA JAYANTI BY THE STUDENTS AND STUDENT- TEACHERS OF JIONKATHI



EXHIBITION OF DRAWINGS BY THE STUDENTS OF JIONKATHI HELD ON THE OCCASION OF RAVINDRA JAYANTI (SOME OF THE PICTURES CAN BE SEEN IN THE BACKGROUND)



TEACHERS & STUDENTS ENVISIONING A BETTER FUTURE AHEAD...



PLAY TIME FOR THE STUDENTS



HAND MADE CRAFTS BY STUDENTS



WITHIN THE CLASSROOM.....