



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		POLBA MAHAVIDYALAYA
Name of the head of the Institution		Dr. Sushanta Kumar Mazumdar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03213225128
Mobile no.		9433217622
Registered Email		officepolbamahavidyalaya@gmail.com
Alternate Email		iqac.polbamahavidyalaya@gmail.com
Address		P.O. & P.S. Polba, Hooghly. PIN-712148
City/Town		Chinsurah
State/UT		West Bengal
Pincode		712148
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Santanu sengupta
Phone no/Alternate Phone no.	03213225128
Mobile no.	8017005983
Registered Email	officepolbamahavidyalaya@gmail.com
Alternate Email	iqac.polbamahavidyalaya@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://polbamahavidyalaya.ac.in/allupload/58425_210324123613_AQAR2017-18_merged.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.polbamahavidyalaya.ac.in/allupload/70853_230324041535_DOC-20240323-WA0003..pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.44	2016	16-Dec-2016	15-Dec-2021

6. Date of Establishment of IQAC

23-Feb-2015

7. Internal Quality Assurance System

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
Orientation programme for	11-Sep-2018	150

Semester students regarding newly introduced CBCS Curriculum	1	
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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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Submission of AISHE data.

2. Bolstering the teaching-learning in the college by proposing and executing the engagement of Guest Lecturers in various subjects to meet the requisition arising from the introduction of CBCS.

3. Teachers are encouraged to pursue academic research. Mizanur Rahaman sardar, Assistant Professor of English

4. IQAC proposed the enhancement of the number of books in the library to particularly the requirements of the new topics and papers introduced by CBCS. On the basis of this ninety five books have been purchased.

5. Orientation of Semester I students regarding newly introduced CBCS Curriculum.

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

Plan of Action	Achivements/Outcomes
eTake steps to help students to apply and avail scholarships.	Pratima Dhali (Assistant Professor of Philosophy) and Mizanur Rahaman Sardar (Assistant Professor in English) have been designated as supervisor/nodal officer for various Government (Central and State) scholarships.
Purchase books to meet the requirements of CBCS course of study	A total of 95 (ninety five) books have been purchased in this session to meet the requirements of CBCS.
Submission of AISHE report pertinent to the year.	Report submitted in due time.
Recruitment of Guest Lecturers for the requirements developing from CBCS. It has been reported that guest lecturers need to be recruited in the Departments of History, Bengali, English and Philosophy at an urgent basis.	Selection and engagement completed in Bengali, History and Philosophy departments.
To take necessary to ensure speedy filling up of the sanctioned posts received from Dept. of Higher Education, Govt. of West Bengal vide 701 EdnCS/4E-05/2018.	ROA has been updated through BCW and necessary documents sent to West Bengal College Service Commission.
Extension of Annex Building in the first floor.	Construction work has been commenced with the permission of the Governing Body. A competent engineer has also been engaged to review the plan and estimate and the work.
Take steps to encourage research and academic development of faculty members.	Mizanur Rahaman Sardar has been permitted to register for PhD in the University of Calcutta.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	20-Jan-2024

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

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	18-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	A partial Management Information System is operative in the institution. The admission process is totally conducted by online mode, except the physical verification of the documents. The detailed procedure of admission is given on the website of the institution and the merit lists and subsequent admission notices are also available on the website. All stipulated purchases of the institution are carried out by giving E tender in the institutional website. Payment of the teaching and non teaching staff members of the institution are made through E billing system of Government of West Bengal. Moreover the data of the students is maintained over CAMS software.

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

Polba Mahavidyalaya follows the syllabus, set by the affiliating university i.e. the University of Burdwan and as an affiliated college, it has no freedom to introduce any alteration of the curriculum. But the institution takes utmost care for proper implementation of the curriculum. It ensures that the teaching-learning process is structured in advance as per norms to ensure quality in the process. The syllabus is pre-divided into time framed segments at the beginning of the academic year, on the basis of the tentative academic calendar prepared on the basis of the framework received from the University . The Governing Body as well as IQAC maintain strict vigilance over the timely completion of the syllabus. In order to ensure effective delivery of the curriculum, the Institution has taken the following measures, such as preparation of academic calendar, publication of prospectus, preparation of time-table, maintenance of attendance register etc. To encourage the concept of continuous evaluation the departments are encouraged to carry out evaluation in their own discretion. Moreover the academic committee schedules internal assessment and pre-examination tests in accordance with the guideline provided by the University

of Burdwan.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bengali (Hons)	01/07/2017
BA	Education (Hons)	01/07/2017
BA	English (Hons)	01/07/2017
BA	Geography (Hons)	01/07/2017
BA	History (Hons)	01/07/2017
BA	Philosophy (Hons)	01/07/2017
BA	Political Science (Hons)	01/07/2017
BA	Sanskrit (Hons)	01/07/2017
BSc	Geography (Hons)	01/07/2017
BA	General (Bengali, Economics, Education, English, Geography, History, Philosophy, Political Science, Sanskrit)	01/07/2017
BSc	General	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BA	AECC I- ENVs Air Pollution	284
BA	Geography (Hons) SOCIO-ECONOMIC STATUS OF POLBA MOUZA - 2 IN POLBA-DADPUR BLOCK IN HOOGHLY DISTRICT	7
BA	GEOGRAPHY (GEN) SOCIO-ECONOMIC STATUS OF POLBA MOUZA -2 IN POLBA-DADPUR BLOCK IN HOOGHLY DISTRICT	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The IQAC of Polba Mahavidyalaya has collected offline feedback from its 3rd/Final Year Students. The Feedback pertains to all faculties of the courses taught/relevant to the concerned student. The feedback submitted is based on a questionnaire touching over various aspects of the college- i. Feedback on Teachers/Teaching Learning ii. Feedback on Library other Learning Infrastructure/Resources and iii. Infrastructure and Environment. A detailed analysis of feedback is worked out with figures for improvement in teaching and other aspects of the college pertaining to the best interest of the students. The complete record of feedback analysis is preserved with the IQAC for reference. It was decided that Principal Sir would be requested to take necessary steps in accordance with student opinion. The issues regarding teaching-learning would be dealt in collaboration by the IQAC, Academic Committee and the Teachers Council. The primary issue emerging here relates to the timely completion of syllabus. IQAC has proposed that the departments must prepare a detailed curriculum planning in accordance with the structure provided by the academic calendar. An implementation review must be held at department level and submitted to the IQAC and the Academic Committee. The other major issues regarding which suggestions were received are as follows:-</p> <ol style="list-style-type: none"> 1. Introduction of a N.C.C. Unit. 2. Construction of a large hall for Seminars, conferences and other Programmes. 3. Open new courses of study like Santhali, Physical Education and Pisciculture. 4. Take steps to develop and enhance the physical infrastructure to house more classrooms and more spacious laboratories. Although formal feedback was not collected from the parents, their opinions and suggestions were heard during meetings conducted with them.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	324	494	95
BSc	General	40	25	8
BA	General	459	469	183
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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	553	0	12	0	12

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
12	12	48	3	3	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Yes. At the time of admission, the college provides an updated prospectus and current Academic calendar to each student. The Prospectus contains the location and a brief history of the college, aims and objectives, courses offered, eligibility criteria, detailed description of the faculty and staff of the college, composition of the GB, fee structure as well as the college rules and regulations for students. Academic calendar offers the date of commencement of classes, detailed academic schedule, list of holidays and other miscellaneous information related to students. The college offers free studentship to needy students apart from the various Government scholarships like scholarships for SC/ST/OBC, Merit cum means, Minority, Kanyashree Prakalpa, etc. Honours students are grouped under the departmental teachers and general students are grouped in accordance with the subjects opted by them. These assigned teachers counsel and guide them and assist them in the library or in the campus, beyond the classroom like mentors. In addition to this Pratima Dhali, Assistant Professor of Philosophy and Mizanur Rahaman Sardar, Assistant Professor of English act as nodal officers who guide students regarding various government scholarships.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
554	12	1 : 46

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
22	12	10	0	3

2.4.2 – Honours and recognition 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
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BAH	2018-2019	10/04/2019	18/09/2019
BA	BAP	2018-2019	10/04/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In this newly implemented system of CBCS, under the policy of CIE slow learners are identified on the basis of classroom teaching and through continuous internal tests and other interactive evaluations. Attempts are made for bridging the knowledge gap. Counselling is done by the faculty members and during the choice of subjects for the CBCS system. In this system as evaluation gets prior importance, each paper (except SEC, DSE) of the curriculum, internal assessment has been made mandatory. Probable dates or period of evaluation is mentioned in the academic calendar. Routine of evaluation is then provided by the academic committee. However, beyond traditional spot written tests, evaluations are done on the basis of students' activity and performances on written exams, assignments, student seminar, practical experiments etc. throughout their courses. Different versions of text and reference books are recommended for such students. Special oral and written tests are arranged for them. Parent-Teachers meetings are also organized to intimate the parents regarding the academic progress of their wards and suggestions are given on the individual strengths and weaknesses and the scope for probable improvement.

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

The Academic calendar is prepared and printed before the beginning of the session and the same is displayed, as well as uploaded in the website to make all aware of the intended structure. All departments follow the scheduled dates for student seminars, internal exams, Freshers' welcome, annual social, various other cultural programmes and academic activities. The dates of commencement of classes and the detailed academic schedule and list of holidays are mentioned in the calendar. The Convenor of the Academic Sub Committee is entrusted with the task of preparing the Academic calendar after consulting the calendar of the current year and the list of holidays. The dates for internal exams and class tests are clearly mentioned. The dates for practical exams are decided by the respective departments according to the instructions given by the University.

2.6 – Student Performance and Learning Outcomes

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

https://polbamahavidyalaya.ac.in/allupload/66209_050424051941_PO,CO,PSO_2018-2019.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BAP	BA	General	38	21	55.2
BAH	BA	Honours	57	38	66.6
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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)

No Data Entered/Not Applicable !!!

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 year
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

No Data Entered/Not Applicable !!!

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	Nil
National	Philosophy	2	Nil
National	Sanskrit	2	Nil
International	History	1	Nil
National	History	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sanskrit	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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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 participated in such activities	Number of students participated in such activities
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Development and Taking Care of the Ayurveda Garden and the medicinal plants.	NSS Unit-1 and NSS Unit-2	5	64
Observation of Independence Day	NSS Unit-1 and NSS Unit-2	6	53
Campus Cleaning	NSS Unit-1 and NSS Unit- 2	2	60
Red Ribbon Club	NSS Unit 1 and NSS Unit 2	2	81
Campus Cleaning Drive	NSS Unit-1 and NSS Unit- 2	2	41
Observation of Birthday of Netaji Subhas Chandra Bose	NSS Unit-1 and NSS Unit- 2	4	35
Observation of Republic Day	NSS Unit-1 and NSS Unit- 2	6	35
Plantation drive in college premises	NSS Unit-1 and NSS Unit- 2	2	42
Special Camp in Polba Girls School programme in Adopted Village at Polba Purba Para	NSS Unit 2	1	50
Common Room Cleaning	NSS Unit-1 and NSS Unit- 2	2	37
View File			

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	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 participated in such activities	Number of students participated in such activities
Red Ribbon Club	NSS Unit-1 and NSS Unit-2 of Polba Mahavidyalaya	AIDS Thalassemia Awareness Camp.	2	81
The University of Burdwan NSS	NSS Unit 2	Special Camp at Polba Girls School and activities at adopted village of Polba Purba	1	50

		Para		
Swachchata Pakhwada	NSS Unit-1 and NSS Unit-2 of Polba Mahavidyalaya	Swachchata Pakhwada (1.8.2018-15.8.2018)	2	80
NSS	NSS Unit-1 and NSS Unit-2 of Polba Mahavidyalaya	Gender Equality Awareness Programme2	2	60
Department of Higher Education	West Bengal NSS Cell, Dept. of Higher Education, RABindra Bharati University	National Integration Celebration	2	7
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Budget utilized for infrastructure development
39.25	41.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Campus Area	Newly Added
Others	Existing
No file uploaded.	

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	3.20	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10574	Nil	95	Nil	10669	Nil
No file uploaded.						

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	32	14	2	0	1	6	5	250	4
Added	0	0	0	0	0	0	0	0	0
Total	32	14	2	0	1	6	5	250	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 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
No Data Entered/Not Applicable !!!	

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
5.36	5.36	5.08	5.08

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and Policies for maintaining and utilizing Physical, Academic and Support facilities Regular meetings are conducted by the Academic Sub-committee and IQAC for Policy making and implementation of procedures thereof. The list of members of Academic Sub-committee and IQAC are updated in the college website. Laboratory: The College authority has been always striving to procure latest lab based equipment. The Laboratory facilities available in the departments are utilized during practical classes on a daily basis and also offered to the students of other departments when the practical subject is of inter-disciplinary nature. Library: Polba Mahavidyalaya Library caters to the needs of students and teachers of the college six days a week except Sunday. It has a collection of more than 10600 books in various subjects. The library is enriched with sufficient number of text and reference books. It runs on KOHA system. It has two computers for searching titles and accessing e-resources for academic purpose. Sports: The college has always maintained good performance in the field of sports. The college has, since long, been participating in various inter university and university level tournaments. The students are selected at University level in volleyball and some of them are now playing for different clubs. Computer and Internet access is made available to all faculty members and students alike, so that they can keep themselves updated in their respective subjects and use their time in the most fruitful way. Departments often make use of projectors for making the classroom teaching interesting. There are two ICT enabled/ Smart class rooms and our college teachers are quite capable of using these ICT rooms which are equipped with Smart Board, Overhead Projector, Visualizer, Laptop, Internet Connection and Audio-visual aids for creating environment for ICT enabled teaching-learning process. All departments are very much used to the handling of multimedia teaching aids which they use on regular basis.

www.polbamahavidyalaya.ac.in

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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	1. SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP (DPI), 2. KANYASHREE PRAKALPA, 3. AIKYASHREE 3. POST MATRIC SCHOLARSHIP OASIS for SC/ST/OBC	310	Nil

	STUDENTS, NABANNA SCHOLARSHIP		
b)International	Nil	Nil	Nil
No file uploaded.			

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
Basic Computer	01/07/2018	Nil	Nil
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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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	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annuual Sports and Competetion of Polba Mahavidyalaya	Institutional	150
Freshers Welcome	Institutional	230
Rabindra Jayanti (Songs, Dance, recitation)	Institutional	40
Independence Day (Patriotic Songs, Dance, recitation)	Instituional	53
Republic Day (Patriotic Songs, Dance, recitation)	Institutional	35
23rd January (Netajis Birthday) (Patriotic Songs, Dance, recitation)	Institutional	35
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No students are currently a part of the statutory bodies as no elections of the council was held during the year as per the orders of the Department of Higher education, Govt. of West Bengal. However, the students are a part of the Gender Sensitization Cell. Student volunteers are an integral part of the decision making for cultural and sports activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

1. The college promotes a culture of participative management and that is extended from the G.B. up to the parents and alumni. Democratic participatory approach of administration and management is encouraged and developed in the College. The very formation of the G.B. highlights the norm of participatory administration. It is consisted of the representatives of FullTime Faculty Members, Staff Members, Nominees of the Government and the University. Moreover, representatives from the local Government as well as personalities from the locality with outstanding academic interest are often coopted in various Sub-Committees of the College. Thus, almost all sections of the society, having any linkage or interest with higher education, are given an opportunity to participate in the process of management of the Institution. Interaction with parents on the affairs of the college is encouraged and their suggestions are highly valued. 2. There are various sub- committees in the College to carry on its academic decision making responsibilities, cultural affairs, sports activities, student support functions and administrative functions. The administrative decision making is undertaken by committees like the Admission Committee, Finance Committee, Building Committee, Purchase Committee, ICT committee, which carries out administrative duties and decision making. Academic decisions are taken by the Teachers' Council, the Library committee, the Examination committee and Routine committee. Student support activities are carried out by ICC, Gender Sensitization Cell, the Students' Welfare Committee, the Career Counseling cell, Ant ragging Cell, Grievance Redressal cell, Sports and Cultural Committee and NSS Committee. Non-teaching staff members are also made a part of most of these committees. Besides there are staff support functions which are carried out by committees like Staff Cooperative. The Principal, members of the Governing body, the Teachers and the Non-teaching Staff are members of these committees.

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

Partial

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):

Strategy Type	Details
Curriculum Development	The college affiliated under the University of Burdwan follow the syllabus designed by the parent university and based on its resource potentiality Polba Mahavidyalaya sets its institutional goal and imparts quality education. At the beginning of each academic session, the college sets it academic calendar coordinated with the University academic calendar. For the effective implementation of the academic curriculum the Routine Committee of the college prepares the routine which is displayed on the notice board.
Teaching and Learning	Course allotment is done and a

teaching plan is prepared by all the departments. Teachers take classes referring to the standard texts prescribed by the University and also take help of online resources for additional information. Apart from classroom teaching, departments undertake Group Discussions, Power Point Presentations, Field Visits and Assignments with active participation by the students. The college also has well maintained physical academic and support facilities like Laboratory, Library, Digital Classroom and computers.

Examination and Evaluation

Continuous Internal Evaluation (CIE) other than university semester examinations, regular assessment is done to keep track on the improvement of the students. Based on the semester wise result analysis, remedial lectures are conducted if required. The college upgrades within the established structures of the affiliating university making education inclusive and accessible to the young minds. University examinations are also conducted in due process, maintaining transparency.

Research and Development

IQAC encourages teachers to apply, enroll for PhD and conduct their doctoral research. They are also encouraged to apply for Minor, Major and other Sponsored Research Projects by the IQAC.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a central library that is partially automated with KOHA software. The library houses over 10000 texts and reference books. There are two dedicated computers in the library from where students access digital resources. The college has 3 smart/ICT rooms. There are three projectors and smart boards with sound system. There are 14 classrooms and two temporary lab facilities. One playground, One computer lab, one library, one administrative wing. Separate toilet facilities for men and women, and canteen.

Human Resource Management

Teachers are encouraged to attend Orientation Programme, Refresher Course, Short Term Course etc. They are also encouraged to update themselves by attending seminars, workshops. In house training sessions and meetings are

	organised for teaching and non teaching staff while any new tools or rules are introduced.
Industry Interaction / Collaboration	IQAC has a member from the industry to strengthen the requisite connections.
Admission of Students	Admission is fully online to ensure transparency.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Admission is done entirely on the basis of merit in online mode. A separate portal and professional service provider is hired to ensure a transparent admission process. Prospectus, fee structure and study material uploaded in the college website. All notices, academic calendar, PO,CO.PSO uploaded in the website for the reference of the students.
Student Admission and Support	CAMS software is used to maintain all records regarding students including their fees payment.
Finance and Accounts	Accounts, ledger and cash book are maintained on CAMS software.
Finance and Accounts	Salary bill and other related bills are generated via IFMS and other central funds and other financial issues are maintained by PFMS.
Examination	Internal marks and other related scores are uploaded at the portal of the University of Burdwan.

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
No Data Entered/Not Applicable !!!				
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff			
No Data Entered/Not Applicable !!!					
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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	From Date	To date	Duration
UGC Sponsored Refresher Course	1	26/06/2018	16/07/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Cooperative Society	Staff Cooperative Society	Students Health Home, Railway Concession, Scholarships (Government)

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Both internal audit (through professional Chartered Accountant) and external audit as per the directions of the Department of Higher Education, Govt. of West Bengal is conducted at regular intervals. In 2018-2019, external audit was conducted by Jayanti Jain and Associates, Chartered Accountant, as directed by the Department of Higher Education, Government of West Bengal.
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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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	Yes	Jayanti Jain	No	Nill

and Associates,
Chartered
Accountant, as
directed by the
Department of
Higher
Education,
Government of
West Bengal.

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Meetings at regular intervals where parents share their views for the affairs and development of the college. 2. Enthusiastic participation in cultural and sports activities. 3. Participation in extension activities in the locality.

6.5.3 – Development programmes for support staff (at least three)

1. Orientation held when new tools, software or rules are introduced. 2. Part of staff cooperative society. 3. Part of various sub committees.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Extension of annex building to enhance the number of classrooms. 2. Extension of full time substantive teaching posts. 3. Orientation Programme of students for CBCS.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation Programme for Semester 1 students regarding the newly introduced CBCS curriculum	11/09/2018	11/09/2018	11/09/2018	150
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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	Period To	Number of Participants	
			Female	Male

Gender Equality Awareness Programme	09/04/2019	09/04/2019	45	15
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The energy requirements of the College are attempted to be met through ecofriendly and sustainable means. The number of fluorescent electric tube lights and filament bulbs are replaced by LED tubes, bulbs and CFL to minimize energy requirement. The college campus boasts of an abundance of lush greenery which the college tries to conserve through various ventures. The college has decided to form a dedicated environmental sustainability committee. Signposts have been put up in the campus declaring it a 'No Plastic Zone' and a 'No Smoking Zone' simultaneously. The college has a well maintained botanical garden with a variety of medicinal plants. The NSS unit has been involved in maintaining the eco friendly nature and flora and fauna of the college campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Nil	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/08/2019	15	Swacchta Pakhwada	Local Cleanlines and hygiene	82
2019	Nil	1	23/03/2019	7	Special Camp of NSS UNIT 2 in Polba Girls School	Local concerns and social awareness	51
2019	1	1	09/04/2019	1	Gender Awareness	Gender disparity	62
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swacchata Pakhwada	01/08/2018	15/08/2018	82
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Development and maintenance of medicinal herb garden. 2. A considerably large water body has been left undisturbed. 3. Flora and fauna is consciously left as much undisturbed as possible even while extending the built space. 4. Use of power saving lights. 5. Student volunteers assist towards saving power by ensuring that unused appliances are switched off.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The College believes in the idea of growth with conservation. From its very inception, the college was cautious in preserving its surrounding ecology that included flora and fauna both. So while constructing the buildings, utmost care is taken towards the preservation of trees in particular. No flora is harmed, until and unless, there is absolutely no way out. There is a medium sized water body in the college campus. The sanctity of the water body has not been harmed in any way and none of the fauna in the water body has also been touched. The college took the cause of conserving medicinal plants in the campus by initiating the Sushruta Herbal Garden that house over 40 rare medicinal plants. Recently the college has been proclaimed as a plastic free and tobacco free campus to make it more Eco-friendly. 2. In spite of being a rural college, the college has adapted to various modern techniques of e-governance to ensure efficiency and transparency. The financial affairs are managed through IFMS and PFMS. E tender procedure is followed for transparency. CAMS software is used to maintain administrative, financial and academic records. College has three ICT enabled/Smart classrooms to provide the outlook of modern education to the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Polba Mahavidyalaya is situated in SC/ST integrated area. It also provides a scope to the girl students of the vicinity to acquire empowerment through higher education. As Polba Mahavidyalaya is situated in a remote rural area, it provides this unique opportunity to the girl students. This is reflected in the enrollment ratio. 62.6 of the students enrolled in Polba Mahavidyalaya in 2018-2019 are girls. Also 59.5 of our students belong to marginalized communities (SC/ST/OBC) that justifies the purpose of the foundation of the college. The college provides an amicable, balanced and liberal space to encourage inclusive culture of education and to encourage the aspect of social mobility and upliftment.

Provide the weblink of the institution

<https://polbamahavidyalaya.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. Construction of Girls Hostel for SC/St students. 2. Participation in NIRF for quality evaluation. 3. Fill up vacancies in teaching posts. 4. Open up new courses of study like B.A. in Santhali, Physical Education, Pisciculture.