



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
HINGALGANJ MAHAVIDYALAYA
C-43403**

**Hingaljanj
West Bengal
743435**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	HINGALGANJ MAHAVIDYALAYA Hingalganj West Bengal 743435	
2.Year of Establishment	2005	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	11	
Programmes/Course offered:	19	
Permanent Faculty Members:	13	
Permanent Support Staff:	7	
Students:	1824	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Catering to the needs of the students belonging to rural areas, comprising of marginalized communities of a backward region 2. Under Graduate, co-education with more than 60% belonging to SC/ST categories. 3. Significant community engagement through special awareness camps, health camps, disaster management and relief operations.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 09-01-2023 To : 10-01-2023	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. BISHNU CHARAN BARIK	FormerVice Chancellor,SAMBALPUR UNIVERSITY
Member Co-ordinator:	DR. VILAS M KADROLKAR	Professor,Tumkur University Tumakuru
Member:	DR. HAREN SAIKIA	Principal,MARIANI COLLEGE
NAAC Co - ordinator:	Dr S Sreenivasa	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

Hingaljanj Mahavidyalaya, established in 2005, is a co-educational Undergraduate Degree college affiliated to the West Bengal State University, Barasat. The college runs 2 UG programs – B.A. and B.Sc. Bachelor of Arts is available both in general and honours. Majority of students belong to rural society, come from backward sections of the society and most important fact is that they are girls and hence they are being empowered through education. The syllabus of different courses is prepared on CBCS pattern by the respective BoS at the University and the same has been implemented by the college as per norms. The college runs the academic programmes with the support of 13 permanent faculty members and along with 22 State Aided College Teachers (SACT). The institution imparts education through bilingual mode as per the directions from the State Govt. and affiliating University. It prepares an academic calendar in accordance with the academic calendar given by the University in view of having maximum working and teaching days. The time table is displayed on college website and notice board. For effective delivery of the curriculum, minimum ICT is used practiced by the college in teaching-learning process. One class room is equipped with LCD Projector and use the same class room for PPT teaching. The curriculum designed by the affiliating University emphasis on the basis of gender, environment and sustainability, human values and professional ethics. The department of Philosophy inculcates human values and professional ethics among the students. The students coming from rural settings follow human values and ethics in life. NSS unit conducts various Outreach programmes like awareness during Covid -19, cyclone preparedness etc. There is less integration of skill based courses in the curriculum. The college takes the feedback on College activities and its functioning from the students and teachers in online format. The analysis of feedback is done and action taken on it is also evident.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Student Teacher Ratio
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

At the beginning of the academic year, the college advertises for the admission in the local newspapers and the same is displayed on the notice board and institutions website. The admissions to the students are given as per the finalised list following reservation policy of the State Government and affiliating university; hence, transparency is maintained. The appointment of teachers is done as per the State Government Policy. The Management recruits State Aided College Teachers (SACT) for different subjects wherever the posts are not filled by the Government. There are thirteen full-time faculties, among them seven faculty members have obtained Ph.D. degrees and one member is pursuing Ph. D. All faculty members have undergone Orientation / Refresher courses as per UGC regulations. There are also twenty-two State Aided College Teachers (SACT) who are involved in teaching learning process in the College. During pandemic period the faculty members conducted their respective classes on online mode to see that the course curriculum is complete. The evaluation of the students' performance is done through conventional class room teaching supported by projects, assignments, seminars etc. Geography department laboratory is well equipped with seven computers for teaching. The teacher also introduces the students to the specific areas of which they are going to gain knowledge and the result outcomes. One smart class room is having with overhead projector which is being used by faculty members n for class room teaching on rotational basis. Departmental libraries provide text books to the students. The evaluation and assessment process is credible and transparent. The Examination Subcommittee oversees all kinds of evaluation modalities. There are 20 per cent internal marks for each course and the rest 80 per cent external assessment is done by the University. Pass percentage of College is satisfactory. The College has a transparent grievance redressal mechanism. The College adheres to the academic calendar given by the University for the conduct of continuous internal evaluation. The college follows Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (Cos) given by the University.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.4.2 QIM	Awards and recognitions received for extension activities from government / government recognised bodies
3.5	Collaboration

Qualitative analysis of Criterion 3

The institution is blessed with natural vegetation being very close to Sundervan, surrounded by Mahogany trees. The college has established eco-club to promote healthy and hygienic environment by developing gardening and plantation. At the entry point of the college a small flower garden has been developed, well maintained having a statue of Sri. Rabindranath Tagore at the middle of the garden. The institution has taken care for quick and correct disposal of wet and dry waste materials. The College has 7 faculties with Ph.D. and two have M. Phil Degree. The faculty members have published 13 articles in journals and 4 of which are in UGC care list. Authored three and chapters in edited books are six. Three papers were presented by the faculty members in seminars/ conferences. The college has organised 2 workshops. The faculty members needed motivation to publish papers in journals on local issues. Evidence shows that the faculty members are not engaged in conducting any research projects. This needs to be encouraged. The College has a tradition to conduct annual Teachers' conference 'Sambhaash' to promote research interest among teachers. The college publishes annual magazine called 'Anwasha' and some of the departments also publish three online magazines. The College has conducted major extension activities for the common community through National Service Scheme which include tree plantation, blood donations, different kinds of awareness programmes and other services in the neighbourhood. Apart from this, the college has an Outreach and Social Involvement Scheme (OASIS) which has played active role during major natural disasters like Yaas, Amphaan and during Covid-19. The college has received appreciation from Hingalganj Gram Panchayat for its outreach programmes certificate for these efforts. The department of Bengali has signed a MoU with Bhairavi Ganguli College, Kolkatta for academic exchange. In fact one of the faculty members of this visited to the Bhairavi Ganguli college and delivered two lectures.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection
4.4	Maintenance of Campus Infrastructure

Qualitative analysis of Criterion 4	
<p>The college is housed on 3.84 acres of land and the main building stands on 2787 sq. metres built of area. The college has adequate physical infrastructure which includes, Principal chamber, office room, IQAC room, 15 class rooms and faculty common room, classrooms with whiteboards. Geography department is having a good laboratory; one Girls' Hostel is located at the right side entry to the college. Now 13 girl students are staying in the hostel. The college has four sanitary napkin vending machines and insulators in the wash rooms. The college is having a guest room (Two Rooms), bicycle/two wheeler stand, sick room etc. Some class rooms are found very spacious where as others are small, but manageable for conducting classes. Canteen facility is available to the students and staff members inside the campus. No hostel facility is available for boys in the campus. The College is having open air Theatre at the entry point to playground which is used for multipurpose activities like conducting cultural programs, holding meetings and conducting sports activities. The College has adequate land area for conducting athletics activities football, volleyball, kho-kho etc. Gymnasium facility is extended to the students and indoor games like Chess, Carom, and table Tennis. The college has installed 29 CCTV cameras covering the entire campus for monitoring and to keep watch on day to day activities conducted by the college. The college is having a library on the first floor of the building. The library is having 9627 text books and 14 periodicals. Central library is automated with Soul 2.0 software. The College has sanctioned Rs. 6,69,009 for the the purchase of books during last five years. The College has digital library facility. The college has spent Rs. 35,000 on automation of library. Library has started automation of catalogue and issue system. It provides access to the learning resources such as Inflibnet - N-List 9,627, e- books and e - journals. The library does not have any collection of rare books. The College has IT facilities in administrative office, library, and computer lab with 7 computers with 100 MBPS internet connectivity in the campus. In total 18 computers and two laptops are available in college for teaching and administrative purpose. Fire extinguishers are not available in the building. There are no professional AMCs for the maintenance of campus infrastructure but the physical facilities; library and sports facilities are maintained at college level through the staff. Budget allocation is made for the maintenance of infrastructure. The college has spent Rs 4,04,630 for maintenance of campus during 2020-21.</p>	

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

The college has gained confidence of the students and healthy relation between the students and the teachers observed. The institution is taking every care to support students to promote their interest. The college has more number of students belong to SC/ST followed by general category and OBC category. Maximum number of students gets state and central Govt. scholarships and freships. The College assist students for processing educational loans through Nodal Officer and Helpdesk. The College conducts activities for developing inter-personal and professional skills among the students. The institution conducts career counselling programs through Career Guidance Cell. A mechanism is in practice to induct the representatives of students in various committees including IQAC. The College has cells for prevention of sexual harassment of women, student's grievance redressal and anti-ragging. Students are involved in various types of cultural and extracurricular activities through NSS, and Cultural committee. The College has certificate course on employability skills, certificate course in communication skill enhancement for Sanskrit language with Devanagari Scripts and certificate course in Yoga. The college has registered Alumni Association which works with College during natural disasters for relief distribution. No significant financial contribution is made by Alumni's apart from contribution in form of volunteering during different activities. The College Student Union of the College has not been conducted during the last five years as per State Government decision.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)

6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance
6.2	Strategy Development and Deployment
6.2.1 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Qualitative analysis of Criterion 6

This college being an aided institution of the State government strictly adheres, to the guide lines framed by department of Higher Education and affiliating university. As per government norms there are various committees such as the College Governing Body functions to take to take timely decisions. The Management

offers enough autonomy to the Principal and there is frequent communication and informal discussion between the Principal, the Management and the Staffs. Organisational structure consists of the Principal, the Heads of different departments, teaching staff and non-teaching staff members, accomplish the assigned task in tune with government, UGC and affiliating University guidelines. The recruitments, promotions and staff grievances are being done by the state government regulations. Various committees are formed by the Principal through which various decisions are taken for governance. All regular teaching and non-teaching staff avail benefits according to their service conditions such as Group Insurance, PF, Gratuity, Maternity Leave, Summer /Winter vacation etc. Audit of the college is conducted by the government for the year 2018, 2019 and 2020. The college has sent request to the State Government for audit for the year 2021. Financial management of the college is transparent. The College has a three-way appraisal system for all staff members namely- Self-Appraisal, Feedback based Appraisal, Hierarchical Direct Appraisal. CAS Promotion is directly linked with appraisals. The College has received Rs. 43,94,462 from BADP for construction of additional class rooms on the second floor of the building which is under progress. No policy is in place for the periodic review of administrative and academic departments. The fees are collected from the students as per Government rules. Financial support is available to the needy students through the scholarships provided to the reserved categories by the government. IQAC is established by following the norms. IQAC needs to be more active. Teachers of the college are allowed to attend the professional development programs.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years
7.1.4 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

Majority of students of the college are girls and they come from the backward sections of the society. The college is providing healthy and comfortable learning environment to the girl students and empowering them through participation in different cultural, sports and leadership activities. The College ensures safety and security by maintaining healthy environment among the students. The gender sensitivity initiatives are reflected in curricular and co-curricular activities, undertaken. The college has organized many promotional and awareness activities related to environment protection. Washrooms for girls and boys are available in the college building. Vending machine for sanitary napkins and equipment for their safe disposal incinerator have been installed in women washrooms. There is a Grievance Redressal cell for students. The college is having bicycle/ motor cycle stand which is used by the students and teachers. Plastic-free campus, Green Audit, Green Campus is adopted by the College. Assistance to disaster victims, an adaptation of village for rehabilitation work and blood donation camp etc. are adopted by the college to inculcate value based social

responsibility and good citizenship amongst the student. Separate common room for girls exists. Office of the College is partially paperless. The college takes initiative to engage with and contribute to the local community. The institution has prioritized services to the community through its academic and outreach activities- OASIS: Outreach and Social Involvement Schemes. As part of the green campus initiatives, plantation drives have been undertaken. The College celebrates commemorative days and events of national and international importance. The college has the best practice of Women Empowerment and Welfare and Greener World. The college has done green audit of its campus. The institutional distinctiveness is seen in the field of commitment to the society and humanity in the rural area. The institution is found transparent in its operation and maintaining records for the resources, realised and applied with due compliance to rules, regulation and guidelines issued by UGC.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Overall Analysis

Strength:

- Located in environment friendly unpolluted backward areas covered with rural girls of SC/ST communities.
- College is empowering rural youths (both boys and girls) through higher education.
- Qualified teachers and good student teacher relationship.
- Active NSS unit focusing on the different social activities.
- Adequate participation of students in sports and cultural activities.
- Women empowerment through co-curricular and extra cultural activities.
- Stand by generator is installed in the campus to meet the erratic supply of electricity.

Weaknesses:

- Insufficient number of sanctioned teaching positions including non-teaching staff.
- Limited access to the technological know-how in the college.
- Inadequate MoU's and industry interaction
- Lack of research and innovation
- Less innovative add-on courses.
- Lack of proficiency in communicative English
- Location in cyclonic belt and proximity to coastal disasters

Opportunities:

- Potential for campus expansion
- To introduce skill based courses leveraging the considerable potential of rural knowledge.
- To undertake research activities on local issues.

- Adoption of new innovative and skill based programs to attract boys students.

Challenges:

- Resource mobilisation for research from the government and non-government organizations.
- Rural and poor socio-economic background of the students.

- Recruitment of permanent teaching and non-teaching staff due to government policy.
- Making students to learn English language for competitive job market.
- Locational challenges such as excessive salinity of ground-water.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Efforts should be made to improve the college strength as there is wide gap between sanctioned intake and admitted students.
- Increase the number of text books in the library, library automation should be done and fire safety measures in library and college premises should be made available.
- Provide more computer, pure drinking water facility to the students and also boy's hostel needs to be provided.
- A course on communicative English and Fundamentals of computers to be taught the students.
- Strategies should be adopted to increase the strength of boys students. More participation of students in games and sports. A sport teacher may be appointed exclusively for this.
- More emphasis on skill based learning and promoting entrepreneur skills.
- Increase the use of ICT in teaching and learning process.
- Linkages with local institutions like NGO's; Charitable trusts etc., should be established for providing employment opportunities to the students.
- Undergraduate programme in Science and Commerce be started.
- Existing ramp facility needs to strengthen as per government requirement.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. BISHNU CHARAN BARIK	Chairperson	
2	DR. VILAS M KADROLKAR	Member Co-ordinator	
3	DR. HAREN SAIKIA	Member	
4	Dr S Sreenivasa	NAAC Co - ordinator	

Place

Date