



Institutional Annual Report

Year: July 2019- June 2020

Chandpur Govt. Mohila College, Chandpur

Ministry of Education, Bangladesh

Secondary and Higher Education Division (SHED)

College Education Development Project (CEDP)



Institutional Annual Report

Year: July 2019- June 2020

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Professor Md. Masudur Rahman

Principal and IDG Manager

College Education Development Project (CEDP)

Chandpur Govt. Mohila College, Chandpur.

Abbreviations

AFP	Annual Financial Plan
APP	Annual Procurement Plan
CEDP	College Education Development Project
CGMC	Chandpur Govt. Mohila College
CPU	Central Procurement Unit
ICT	Information and Communication Technology
IDG	Institutional Development Goals
NAEM	National Academy for Education Management
MIS	Management Information System
MoE	Ministry of Education
OTM	Open Tender Method
PMU	Project Management Unit
RFQ	Request for Quotation
SHED	Secondary and Higher Education Division
TEC	Tender Evaluation Committee
TOC	Tender Opening Committee
WB	World Bank

Table of Contents

Sl.	Contents	Page
	Abbreviations	II
	Preface	V
	Acknowledgement	VI
	Chapter- 1: Executive Summary	01
	Chapter -2: Overview of the College (institutional and academic)	
2.0	Introduction	04
2.1	Governance and Teaching Structure	06
2.2	List of Departments with students	07
2.3	Key Academic Statistics	08
2.4	Infrastructure and Facility Profile of the College	09
	Chapter- 3: Highlights of the Year	
3.1	Key Achievement and Highlights of the Year of the College	10
3.2	Key Achievement and Highlights of the Department	13
3.3	Highlights of Student Activities of the Year	13
3.4	Key Achievements and Highlights of the Year of Institutional Development Grants (IDG)	14
	Chapter 4: Teacher Development	
4.1	Overview of Teaching Force of the College	15
4.2	Teacher Professional Development Programs	15
4.3	Highlights of Teacher Development Activities of the Year	16
	Chapter 5: Budget and Finance	
5.1	Summaries of Annual Budget and Expenditures (development and non-developmental)	17
5.2	Summary of Annual Revenues	17
5.3	Status of Annual Audits	17

Chapter 6: Concluding Remarks

6.1	Overall Assessment of Performance of the Last Year and Key Targets of the Next Year	18
6.2	Key Challenges and Risks for the College	19
6.3	Recommendations	20

Annex

1	Teacher List Details	21
2	Supporting Staff list details	22
3	Details of Allotment and Expenditure on Revenue Sector in 2019-2020, Non Govt. Fund	23
4	Details of IDG Program	24
5	Profile of the last Government Audit	25

Preface

Chandpur Govt. Mohila College (CGMC) has been pioneering women education since its birth, 1964. It is the best women college in Chandpur and one of the best colleges in the country. The college has achieved a wonderful name and fame not only in academic sector but also in co-curricular activities. We have around 3500 students studying at present in our college at Higher Secondary and undergraduate level. The college affiliated with National University offers undergraduate courses on Bangla, English, History and Social Work. Knowledge is power, believing in the motto Chandpur Govt. Mohila College is spreading knowledge among the students and making them eligible for the competitive world.

Chandpur Govt. Mohila College gives supreme importance in celebrating and observing national occasions and programs to make its students culturally spirited and nationally proud. We usually observe Victory Day, Independence Day, Martyrs Day, Intellectuals day, National Mourning Day etc. with grave significance.

We have taken a number of initiatives to commemorate Mujib Year, the hundred birth anniversary of Bangabandhu Sheikh Mujibur Rahman, the father of the nation. We have published a magazine, established 'Bangabandhu Book Corner', arranged a book exhibition with books on Bangabandhu and the books written by Bangabandhu, spreaded the immortal sayings by Bangabandhu on poster and banner, planted 100 trees inside and around the college etc.

Chandpur Govt. Mohila College is absorbed not only in pioneering women education and culture but also in making people aware of different social and national issues. During Covid-19, a new threat to the world Chandpur gov. Mohila College has taken a number of initiatives to make people aware regarding health issues. We have taken several programs to distribute mask and hand sanitizer. We have also provided the distressed people with monetary support. We hope Chandpur Govt. Mohila College will continue its beneficiary activities according to the demand of the nation.

Prof. Md. Masudur Rahman

Principal

Chandpur Govt. Mohila College, Chandpur.

Acknowledgements

We express our heartfelt gratitude to the Government of Bangladesh, Ministry of Education, World Bank, University Grant Commission and National University for their cooperation to have College Education Development Project implemented at our college.

We also express our deep sense of gratitude to Prof. Md. Masudur Rahman, IDG Manager and the Principal of Chandpur Govt. Mohila College, and Professor Abul Khair Khan, Vice-Principal of Chandpur Govt. Mohila College for their sincere cooperation and guideline to complete the report.

We would like to express our special thanks of gratitude to Mohammed Enamul Haque, IDG Member, Mithu Rani Dey, IDG Accountant and Rokhsana Akter, IDG Computer Operator for their sincere support to have the report done.

We acknowledge with thanks the cooperation of Md. Mutasim Billah, the Head of the Department of English; Mohammad Foyjur Rahman, Head of the Department of Social Work; Mohammed Enamul Haque, Head of the Department of History; and Thamina Ferdous, Head of the Department of Bangla for their resourceful information and required assistance.

We also offer special gratitude to all the team member of CEDP for their guidance on time.

Dr. Md. Mashud Hossain
Md. Saidul Islam

Chapter-1: Executive Summary

Introduction: This is the Institutional Annual Report for the year of July -2019 to June- 2020 of Chandpur Govt. Mohila prepared to view the fund of College Education Development Project (CEDP) for IDGs. The report mainly highlights the progress and achievements of different activities for the period of July -2019 to June- 2020. The report has been prepared based on the different activities, collected data and information.

Structure of the Report: The report is structured into six chapters and five annexes. These are (i) Executive Summary (ii) Overview of the College (Institutional and Academic) (iii) Highlights of the Year (iv) Teacher Development (v) Budget and Finance (2019-20) (vi) Concluding Remarks and annexes are (i) Teacher List Details (ii) Supporting Staff list Details (iii) Details of Allotment and Expenditure on Revenue Sector in 2019-2020 and Actual Income and Expenditure in 2019-2020 Fiscal Year (iv) Details of IDG Expenditure for the Year of 2019-2020 (v) Profile of the Last Government Audit.

Chapter two is the overview of the college (Institutional and Academic): Chandpur govt. Mohila College was established by some renowned people of this town in the year 1964. This college is situated in the heart of a beautiful town named Chandpur which is famous for Hilsa fish. Our academic activities run with the purpose of modern objectives and goal of secondary and higher secondary level of education. Our objectives are to promote globally competent citizens who are not only skilled and employable but also morally upright and spiritually inspired. This college offers courses on higher secondary level from 1964 and honors' courses from 2006-2007 academic years. There are almost three thousand and five hundred females studying at the college at Higher Secondary and undergraduate level.

The vision of the college is creating a distinctive environment of excellence in education with humane values and social commitment. The missions are to develop knowledgeable citizens with multidisciplinary competencies; and to provide life skills needed to enjoy a successful career, home and society.

Total area of the land is 2 acres with one play ground. The Honors' subjects are Bangla, English, History and Social Work. Total sanction post are 34 (thirty four) and now working about 37 (thirty seven) teachers. Our college directly runs under the direct supervision of Directorate of Higher and Secondary Education by delegating power to the principal. There are 25 (twenty five) supporting staffs also working in this institution.

Total Number of Students are in Honors Courses by Subjects Bangla (348), English (363), History (293) and Social Work (348) in 2019. Passing Rate of the Hons' Student for the Year of 2019 are Bangla (91.76%), English (90.56%), History (97.06%), Social work (95.43%) and Degree (62.00%).

Infrastructure facilities of the college are Classroom (17), Students Hostel (2), Computer Lab (1), Science Lab (4), Auditorium (1), Library (5), Common Room (1), Teachers Room (1), Toilet Facilities (32), Internet Access Facilities, etc.

Chapter three is the highlights of the year: The students participated in the cultural week, Science Olympiad, sport competition, debate competition, study tour and the national and international occasions last year that were arranged by the college. The students of our college won prizes at different cultural events at Upazilla, District and national level. Dr. Md. Mashud Hossain, one of our respected teachers achieved the prestigious 'The Best Teacher (College)' award in Chandpur district in 2019. One of our students, Zahin Raidah Raisha won national award on Creative Talent Hunt competition.

Chandpur Government Mohila College organized a number of programs last year. Some of the programs are as follows: Science Olympiad and Science Week, Celebration of Swarashati Puja, Sports Week, Cultural Week, Observation of Marty's Day and International Mother Language Day, Bangabandhu Book Corner, Observation of Historic 7th March, 2020, Annual Guardian Meeting, Study Tour, Tour by the Teachers, Basanta Baran, Seminar, etc.

Our college takes initiative to implement a sub- project named institutional development grant under the umbrella of College Education Development Program (CEDP). The overall objectives of IDG sub project are to upgrade and modernize teaching and learning environment and to modernize the infrastructure of this college. Total IDG allotment for 2019-2020 was 20,00000/- (twenty lac) and total expenditure was 631,838.31 /- (Tk. six lac thirty one thousand eight hundred thirty eight and thirty one paisa)

Chapter four is the teacher development: Most of our teachers have received foundation training from NAEM after joining the service. Most of our young or junior teachers have received training on ICT related courses. They are able to use multimedia to conduct classes. We have arranged In House Trainings on ICT, Creative Question, Curriculum Dissemination, Presentation Skill, and Digital Content. We also conducted an In House Training for the staffs of the college on service rules, misconduct and discipline.

Chapter five is the Budget and Finance (2019-20): Total allocation Tk. 2,70,55,000/- and Total expenditure Tk. 2,82,45,555/- of the annual revenue budget. Total Income is tk. 121,57,362.46/- from student tuition fees and total expenditure is tk. 81,26,360.06/-. From the IDG fund total allocation is tk. 20,00,000/- and total expenditure is tk. 631,838.31. We have made an internal audit committee with three members. They made internal audit at the four of our honors department as well as at the main office of the college. But, the last govt. audit was done in 2015-2016 fiscal year.

Chapter six is the concluding remarks: We hope we will be able to achieve the key IDG targets for the next year of total twelve packages among them ten for goods and two for works. Our college will procure books and furniture to enhance library facilities to the students. We are planning to establish a modernized computer lab to serve the student's needs. We will arrange a series of training, seminar to enhance student's soft skill.

Key Challenges and Risks for the College: We identified many challenges and risks of our college. We are listing some of the most important challenges. They are as follows:-

- ❖ There is a lot of pressure for increasing seats. Many guardians would like to get their daughter admitted into this college as it is a specialized institution for women.
- ❖ It is essential to create post for teacher to conduct courses and create permanent post for business studies faculty.
- ❖ Total land area of this exclusive women college is about 2(two) acres that is not sufficient for this institution. We are unable to take construction plans due to lack of land. But our government outlook is highly positive.
- ❖ Our small play ground is not enough for about 3500 (three thousand and five hundred) students where regular assembly becomes difficult. Even any sport programs are also quite hard to conduct. So it is important to extend our playground.
- ❖ Science building is not suitable for conducting academic activities.
- ❖ There are no transports for communication of this college. We need a micro bus for emergency activities such as bringing question papers, depositing answer scripts, attending meetings, meeting medical purposes etc.
- ❖ The boundary wall of this college should be rebuilt urgently. The north –western part of the boundary is tilted. It is important to repair it immediately.
- ❖ There is no residential opportunity for teachers as well as staffs. We need a dormitory and quarters for them.
- ❖ It is important to purchase a motor car for the principal.

Recommendations for the College are:

- ❖ The pressure for increasing seats can be met up by increasing seats by the concerned boards.
- ❖ Our generous government can sanction post and deploy required officials to the college.
- ❖ By acquiring private land we can expand our campus. There is a private land lied on the western part of our college that can be suitable to acquire.
- ❖ We urge our concerned authority to build a new science building.
- ❖ We urge government to grant us fund to procure vehicles for common purpose and exclusively for our honorable Principal.
- ❖ Educational Engineering Department should take initiative to repair the boundary wall immediately.
- ❖ By taking plan for housing facility our government can solve dormitory problem of our teachers and staffs.

Chapter-2: Overview of the College (Institutional and Academic)

2.0. Introduction

Chandpur Govt. Mohila College has completed 56 years of its establishment. This institution is spreading quality education and making a remarkable achievement in the field of women education. Our college has kept pace with the changing world and has been pioneering spirit behind many innovations in the field of education thus acquiring a well-deserved reputation in academics, sports and co-curricular activities.

Chandpur Govt. Mohila College was established by some renowned people of this town in the year 1964. This college is situated in the heart of a beautiful town named Chandpur which is famous for Hilsa fish. Our academic activities run with the purpose of modern objectives and goal of secondary and higher secondary level of education. Our objectives are to promote globally competent citizens who are not only skilled and employable but also morally upright and spiritually inspired.

Chandpur Govt. Mohila College got permanent affiliation from Chittagong University and subsequently from National University. This college offers courses on higher secondary level from 1964 and honors' courses from 2006-2007 academic years.

Historic events we remember:

- 1964 – Foundation stone was laid.
- 1969 – Foundation stone of academic building was laid.
- 1984 – The college was nationalized.
- 2004 – A four storied hostel was built.
- 2006 – Honors courses were introduced.
- 2009–Business studies course at H.S.C. level was introduced by the patronization of the then honorable Foreign Minister Dr. Dipu Moni.

The type of the institution is all female. There are almost three thousand and five hundred females studying at the college at Higher Secondary and undergraduate level.

Mission and Vision of the College

In Chandpur Govt. Mohila College the academic climate is dedicated to the female student community to facilitate knowledge inspiring them to love and serve the nation.

Vision

Creating a distinctive environment of excellence in education with humane values and social commitment.

Mission

We are committed

1. To develop knowledgeable citizens with multidisciplinary competencies.
2. To provide life skills needed to enjoy a successful career, home and society.

Total Area and other Description of the College

Serial	Content	Description
1	Land Area	2 acres
2	Size of open space	Rectangular
3	Playground	One
4	Ponds/ water body	no
5	garden	Scattered throughout the campus
6	Boundary Wall	One around the campus

Purpose and Structure of the Annual Report

We prepare this annual report to fulfill the requirement of CEDP project and side by side to present a general view of our college. The purpose of the report also serves the annual performance of the college details.

The report has been designed with six chapters whereas the chapter one shows an overall introduction about the college, chapter two highlights the institutional and academic overview of the last year of the college, chapter three is about the key achievements of the college, departments, students and IDG, chapter four portrays teacher development, chapter five is about the budget and finance of the college in last year, and finally chapter six shows an overall assessment of the last year, our challenges and risks of the last year and shows some key targets for the last year. The report ends with some recommendations necessary to be filled urgently.

Institution's Information

1. Name of the College	Chandpur Govt. Mahila College, Chandpur.
2. Name of the Principal	Prof. Md. Masudur Rahman
3. Address of the College	Cornel Abu Osman Sarok (Mohila College Road)
4. (a) Telephone Number of the College	0841-63374, 0841-66374
(b) Cell No. of the Principal	01817080417
(c) Cell No. of the Vice-Principal	01911420512
5. E-mail Address of College	mohilacl@gmail.com
6. Ownership	Government
7. (a) Education Type	Girls
(b) Degree offering	Pass Course and Honors Courses

2.1 Governance and Teaching Structure

Sl. No.	Subjects	No. of Sanctioned Posts	No. of Teachers					
			Lec	Asst Pro	Asso. Prof.	Prof	Total	Female
1	Bangla	4	2	1	-	-	3	3
2	English	4	2	1	1	-	4	1
3	Economics	3	2	1	-	-	3	1
4	Political Science	3	2	1	-	-	3	1
5	History	3	2	1	-	-	3	-
6	Social work	3	2	1	-	-	3	-
7	Philosophy	2	1	-	-	-	1	-
8	Geography	2	1	1	-	-	2	1
9	Physics	2	1	1	-	-	2	-
10	Chemistry	2	-	2	-	-	2	-
11	Mathematics	2	-	2	-	-	2	-
12	Biology	2	1	1	-	-	2	-
13	Accounting	-	1	1	-	-	2	-
14	Management	-	1	1	-	-	2	-
15	ICT	1	-	-	-	-	-	-
16	Statistics	-	1	-	-	-	1	-
	Total	33	16	15	2		35	7

NB: Name and designation of the faculty members are shown in the annexure 1.

There is no governing body in this college. Our college directly runs under the direct supervision of Directorate of Higher and Secondary Education by delegating power to the principal.

Designation and post of the supporting staffs:

Serial	Designation	Post No
1	Head Assistant	1
2	Library Assistant cum Computer Operator	1
3	Office Assistant	1
4	Computer Lab Assistant	1
5	Library Assistant	1
6	Skill Bearer	1
7	Office Sohayak	17
8	Electrician	1
9	Sweeper	1
Total		25

NB: Name and designation of the supporting staffs are shown in the annexure 2.

2.2 List of Departments with Students

Number of Students in Honors Courses by Subjects, 2019:

Sl. No.	Department	Annual intake capacity	No. of Student Enrollment (year-wise)					Total	Total Female
			1 st	2 nd	3 rd	4 th			
1	Bangla	120	114	96	94	44	348	348	
2	English	120	113	105	98	47	363	363	
3	History	120	119	57	78	39	293	293	
4	Social work	120	112	98	95	43	348	348	
Total		480	458	356	365	173	1352	1352	

2.3 Key Academic Statistics

Passing Rate of the Hons' Student for the Year of 2019: Details:

S L #	Y E A R	Subject and Passing Rate											
		Bangla			English			History			Social work		
		App.	Pass	Rate	App.	Pass	Rate	App.	Pass	Rate	App.	Pass	Rate
1	H1	106	93	87.5	104	87	83.65	57	54	94.73	97	91	93.31
2	H2	68	67	98.53	73	73	100	65	64	98.46	79	76	96.20
3	H3	38	31	81	33	28	84.85	34	33	97.05	30	28	93.33
4	H4	43	43	100	23	23	100	14	14	100	35	35	100
5	ST	255	234	--	233	211	-	170	165	--	241	230	--

Summary:

Sl	Subject	Total App.	Pass	Passing Rate (%)
1	Bangla	255	234	91.76
2	English	233	211	90.56
3	History	170	165	97.06
4	Social work	241	230	95.43
5	Degree	35	22	62.00
6	Total	934	862	92.29

Number of students and teachers

Total Number of Students		Total Number of Teachers	Student-Teacher Ratio Undergraduate Level
Degree Pass	120	14 (Excluding those who offer courses on HSC level)	105: 01
Honors	1352		

Stipend and Scholarship Details

There are two types of financial assistance provided to the students in our college. One is Board Scholarship and the other is Upobritti. The information regarding this financial assistance is provided below:

Name of scholarship	Total number of students		Recipient of scholarship	Percentage of the recipient
Board scholarship (HSC)	1500		120	8%
Upobritti	HSC Level	1500	632	40%
	Degree Pass	120	36	30%

2.4 Infrastructure and Facility Profile of the College

SL	Name	Number
1	Classroom	17
2	Students Dormitories	2
3	Teachers dormitories	-
4	Computer Lab	2
5	Science Lab	4
6	Auditorium	1
7	Gymnasium	-
8	Library	5
9	Common Room	1
10	Teachers Room	1
11	Toilet Facilities	32
12	Internet Access Facilities	Yes
13	Motor Vehicles	-

Science Olympiad and Science Week

In ancient Greece different competitive sports were arranged among the city states to maintain a cooperative and smooth relationship. It was known as Olympiad or Olympic. The Science Olympiad is a consequence of the Olympiad targeting to spreading the knowledge of science around the world. Likewise, Science Olympiad and Science Week are arranged every year in our college to make the students encouraged in studying scientific, represent science as an interesting subject, and spread and share scientific knowledge among others. A Science Olympiad was arranged last year on Physics, Chemistry, Mathematics, Biology and ICT where about 500 students participated spontaneously. 14 scientific projects on Geography, Biology, Physics and Chemistry were presented by the students of our college. The knowledge the students acquire from the Science Olympiad helps them succeed in the competition at school, district and national level. Due to Covid-19 crisis we could not arrange the Science Olympiad this year but an initiative is on process to arrange a Science Olympiad via online.

Celebration of Swarashahi Puja

The followers of Hindu religion worship to the mother Shri Shri Swarashahi to avoid knowledge. Debi Swarashahi is the symbol of knowledge. As educational institution is a place of practicing knowledge, the worship of Shri Shri Swarashahi is arranged every year in every college. We also celebrate the Swarashahi Puja every year at our college to facilitate knowledge with active participation of the students.

Chapter 3: Highlights of the Year

3.1 Key Achievements and Highlights of the Year of the College

Chandpur Govt. Mohila College has a glorious achievement both in academic and co-curricular sectors. The academic achievement has been showed in the chapter 2.3 of this report.

The students of our college won prizes at different cultural events at Upazilla, District and national level. Dr. Md. Mashud Hossain, one of our respected teachers achieved the prestigious 'The Best Teacher (College)' award in Chandpur district in 2019. One of our students, Zahin Raidah Raisha won national award on Creative Talent Hunt competition.

Chandpur Government Mohila College organized a number of programs last year. Some of the programs are as follows:

Science Olympiad and Science Week

In ancient Greece different competitive sports were arranged among the city states to maintain a cooperative and smooth relationship. It was known as Olympiad or Olympic. The Science Olympiad is a consequence of that Olympiad targeting to spreading the knowledge of science around the world. Likewise, Science Olympiad and Science Week are arranged every year in our college to make the students encouraged in studying science, represent science as an interesting subject, and spread and share scientific knowledge among others. A Science Olympiad was arranged last year on Physics, Chemistry, Mathematics, Biology and ICT where almost 500 students participated spontaneously. 14 scientific projects on Geography, Biology, Physics and Chemistry were presented by the students of our college. The knowledge the students acquire from the Science Olympiad helps them succeed in the competition at upazila, district and national level. Due to Covid-19 crisis we could not arrange the Science Olympiad this year but an initiative is on process to arrange a Science Olympiad via online.

Celebration of Swarashati Puja

The followers of Hindu religion worship to the mother Shri Shri Swarashati to avail knowledge. Debi Swarashati is the symbol of knowledge. As educational institution is a place of practicing knowledge, the worship of Shri Shri Swarashati is arranged every year in every college. We also celebrate the Swarashati Puja every year at our college to facilitate knowledge with active participation of the students.

Sport Week

We arranged a sport week on February of this year with spontaneous participation of the students of our college. It was a combination of indoor and outdoor games. More than 15 events were arranged. We believe that sports help the students enlighten their minds and enhance their skill. After accomplishing the sport week successfully we arranged a grand prize giving ceremony with the presence of the honorable Minister of Education, Dr. Dipu Moni, MP. The honorable chief guest delivered an inspirational speech to the students that encouraged the students to be patriotic and serve the nation.

Cultural Week

A cultural week was organized this year where students performed song, dance, poem recitation, drama etc. Prizes for each event were distributed to the winners by the honorable Minister of Education Dr. Dipu Moni, MP.

Observation of Martyr's Day and International Mother Language Day

We observed the Martyr's Day and International Mother Language Day, 2020 this year with grave significance. We offered respect to the martyrs with flower at the Shahid Minar and arranged a discussion on the sacrifice of the language martyrs of 1952 thus encouraging our students to be obedient and loyal to their culture and country.

Bangabandhu Book Corner

Bangabandhu Book Corner, a corner at our college library with books written on and by Bangabandhu has been established this year as one of the several programs initiated by our college administration. The list of the books is published on our college magazine 'Orunodoy'. We also arranged a book exhibition specially the books written on and by Bangabandhu Sheikh Mujibur Rahman, the father of the nation. The exhibition was inaugurated by the principal of Chandpur Govt. Mahila College, Professor Md. Masudur Rahman.

We decorated our college gates and boundary walls with the poster inscribed with the immortal sayings of Bangabandhu Sheikh Mujibur Rahman, one of the greatest leaders of the world. It was also a part of the celebration of Mujib Year.

Observation of Historic 7th March, 2020

Bangabandhu Sheikh Mujibur Rahman, the torchbearer of the independence of our nation delivered a historic speech on 7th march, 1971 to inspire and guide his people to be well prepared for the Liberation War of Bangladesh. We arranged a discussion on the Historic 7th March presided over by the principal of our college.

Annual Guardian Meeting

We arranged a Guardian Meeting with the guardians of the students of our college where we exchanged our views and ideas regarding the betterment of our students.

Study Tour

Like every year a study tour was arranged to Mohamaya Lake with active and spontaneous participation of around 400 students of our college. Study tour enhances our knowledge and helps us explore the eternal beauty of the nature.

Tour by the Teachers

A tour to Sajek, Rangamati was arranged especially for and by the teachers of the college that helped the teachers gather knowledge about diversity of the culture and disseminate their knowledge among the students.

Basanta Baran

Basanta Baran, a program to welcome the spring was arranged at the college premise last year where students participated wearing colorful dresses. A video of the Basanta Baran was published on social media by the popular national daily, the Prothom Alo.

Seminar

In this year we arranged a seminar. A renowned Bangladeshi American scientist who is an expert on nanotechnology has delivered his valuable lecture. Due to pandemic such types of events are suspended after March 2020.

3.2 Key Achievements and the Highlights of the Year (For each Department)

Passing Rate of the Hons' Student for the Year of 2019, Details:

S L #	Y E A R	Subject and Passing Rate											
		Bangla			English			History			Social work		
		App.	Pass	Rate	App.	Pass	Rate	App.	Pass	Rate	App.	Pass	Rate
1	H1	106	93	87.5	104	87	83.65	57	54	94.73	97	91	93.31
2	H2	68	67	98.53	73	73	100	65	64	98.46	79	76	96.20
3	H3	38	31	81	33	28	84.85	34	33	97.05	30	28	93.33
4	H4	43	43	100	23	23	100	14	14	100	35	35	100
5	ST	255	234	--	233	211	-	170	165	--	241	230	--

Summary:

Sl	Subject	Total App.	Pass	Passing Rate (%)
1	Bangla	255	234	91.76
2	English	233	211	90.56
3	History	170	165	97.06
4	Social work	241	230	95.43
5	Degree	35	22	62.00
5	Total	934	862	92.29

The honors department arranged cultural functions and study tours by themselves. They also observed each of the national occasions with due solemnity. They also arranged seminars. Department of Bangla organized a seminar on "Bidrohi Kobi Nazrul" on September, 2019.

Due to covid-19 we could not complete our other key programs.

3.3 Highlights of Student Activities of the Year

The students of our college spontaneously participate in the programs arranged by the college administration. The students participated in the cultural week, Science Olympiad, sport competition, debate competition, study tour and the national and international occasions last year that were arranged by the college. They also won different competitions arranged at Upazilla, District and Divisional and national level. Zahin Raidha Raisha, a student of our college achieved national award on 'Creative Talent Hunt' competition.

3.4 Key Achievement and highlights of the year of Institutional Development Goals (IDG)

Our college takes initiative to implement a sub- project named institutional development grant under the umbrella of college education development program (CEDP). This CEDP program is run by the National University.

The overall objectives of IDG sub project are to upgrade and modernize teaching and learning environment and to modernize the infrastructure of this college.

IDG Budget and expenditure of the last fiscal year (2019-2020) are as follows:

Total IDG allotment for 2019-2020 was 20,00000/- (twenty lac) and total expenditure was 631,838.31 /- (Tk. six lac thirty one thousand eight hundred thirty eight and thirty one paisa)

NB: Details of the IDG procurement of this year have been attached at annexure 4.

4.2 Teacher Professional Development Program

Professional development is a requirement for all of our teachers. By getting this kind of training they can enhance their skill and better their teaching and improve the class room environment. Most of our teachers have received foundation training from NABM after joining the service. Most of our young or junior teachers have received training on ICT related courses. They are able to use multimedia to conduct classes. In the following scheme we are presenting a picture of the training taken by our teachers in 2019-2020 session.

Name of the Program	Number of Teachers who Participated in the Program	Comments
IDG Training	01	We could not start any.
Right to Information	02	Not of training program from IDG fund.
Total	03	

We have arranged In House Trainings on ICT, Creative Question, Curriculum Development, Presentation Skill and Digital Content. We also conducted an In House Training for the staff of the college on service rules, misconduct and discipline.

Chapter 4: Teacher Development

4.1 Overview of Teaching Force of the College

Our teachers play an essential role in the lives of the students and have a great influence to the students. They inspire our students to be more and do more. Our teaching strength is as follows:

Designation	Post	Vacant	Female
Principal	1	-	-
Vice-Principal	1	-	-
Associate professor	2	1	-
Assistant professor	16	-	2
Lecturer	20	-	5
Total	40	1	7

4.2 Teacher Professional Development Program

Professional development is a requirement for all of our teachers. By getting this kind of training they can enhance their skill and better their teaching and improve the class room environment. Most of our teachers have received foundation training from NAEM after joining the service. Most of our young or junior teachers have received training on ICT related courses. They are able to use multimedia to conduct classes. In the following schema we are presenting a picture of the training taken by our teachers in 2019-2020 session.

Name of the Program	Number of Teachers who Participated in the Program	Comments
IDG Training	01	We could not start any kind of training program from IDG fund.
Right to Information	02	
Total	03	

We have arranged In House Trainings on ICT, Creative Question, Curriculum Dissemination, Presentation Skill, and Digital Content. We also conducted an In House Training for the staffs of the college on service rules, misconduct and discipline.

4.3 Highlights of the Teacher Development Activity of the Year

Due to pandemic there is no formal training arranged for the faculty members. But, they are gathering knowledge by attending different online activities and by reading books and journals.

The college runs its financial activities according to annual budget. The volume of the fund for the budget are two in total. The largest part of it comes from Govt revenue allocated as our demand and a little part comes from the students tuition fees and some other related fees.

Non Developmental (Revenue)	Total allocation	1,70,55,000/-
	Total expenditure	1,32,40,585/-
Developments (Capital Expenditure)	Total Income	1,21,57,362/-
	Total expenditure	81,35,100,000/-
MW Fund	Total Income	20,00,000/-
	Total expenditure	61,32,310/-

5.2 Summary of Annual Revenue

Annual revenue from student tuition fees which has been described in 2.1 is very nominal in our college. There is no income generation from other sources like bank. The tuition fee for the students of HSC level has been waived by the government. On the other hand, the students of higher level provide a small amount of fee to the college specified fund whereas the biggest part of that fee is transmitted to National University.

5.3 Status of Annual Audit

We made an internal audit committee with three members. They make internal audit at the foot of our finance department as well as at the main office of the college. But, the last govt. audit was done in 2015-2016 fiscal year. The details of the last government audit have been attached in Annexure 7.

Chapter 5: Budget and Finance (2019-20)

5.1 Summary of Annual Budget and Expenditure

The college runs its financial activities according to annual budget. The sources of the fund for the budget are two in total: the largest part of it comes from govt. revenue allocated as our demand and a little part comes from the students' tuition fees and some other related fees.

Non Developmental (Revenue)	Total allocation	2,70,55,000/-
	Total expenditure	2,82,45,555/-
Developmental (Tuition Fees)	Total Income	1,21,57,362.46/-
	Total expenditure	81,26,360.06/-
IDG Fund	Total Income	20,00,000/-
	Total expenditure	631,838.31

5.2 Summary of Annual Revenue

Annual revenue from student tuition fees which has been described in 5.1 is very nominal in our college. There is no income generation from other sources here. The tuition fee for the students of HSC level has been waived by the government. On the other hand, the students of honors level provide a little amount of fee to the college specified fund whereas the biggest part of that fee is transmitted to National University.

5.3 Status of Annual Audits

We made an internal audit committee with three members. They made internal audit at the four of our honors department as well as at the main office of the college. But, the last govt. audit was done in 2015-2016 fiscal year. The details of the last government audit have been attached in Annexure 5.

Chapter 6: Concluding Remarks

6.1 Overall Assessment of the Last Year and Key Targets for the Next Year

Due to Covid-19 pandemic we could not complete all the targets we were to finish in the last fiscal year. But, we are pleased with what we have done. We hope we will be able to achieve the key IDG targets for the next year.

Key IDG package for the next year:

Sl. No	Pack. No	Package Description	Method of Procurement (OTM/RFQ)	Estimated Cost (Tk.Lakh)
1	2	3	4	5
1	G-1	Supply and installation of Computer & IT Equipment for the IDG office	RFQ	5.00
2	G-2	Supply and installation of Furniture & Fixtures for the IDG office and lecture stands for class room	RFQ	5.00
3	G-3	Supply and installation of Digital Notice Board	RFQ	5.00
4	G-4	Supply and installation of Safe drinking water Equipment	RFQ	2.50
5	G-5	Supply and installation of Furniture & Fixtures for Classroom, Lab, Library, mothers corner and offices	OTM	28.00
6	G-6	Supply and installation of Computer, laptop, printer, scanner and other IT equipment for the hons. Depts, classrooms, lab and others.	OTM	26.00
7	G-7	Supply and installation of CCTV, CCTV Monitor, CCTV connection machine and Biometric devices	RFQ	5.00
8	G-8	Supply and installation of Interactive Smart Board, Multimedia Projector, Sound System and High Duplo Machine	OTM	40.00
9	G-9	Purchasing of Books for central library & Seminar libraries	RFQ	5.00
10	G-10	Supply and installation of Intregated Management Information System (MIS)	OTM	10.00
11	W-1	Renovation of wash blocks with special room for female students, teachers' toilet facility and mother's corner.	OTM	22.00
12	W-2	Interior for classroom	RFQ	9.00

Our college will procure books and furniture to enhance library facilities to the students. We are planning to establish a modernized computer lab to serve the student's needs. We will arrange a series of training, seminar to enhance student's soft skill. There is a plan to conduct training courses on setting question paper by applying creative method, digital content development process, familiarization to government rules and regulation, financial management process. To ensure quality our college is planning to establish a quality assurance cell as per IDG proposal. We will introduce a self-assessment system to ensure self-development.

Besides, we have some other following targets of the college itself to be achieved by the next year:

1. Arranging seminars
2. Arranging annual Study Tour
3. Arranging Annual Sport Competition
4. Organizing Debate Competition
5. Celebrating Mujib Year
6. Consolidating Student Counseling
7. Observing National Occasions
8. Celebrating Golden Jubilee of Independence of Bangladesh
9. Organizing Cultural Week
10. Arranging In House Training
11. Enriching Digital Content

6.2: KEY Challenges and Risks for the College

We identified many challenges and risks of our college. We are listing some of the most important challenges. They are as follows:-

- (1) There is a lot of pressure for increasing seats. Many guardians would like to get their daughter admitted into this college as it is a specialized institution for women.
- (2) It is essential to create post for teacher to conduct courses and create permanent post for business studies faculty.
- (3) Total land area of this exclusive women college is about 2(two) acres that is not sufficient for this institution. We are unable to take construction plans due to lack of land. But our government outlook is highly positive.
- (4) Our small play ground is not enough for about 3500 (three thousand and five hundred) students where regular assembly becomes difficult. Even any sports programs are also quite hard to conduct. So it is important to extend our playground.

- (5) Science building is not suitable for conducting academic activities.
- (6) There are no transports for communication of this college. We need a micro bus for emergency activities such as bringing question papers, depositing answer scripts, attending meetings, meeting medical purposes etc.
- (7) The boundary wall of this college should be rebuilt urgently. The north –western part of the boundary is tilted. It is important to repair it immediately.
- (8) There is no residential opportunity for teachers as well as staffs. We need a dormitory and quarters for them.
- (9) It is important to purchase a motor car for the principal.

6.3 Recommendations:

- (1) The pressure for increasing seats can be met up by increasing seats by the concerned boards.
- (2) Our generous government can sanction post and deploy required officials to the college.
- (3) By acquiring private land we can expand our campus. There is a private land lied on the western part of our college that can be suitable to acquire.
- (4) We urge our concerned authority to build a new science building.
- (5) We urge our government to grant us fund to procure vehicles for common purpose and exclusively for our honorable Principal.
- (6) Educational Engineering Department should take initiative to repair the boundary wall immediately.
- (7) By taking plan for housing facility our government can solve dormitory problem of our teachers and staffs.

Annex- 1: Teacher List Details

Subject	Name	Designation
	Professor Md. Masudur Rahman	Principal
	Professor Abul Khair Khan	Vice Principal
Bangla	Ms. Thahmina Ferdaos	Assistant Professor
	Ms. Masuma Tun Nor	Lecturer
	Nasrin Sultana Sarmin	Lecturer
English	Md. Mutasim Billah	Associate Professor
	Mst. Abzam Khanom	Assistant professor
	Md. Zahirul Islam	Lecturer
	Md. Saidul Islam	Lecturer
Economics	Md. Mohi Uddin	Assistant professor
	Nurun Nahar	Lecturer
	Md. Golam Ridwan	Lecturer
Political science	Md. Anamul Haque	Assistant professor
	Md. Ferdaus Amin	Lecturer
History	Mohammed Enamul Haque	Assistant professor
	Md. Omar Faruk	Lecturer
	Md. Sohel Rana	Lecturer
Social work	Mohammed Foyjur Rahman	Assistant professor
	Alamin	Lecturer
	Utpal Chandra Das	Lecturer
Philosophy	Md. Bulbul Alam	Assistant professor
	Md. Mustafizur Rahman	Lecturer
Geography	Dr. Md. Mashud Hossain	Assistant Professor
	Jannatul Ferdaus	Lecturer
Physics	Jibon Kanai Saha	Assistant Professor
	Mohammad Omar Faruque	Lecturer
Chemistry	Mohammad Afsar Ali Sikdar	Assistant Professor
	Mohammad Illias Hossain	Assistant professor
	Mohammed Mominul Islam	Lecturer
Mathematics	Abul Kalam Mohammad Reaz	Assistant Professor
	Muhammad Mafuzur Rahman	Lecturer
Botany	Md. Iqbal Hossain khan	Assistant Professor
Zoology	Sanjoy Kumar Saha	Lecturer
Accounting	Abdul Mannan Mia	Assistant Professor
	Muhammad Feroje Alam	Assistant professor
	Chowdhury	
Management	Pair Ahammad	Assistant Professor
	Kamonasish Devnath	Lecturer
Statistics	Muhammed Mohsin	Lecturer

Annex- 2: Supporting Staff list details

	Name	Designation	Comments
01	Ms. Mithu Rani Dey	Head Assistant	Govt.
02	Roksana Akter	Library assistant cum Computer Operator	Non-govt.
03	Hosne Ara Akter	Office assistant	Non-govt.
04	Fatema Akter	Computer Lab Assistant	Non-govt.
05	Halima Akter	Library Assistant	Non-govt.
06	Md. Musharrof Hossain	Skill Bearer	Govt.
07	Shaera Khatun	Office Sohayak	Govt.
08	Md. Shah Alam	Office Sohayak	Govt.
09	Hasan Gazi	Office Sohayak	Govt.
10	Probir Chowdhury	Office Sohayak	Govt.
11	Khokon Lal	Office Sohayak	Govt.
12	Humuyon Kabir Mal	Office Sohayak	Govt.
13	Kishor Lal	Office Sohayak	Govt.
14	Abul Kalam Gazi	Office Sohayak	Non-govt.
15	Md. Rubel Hossain	Office Sohayak	Non-govt.
16.	Mintu Chowdhury	Office Sohayak	Non-govt.
17.	Nimai Chowdhury	Office Sohayak	Non-govt.
18.	Nasrin Akter	Office Sohayak	Non-govt.
19.	Nistary	Office Sohayak	Non-govt.
20	Kala Chand Dev Barmon	Office Sohayak	Non-govt.
21	Laxmi Rani Das	Office Sohayak	Non-govt.
22	Md. Akbor Ali	Electrician	Non-govt.
23.	Sariful Islam Munshi	Office Sohayak	Non-govt.
24.	Firoja	Office Sohayak	Non-govt.
25.	Dulal	Office Sohayak	Non-govt.

Annex- 3

3.A: Details of allotment and expenditure on Revenue sector in 2019-2020.

Serial	Sector	Income	Expenses
1	Salary of the officers	13550000/-	14526060/-
2	Salary of the staffs	1374000/-	1515120/-
3	Housing Allowance	5805000/-	5910708/-
4	Medical Allowance	630000/-	684000/-
5	Mobile Allowance	31000/-	31000/-
6	Festival Allowance	2500000/-	2597076/-
7	Recreation Allowance	554000/-	448000/-
8	New Year Allowance	248000/-	258796/-
9	Electricity	1083000/-	1083000/-
10	Water	40000/-	19200/-
11	Telephone	50000/-	49862/-
12	Municipality Tax	1000000/-	933153/-
13	Dress	40000/-	39580/-
14	Chemical Equipment	120000/-	120000/-
15	Office Equipment	30000/-	30000/-
	Total	27055000/-	28245555/-

3.B: Actual income and expenditure in 2019-2020 fiscal year.

Serial	Sector	Income	Expenses
1	Laboratory	139461.19/-	500077.81/-
2	Internal Sports	98441.83/-	90147.5/-
3	BNCC	201333.13/-	90629/-
4	Rover Scout	146422.16/-	73171.76/-
5	ICT	64095/-	26265/-
6	Literature and Culture	122839.16/-	119540/-
7	Red Crescent	199661.86/-	81431.97/-
8	Religious Function	101837.02/-	30218.92/-
9	Welfare	55317/-	37116/-
10	Science Club	97521/-	46236/-
11	Library Fee	81391.14/-	37748.83/-
12	Medical Fee	168554/-	106369/-
13	Affiliation Fee	212179/-	62185/-
14	Development Fee	314047/-	218077/-
15	Internal Exam Fee	2757661/-	1931900/-
16	External Sport	132280/-	120834/-
17	Security and Night Guard	2945448/-	1225894/-
18	Identity Card	45633/-	31061/-
19	External Exam	3401348/-	3210919/-
20	Magazine	301548/-	176545/-
21	Board/ University	268563/-	198253/-
22	Study Tour	50233/-	35200/-
23	Miscellaneous	251548/-	176545/-
	Total	121,57,362.46/-	81,26,360.06/-

Annex- 4: Details of IDG Expenditure for the Year of 2019-2020

From: 1-B

Uses of Fund by Sub-Project Activities

For the Quarter: April to June - 2020

Sub-Project Title: Chandpur Govt. Mohila College Education Development Project (CGMCEDP)

Name of College: Chandpur Govt. Mohila College, Chandpur.

IDP No. 1072

Economic Code	Item of Expenditure /Activity	Actual Expenditure (Tk.)			Approved Budget (Sub-project life) (Tk.)	Budget Balance (Tk.)
		Current Quarter	Financial Year to Date	Cummulative to Date		
1	2	3	4	5	6	7 (6-5)
(a) Revenue Expenditure						
311101	Pay of Officer				0	
311201	Pay of Staff	66000.00	66000.00	66000.00	1229000	1263000
Supplies & Services:						
1141101	VAT for Local Goods & Services & IT				0	0
3241101	Travel Expenses	27810.00	27810.00	27810.00	250000	222190
3255101	ICT installation, development & maintenance (Internet and web hosting bill)	0.00	0.00	0.00	165000	165000
3255102	Printing and Publication	0.00	0.00	0.00	125000	125000
3255104	Stationery, Seal and stamps	0.00	0.00	0.00	45000	45000
3255105	Other Stationery	4161.00	4161.00	4161.00	75000	70839
3211127	Books & Journals	0.00	0.00	0.00	55000	55000
3211125	Advertising & Publicity	0.00	0.00	0.00	400000	400000
3231201	Training & Study Tour (Training for Teachers and Staff)	0.00	26132.31	26132.31	750000	723867.69
3211111	Conference/Seminar/Workshop (Workshop on different academic issues)	0.00	0.00	0.00	200000	200000
3257206	Incentives for Management Team members	503460.00	503460.00	503460.00	1700000	1196540
3255105	Other Expenses (Job fair for final year students)	0.00	0.00	0.00	200000	200000
Sub-Total Supply & Services		535431.00	561563.31	561563.31	2965000	3403437.69
Repair & Maintenance						
Refurbishing/Renovation:						
3258108	Refurbishment of washblock, computer lab, teachers corner, student	0.00	0.00	0.00	2200000	2200000
	Interior for classroom	0.00	0.00	0.00	903330	903330
Sub-Total Repair & Maintenance		0.00	0.00	0.00	3100000	3100000
Total Revenue Expenditure (a)		601431.00	627563.31	627563.31	8394000	7766436.69
(b) Capital Expenditure						
Acquisition of Assets						
Machinery & Other Equipment:						
4112304	Safe drinking water devices	0.00	0.00	0.00	250000	250000
Computer & IT Equipment:						
4112202	Desktop, laptop, printer, scanner, photocopier for project office	0.00	0.00	0.00	500000	500000
	Computer, desktop, printer, scanner and other IT equipment for the hon. Depts, classrooms, lab and others	0.00	0.00	0.00	2600000	2600000
Electrical Equipment:						
4112303	CCTV, CCTV Monitor, CCTV connection machinery	0.00	0.00	0.00	500000	500000
Computer Software:						
4113301	Integrated Management Information System (MIS)	0.00	0.00	0.00	1000000	1000000
Office Equipment:						
4112310	Digital notice board	0.00	0.00	0.00	300000	300000
	High Duple machine	0.00	0.00	0.00	300000	300000
Teaching & Learning Materials:						
4112312	Interactive Smart Board, Multimedia Projector, Sound System	0.00	0.00	0.00	3500000	3500000
	Books & Journals for Libraries & Classrooms	0.00	0.00	0.00	1000000	1000000
Furniture and Fixtures:						
4112314	Furniture & Fixtures for Office	0.00	0.00	0.00	500000	500000
	Furniture & Fixtures for Classroom, Lab, Library, teachers corner and offices	0.00	0.00	0.00	2800000	2800000
Electrical Equipment:						
4112305	AC, Generator, UPS, and others electrical devices	0.00	0.00	0.00	1510000	1510000
Total Capital Expenditure (b)		0.00	0.00	0.00	15100000	15100000
TOTAL COST (a + b)		601431.00	627563.31	627563.31	23554000	22926436.69
3221109	(c) Operational Costs	600.00	4,275.00	4,275.00	446000	441725
Total Sub-Project Cost (a+b+c)		602,031.00	631,838.31	631,838.31	24000000	233,68,161.69

Countersigned by
Principal
(Name and Seal)

Accounts Officer, IDPMD
(Name and Seal)

Annex- 5: Profile of the Last Government Audit

Table with 5 columns: S.No., Name of the Officer, Designation, Date of Birth, and Date of Appointment. The table contains several rows of data, including names like 'Smt. Smt. Smt.' and various designations.

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Table with 5 columns: S.No., Name of the Officer, Designation, Date of Birth, and Date of Appointment. This table contains several rows of data, including names like 'Smt. Smt. Smt.' and various designations.

They also won different competitions arranged at Upazilla, District and Divisional and national level. Zahin Raihan Rasida, a student of our college achieved national award on "Creative Talent Hunt" competition.