

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
2012-13



CHANDERNAGORE COLLEGE
(as per revised guidelines issued in October 2013)

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Abbreviations

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	CHANDERNAGORE COLLEGE
1.2 Address Line 1	STRAND ROAD
Address Line 2	DISTRICT- HOOGHLY
City/Town	CHANDERNAGORE
State	WEST BENGAL
Pin Code	712136
Institution e-mail address	collegechandernagore5290@gmail.com
Contact Nos.	033-26855001, 033-26855002
Name of the Head of the Institution:	DR. BIJOY KRISHNA ROY
Tel. No. with STD Code:	033-26855001, 033-26855002
Mobile:	+918697470478
Name of the IQAC Co-ordinator:	IQAC not formed in 2012-13

Mobile:

IQAC e-mail address:

collegechandernagore5290@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.**This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

1.5 Website address:

www.chandernagorecollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	-	2007	31.03.2012
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 Submitted to NAAC on (22/03/2016)
- ii. AQAR 2012-13 Submitted to NAAC on (22/03/2016)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.12 Name of the Affiliating University (*for the Colleges*)

BURDWAN UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc N.A.

Autonomy by State/Central Govt. / University NA

University with Potential for Excellence NA

UGC-CPE

NA

DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities: IQAC not formed in 2012-13 session

2.1 No. of Teachers	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	

2.10 No. of IQAC meetings held 2

2.11 No. of meetings with various stakeholders:	No.	2	Faculty	2
Non-Teaching Staff	Students	-	Alumni	-
	Others	-		-

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of **Seminars**/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC : IQAC not formed in 2012-13

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
NA	NA

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	0	0	0
PG	3	0	0	0
UG	19	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	22	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- Range of Core /Elective options offered by the University and those opted by the college

i) The College has Core options at the UG level in Geography, English, Bengali, Education, Sanskrit, History, Philosophy, Political Science, Sociology, French, and Economics in Arts. It has Core options in Physics, Chemistry, Botany, Zoology, Mathematics, Computer Science, and Environmental Science. All of these subjects are available in Elective mode. Commerce section provides Honours in Accountancy. With reference to the University range, the range in this College is comprehensive, and flexible.

- Choice Based Credit System and range of subject options

ii) The University of Burdwan does not allow choice-based credit system. The range has been explained in its operational reality in i). The PG courses offer choice based credit system.

- Courses offered in modular form

iii) At the UG Level the University has introduced annual and has restructured syllabi in subjects offered at this college in unit models. The PG syllabi are all in modular form.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	0
Annual	19

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

*Analysis of the feedback in the Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes.

It is not feasible to make any significant change at the UG and PG level because the profiles of all colleges under the University of Burdwan are not similar and there is no scope to revise the syllabus by the College. Perhaps when University of Burdwan changes the syllabus it is implemented by the College. The syllabus of Department of Geography in PG section has been changed and credit system has been introduced for the fourth semester.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
87	58	27	2	

2.2 No. of permanent faculty with Ph.D.

46

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	36
---	---	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	25	37
Presented papers	15	9	7
Resource Persons	1	1	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- i) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector, smart boards and OHP in the class room.
- ii) Students are given internet access for using e-library under the supervision of the teachers.
- iii) The already existing computer network infrastructure at the college was extended and enhanced into an efficient, high speed, campus wide intranet with secure internet accessibility for the users.
- iv) Assistance to students is provided for in-house/remote access to e-resources by using different open source journal facilities and N-List Programme. Teachers can also access a good number of International as well as National level journals using N-List facility to acquire an updated knowledge regarding their research activities.
- v) Different advanced Teaching Aids are being used in the classrooms e.g. :
 - a) Digital Multimedia Projector
 - b) LCD Projector.
 - c) Interactive White Board with Digital Annotation Sensor
 - d) Over-head Projector.
- vii) Image processing software, GIS software, microscopic photographic attachment are being used in Geography Department.
- viii) Regular educational excursions are held in Bioscience departments.
- ix) Visit to different industries and research institutions, laboratories are regularly organized.

a) In the **Geography** department the post-graduate students prepare Term Papers and present these in an open seminar for evaluation. In the **Geography** department as well as in the **Zoology** department, the students also prepare dissertation or project papers in their final semester which are evaluated through seminars by the external examiners from other colleges and Universities.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. (Hons.)	103		30	30	9	90
B.A. (Hons.)	273		53	101	98	92
B.Com (Hons.)	57		7	41	7	98
B.Sc. (Gen)	16		5	6	4	98
B.A. (Gen)	122		3	50	24	91
B.Com (Gen)	57		10	30	5	83
P.G	45		35	10	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The members of IQAC regularly hold meetings through which monitoring of all seminal academic activities including research projects undertaken by the individual teachers of the respective departments are monitored.
- The IQAC sensitizes departments to become computer literate in advance degrees so that all departmental records are gradually transferred into a data base format by the teachers.
- It motivates opening of advance learning courses--- PG, Career oriented courses: it oversees the need to enhance facilities of all kinds that helps to upgrade classroom teaching.

- The IQAC regularly seeks funding through schemes and instigates utilization and application.
- A healthy body inspires a healthy mind.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	13
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	12
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	05
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	31	7	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC comprising of Senior Faculty members headed by the Principal cover the aspect of research promotion in its regular meetings. Whenever need arises the IQAC keeps open the option of expert consultation.

- The Role of Chandernagore College in Educating the Minority/SC/ST Students and its Impact on the emancipation and the Empowerment of the Backward Classes in

Chandernagore it hold a special grant from UGC and educating non-creamy layer of the community for last five years.

- In the time leading to the National and state level Govt. and UGC-sponsored seminar-conference by the departments of History, Economics and Zoology several meetings were held between IQAC members and leading experts in all the mentioned disciplines to chalk out the blueprint of the event.

Following are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects:

- Prompt disbursement of sanctioned grants is ensured through constant liaisons with funding authorities & allocation meetings.
- Provisions for inducting Research Fellows for Major Projects, both UGC & non-UGC sponsored are in place.
 - 24 hrs Internet facility ,
 - Computers and laptops for every departments,
 - Higher level Books and Journals for every subjects.
 - Spaces for research work (infra structure).
 - Faculty improvement programme and seminars are organized regularly.
 - Instrumental facilities and Library help are taken from other Institutes .

3.2 Details regarding major projects :Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	3	-
Outlay in Rs. Lakhs		2,29,000/-	1,61,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			
Total	59		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,29,000/-	2,29,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	3	0		
Sponsoring agencies	-	UGC	-		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	NIL
	Granted	
Commercialised	Applied	NIL
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NA

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

3.23 No. of Awards won in NSS:

University level		State level
National level	0	International level
		0

University level		State level
National level	0	International level
		0

3.24 No. of Awards won in NCC: NA

University level		State level
National level	0	International level
		0

3.25 No. of Extension activities organized

University forum		College forum	5	
NCC		NSS	0	Any other Nature club (1)

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Foundation of nature club.
- Plantation programme.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.975 acre	0	NA	1.975 acre
Class rooms	33	0	NA	33
Laboratories	19			19
Seminar Halls	1	1	Govt. of W.B	1

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	NIL		NIL
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	See Anneuxure II			

4.2 Computerization of administration and library

- An online procedure for admission (for both undergraduate as well as postgraduate) is running successfully since 2010--2011 and has got tremendous public approval.
- Student fees collection scheme through office of the Principal (for both undergraduate as well as postgraduate) is successfully implemented using a fees management software.
- A similar database consisting of all information related to teacher activity is also maintained by the CMIS software. The Career Advancement Scheme for the teachers is also managed by this software.
- Computerization of the preparation of monthly salary bills using software package 'COSA' (Computerization of Salary Accounting) has been implemented at our college a few years back. In the year 2012, an upgradation of this software has also been done. At present the COSA software is being successfully used for the smooth running of the preparation of monthly salary bills for all employees.
- The already existing computer network infrastructure at the college was extended and enhanced into an efficient, high speed, campus wide intranet with secure internet accessibility for the users since December, 2012.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	103627	-	259	Rs.80,000	103887	-
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	2	10	1	0	5	19	0
Added	5	0	0	0	0	0	2	0
Total	50	2	10	1	0	5	21	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

Net access to the students in Central Library

4.6 Amount spent on maintenance in lakhs :

i) ICT

Annexure II

ii) Campus Infrastructure and facilities

Annexure II

iii) Equipments

Annexure II

iv) Others

Annexure II

Total :

Annexure II

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services: IQAC Not formed in 2012-13 session. However College administration give effort on awareness about student support services.

Among the unique features, students are made aware of the following:

- Norms of admission/ courses offered at UG/PG level in the prospectus
- Code of Conduct
- Rules & Guidelines of the college for the students.
- Stipend/award and prizes for the students.
- Unique assessment system through monthly/midterm/annual examinations

- Seminars & Workshops at national and state-level are organized by all departments regularly.
- Updated and well stocked library.
- Networking connecting College.
- Games and sports opportunities, well-equipped playroom and gymnasium.
- Students' Common Room.
- Canteens.
- 24 hour generator back up for examinations as well as for ongoing research work.
- Fire extinguisher
- Filtered water facilities.
- Career Counseling Cell
- Academic Calendar is also provided to the students to communicate the year long schedule of the institution.

5.2 Efforts made by the institution for tracking the progression

- The academic performance of the students is best revealed by the examination results.
- (a) Monthly Tests and College Level Terminal Tests form the structure of integrated Continuous Assessment System (CAS) and records are kept in departmental and central database.
- These data enable the teachers of the institution to advice and guide the students and also counsel those who are weak and fail to cope with the academic standard of the college.
 - Results are prepared centrally but with close dialogue conducted with departments so that the weaknesses of individual students are tackled in a need-based manner.
 - Remedial classes are taken by the faculty members of the institution to help the underperformers. The Remedial Course is funded by the U.G.C. to especially help the students of the minority communities and the SC/ST candidates.
 - Through Student Data Base Management System personal/Departmental communication the student learning outcomes are collected and future planning is conducted.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3474	120	3	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1777	51.5		1113	48.5

Last Year	This Year
-----------	-----------

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	O B C	Physically Challenged	Total
					2890	2645	600	157	0	0	3474

Demand ratio: Cannot be calculated due to centralized admission by B.U. Dropout % 5

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations : NA

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- Existence of a Career Counselling Cell.
- Conduct of UGC funded Remedial Coaching classes

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	102	21	No specific data

5.8 Details of gender sensitization programmes: Not organised in this year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	171	Rs. 9,74,640/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ None

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

➤ Vision

The vision of the college is to provide access to varied and quality higher education to all sections of students from all quarters of the society.

➤ Mission

1. To excel in all areas of teaching-learning, research and outreach.
2. To provide education that qualifies itself not only at national level but also at international level.
3. To bridge the gap between have and have not, so that education can be brought to the marginalized sections of the society and help in their empowerment.
4. To inspire and challenge all aspects of the college education, so that students can move from great to greater quality through continuous quality assessment.
5. To excel in the field of higher education and remain committed for the fulfilment of the objectives as envisioned in the government educational policies.
6. To provide young men and women of competence, compassion and commitment.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The Institution implements the curricular set by its mother university, the University of Burdwan in all its UG and PG Courses.

- It has structured its internal evaluative system in a vital, need-based manner with reference to the broad guidelines of the University. It organizes class tests regularly examining the receptivity of the students in terms of setting unit based questions. This ensures assessment of awareness of details but does not stress out the young minds.
 - Test examinations are held in all three years to expose students to comprehensive pattern of examination they are likely to face at terminal points.
 - Practical and demonstrative teaching is undertaken in laboratories and through excursions and educational visits.
 - In science subjects extensive e-literacy and use of e-resources are recommended.
 - In non-lab based subjects like English workshops on adaptation of texts in other media, e-learning and usage of e-resources are encouraged. If necessary, PPT presentations are
-

arranged.

- Educational visits are undertaken in many Lab-based subjects.
- Students are encouraged to present papers, write articles in in-house journals and also give talks in Seminars and Conferences held in and outside the College.

6.3.2 Teaching and Learning

- Giving more emphasis on ICT enabled teaching.
- Regular holding of class tests.

6.3.3 Examination and Evaluation

The students are evaluated both by written examination and orally. The process of evaluation is as follows:

- Monthly Test - There are year-long tests to ensure continuous assessment.
- Mid term Test - These are comprehensive tests on substantial portion of the syllabus to help the students to prepare for their Selection Tests.
- Selection Test - Terminal Tests at the end of each year of study to assure the eligibility for University Examination.
- The students are also evaluated by inter and intra departmental seminars, study circles etc.
- In addition to this the autonomous post-graduate departments evaluate their students through end semester examinations and presentation of Term Papers in public seminars.

6.3.4 Research and Development

Following are the measures taken by the institution to facilitate smooth progress of implementation of research schemes/projects:

Autonomy to the principal investigator: The Principal investigator is the key person to plan and structure any project.

- **Timely availability or release of resources:** Prompt disbursement of sanctioned grants are ensured through constant liaisons with funding authorities & allocation meetings.

- **Adequate infrastructure and human resources** : Provisions for inducting Research Fellows for Major Projects, both UGC & non-UGC sponsored are in place.

Other facilities:

- Internet facility
- Well equipped computer laboratories
- Enriched Computerized library with modern books and journals of various fields
- Each Science department with huge instrumentation facilities.
- Regular visits and interaction with other research facilities, excursions and field work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The following new facilities were introduced in the College during 2012-2013 sessions:

- **The library** uses various ICT tools photocopiers, scanners, printers etc to help students.

The library also has internet connection.

- **The Library** altered and extended its working hours from 10 AM to 5 PM to offer better library access to students and teachers of the College.

- **The Career Counseling Cell** of the College which has actively provided students with several national and international level interaction sessions and recruitment drives in different corporate sectors opened its own exclusive unit in the College with adequate infrastructure required to carry on their future programs successfully.

- A **Culture Laboratory** has been set up by the Department of Botany for the students and teachers with funding obtained from **Government of W.B.**

- A common **Laboratory** has been set-up collaboratively by the Departments of Zoology, Botany for the students, for their project work and other requirements of Internet access with funding from **Govt. of W.B.**

- **Local Area Network (LAN)** has been installed in the College providing an efficient internet accessibility.

6.3.6 Human Resource Management

a) Students : Foundation is made at the UG and PG level to give exposure in Cultural, Entrepreneurship (through Kaleidoscope), Writing skill, Public speaking, Sports, Seminar defense along with Academics.

b) Teachers : Faculty members are involved in academic work as well as Committee work. The various responsibilities are coordinated with academic activities and do not compromise the latter.

6.3.7 Faculty and Staff recruitment

The College is a Government Institution and thus cannot recruit teachers. The lacunae is overcome by

- inviting retired teachers as resource persons.
- concerned departments conducting periodical workshops/seminars to upgrade the process of teaching –learning.
- respective departments engaging Guest Lecturers and retired teachers from Universities for teaching specialized new programmes.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

The earnest endeavour of the College is to ensure admission to all deserving and meritorious students and to implement this, the College takes utmost care to publicize its admission process in the leading newspapers and television channels. In addition to this the College announces its admission process in the College website. To ensure transparency in the admission process the College has made it mandatory for applications to be filed online since 2009. The admission process is outsourced by professionals, who prepares the list according to the criterion set by the different departments of the College. Admission is based only on merit.

6.4 Welfare schemes for

Teaching	Health Scheme.
Non teaching	Health Scheme, Bonus and Advance salary during festive Puja season.
Students	Scholarship schemes.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Govt. of W.B.	Yes	Govt. W.B.

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

Parent - Teacher meetings are held annually in every academic department. The interaction in those meetings are carefully noted, all constructive suggestions are incorporated which benefit the holistic development of Teaching-Learning Process.

6.13 Development programmes for support staff

None

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution is also fully aware of its responsibility to protect and preserve the environment and organizes the “Vanomahotsav” annually to sensitize the students about the same.

- There is a Garden maintained by the College authority which is not only integral to the study of nature but also an important instrument for sensitization.
- There is the Maintenance and Beautification Committee which is instrumental in the maintenance of the cleanliness and the aesthetics of the college. The Gardening Committee helps maintain the beautiful garden of the college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Continuation of on-line admission process.
- More importance on ICT in teaching-learning process.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

See 2.15

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Teachers involved in active research.
- Introduction of fully On-line admission.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- The institute offers environmental classes and conducts environmental projects.
- Use of plastic bags and smoking are banned in the college campus to protect the environment.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NIL

8. Plans of institution for next year

- Continuation of Complete on-line admission.
- Total Campus under CCTV surveillance.
- Encouraging more teachers to apply for Major and Minor Research Projects.
- Organizing seminars and lecture series.
- Encouraging teachers to publish in refereed journals.
- Starting of a Scientific journal .

Name DR. BIJOY KRISHNA ROY

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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