

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2014-15



**CHANDERNAGORE COLLEGE**

*(as per revised guidelines issued in October 2013)*

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# 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	<a href="mailto:chandernagorecollege@gmail.com">chandernagorecollege@gmail.com</a>
Contact Nos.	033-26855001, 033-26855002
Name of the Head of the Institution:	DR. PRABIR KUMAR BHATTACHARYYA
Tel. No. with STD Code:	033-26855001, 033-26855002
Mobile:	+919433788749
Name of the IQAC Co-ordinator:	DR. SHARMISTHA BANIK

Mobile:

+919836582658

IQAC e-mail address:

[collegechandernagore5290@gmail.com](mailto: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](http://www.chandernagorecollege.org)

Web-link of the AQAR:

<http://www.chadernagorecollege/AQAR2014-15.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 <sup>st</sup> Cycle	B++	-	2007	31.03.2012
2	2 <sup>nd</sup> Cycle	NA	NA	NA	NA
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

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

20/12/2013

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

2014-15

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)
- iii. AQAR 2013-14 Submitted to NAAC on (22/03/2016)

iv. AQAR 2014-15 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*)

THE UNIVERSITY BURDWAN

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**

2.1 No. of Teachers	09
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	00
2.4 No. of Management representatives	00
2.5 No. of Alumni	00
2.6 No. of any other stakeholder and community representatives	00
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	02
2.9 Total No. of members	12

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

Rs. 3,00,000/-

### 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

NA

### 2.14 Significant Activities and contributions made by IQAC

- The IQAC and College administration is always sensitive to the various enrichment programme running in the College and is always watchful of gaps and ready with suggestions of improvement.
- 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 upgrade classroom teaching.
- The IQAC regularly seeks funding through schemes and instigates utilization and application. A healthy body inspires a healthy mind.
- The State Government guided by UGSC norms has recognised the role of the IQAC by including its participation as an internal sanctioning authority of Career Advancement Scheme (CAS). The IQAC is doing its duty sincerely.
- 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 IQAC is very active in the College since the previous NAAC. It meticulously takes note of progress and regress of AQARs which are kept ready in the Principal's chamber and are at the disposal of the Governing Body and any Government, UGC and Burdwan University Inspection teams on any visits that take place.

Additionally, after evaluation by NAAC in 2007, the IQAC assists the Principal in chalking out

- a) Academic programmes, including identification of research areas.
- b) Infrastructural blue prints related to academic progression & campus management.
- c) Value Education programmes.
- d) Authentication of data by incumbent applying under CAS (Career Advancement Scheme) by IQAC Co-ordinator.

- The Administration and IQAC meet at regular intervals to monitor the implementation of the programmes. The IQAC plays a more active role because the standing Cell consists of present teachers headed by the IQAC Co-ordinator, who survey the entire college and engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development.
- There is a constant and vigilant system of monitoring progress in which the Principal is always actively engaged and there is a live consultation between the Principal, the TCS (Secretary, Teachers' Council), Coordinator, IQAC, Conveners of UGC Committees and all the Heads as also those seniors in charge of key areas. The Librarians and the Head Clerk are always in touch if policies concern their jurisdiction. Annual Reports are prepared and all progress is documented; if targets remain unfulfilled immediately the projection for the coming year is modified at the IQAC level.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Plan for the forthcoming seminars and workshops organized by the college.</li> <li>2. To promote research and infrastructural development e.g. Advanced Level Research Laboratories, Building, Merged scheme Building, UGC Women's' Hostel etc.</li> <li>3. Plan for extension of Library working hours.</li> <li>4. Plan for extension of Local Area Network (LAN) in the College Campus.</li> </ol>	<p>The outcomes of Plan of Action are reflected in the Part B of present AQAR</p>

\* 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**

The Administration and IQAC meet at regular intervals to monitor the implementation of the programmes. The IQAC plays a more active role because the standing Cell consists of present teachers headed by the IQAC Co-ordinator, who survey the entire college and engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations. The IQAC also assists the Principal in following up with government authorities issues of funding and infrastructural development. The IQAC and Administration are always sensitive to the various enrichment programme running in the College and is always watchful of gaps and ready with suggestions of improvement.

**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	0	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
<b>Total</b>	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**

i) 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**

i) 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\* Alumni  Parents  Employers  Students   
(On all aspects)

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

\*Please provide an analysis of the feedback in the Annexure

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

NA

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

NA

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
101	72	27	2	

2.2 No. of permanent faculty with Ph.D.

52

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	0	0	0	0	0	0	0	20	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0      0      0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

NA

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

198

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

0

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

0      0      0

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	651	0	9.52%	-	-	76.8%
PG	46	0	52.17%	-	-	100%

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

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	17
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	25	12	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.
  - 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	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	7	01	-
Outlay in Rs. Lakhs	1,61,750/-	35,26,000/-	250,000/-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			
Total	73		

### 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	0			
Minor Projects	2	UGC	Rs. 13,95,000	
Interdisciplinary Projects	0			
Industry sponsored	0			
Projects sponsored by the University/ College	0			
Students research projects <i>(other than compulsory by the University)</i>	0			
Any other(Specify)	0			
Total			Rs. 13,95,000	

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

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	-	2	1		
Sponsoring agencies	-	UGC	Govt. of W.B.		

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

2,50,000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
1	1					

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

3

3

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

0

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

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

0

State level

0

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

0

National level

0

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="5"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="0"/>

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

- Organisation of Bongiyu Bijnan Utsav
- Bonmohotsav

## 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		1.975 acre
Class rooms	40	6	Government	46
Laboratories	29	0		29
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	NA	NA	NA
Others, Conference Room	0	1	Govt. Of W.B.	1

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	103887		293	1,50,000/-	104338	
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	74	3	Yes	Yes	0	5	21	0
Added		0	0	0	0	0	0	0
Total	74	3	Yes	Yes	0	5	21	0

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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
<b>Total :</b>	Annexure II

## **Criterion – V**

### **5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC is very active in the College since the previous NAAC. It meticulously takes note of progress and regress and publishes AQARs which are kept ready in the Principal's chamber and are at the disposal of the Governing Body and any Government, UGC and Burdwan University Inspection teams on any visits that take place.

The institution publishes its updated prospectus every year which provides not only an overview of the College but also upholds the unique features of Chandernagore College.

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.
- 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.
- The IQAC regularly seeks funding through schemes and instigates utilization and application. The IQAC plays a more active role because the standing Cell consists of present teachers headed by the IQAC Co-ordinator, who survey the entire college and engages in motivating the Faculty and students to realize the targets while fulfilling regular academic obligations.
- 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.

#### 5.2 Efforts made by the institution for tracking the progression

None

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3134	106	0	0

(b) No. of students outside the state

NIL
-----

(c) No. of international students

NIL
-----

Men	No	%	Women	No	%
	1440	45.9		1694	54.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

						2158	706	116	154	10	3134
--	--	--	--	--	--	------	-----	-----	-----	----	------

Demand ratio 1:5

Dropout % UG: 4.6, PG: 1.0

Economics-

1. Teachers personally help to solve the question paper of competitive exams (subject related)
2. Teachers provide them with books and magazines..
3. They try to do the career counselling as per students merit.

History-

1. Tutorial given by Prof. Rana Ray on Saturday after class.

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Economics-

1. Third year students are given career counselling and suggestions as per their interest and merit.
2. The teachers takes special tutorial classes for the students who want to do Masters degree for their entrance exam in CU, JU, JNU and DSE.
3. Teachers also help those who want to do their professional courses from the institutions all over India by providing them necessary information.

No. of students benefitted

5.7 Details of campus placement: No such programme organized.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

## 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	1	
Financial support from government	28	
Financial support from other sources	0	
Number of students who received International/ National recognitions	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: \_\_\_\_\_

**History: More class rooms and better library facility**

**Bengali: PG students get no library facility**

**Sanskrit: Insufficient infrastructure facility**

## 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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Giving more emphasis on ICT enabled teaching.</li> <li>• Regular holding of class tests.</li> </ul> |
|--|

### 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** 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.
  - Students :** Foundation is made at the UG and PG level to give exposure in Cultural, Writing skill, Public speaking, Sports, Seminar defense along with Academics.
  - 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) have 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 On-line admission process.

***\*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. SARMISTHA BANIK*

*Name DR. PRABIR KUMAR BHATTACHARYYA*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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