Annual Quality Assurance Report

(2012-2013)

Submitted by

Internal Quality Assurance Cell

ASANSOL GIRLS'COLLEGE

ASANSOL – 713304, WEST BENGAL

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The Annual Quality Assurance Report (AQAR) of the IQAC 2012-13
(1st July 2012 to 30th June 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Asansol Girls' College

1.2 Address Line 1

> Dr. Anjali Ray Sarani

Address Line 2

>

City/Town

> Asansol

State

> West Bengal

Pin Code

> 713304

Institution e-mail address

> mail@agc.org.in

Contact Nos.

> 0341-2257600/7107

Name of the Head of the Institution:

> Dr. P. K. De Sarkar (Retired)
> Prof. Arup Kr. Bhattacharya (w.e.f. 01.09.2012)
> Prof. Syamali Sarkar (w.e.f. 01.04.2013)

Tel. No. with STD Code:

> 0341-2257600

Mobile:

> 09434312653

Name of the IQAC Co-ordinator:

Dr. Sandip Kr. Ghatak

Mobile:

09434311497

IQAC e-mail address:

mail@agc.org.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

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)

March 31, 2007/118; Dated: 31/03/2007

1.5 Website address:

www.agc.org.in

Web-link of the AQAR:

http://agc.org.in/aqar2012-13.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	75.70	2007	5 yrs
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   11.10.2007

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

   i. AQAR   2007- 09 submitted to NAAC on 31.03.2010   (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 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 [ ]

1.10 Type of Faculty/Programme

    Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

    Others   (Specify) [   ]

1.11 Name of the Affiliating University *(for the Colleges)*   [The University of Burdwan, Burdwan, West Bengal]

1.12 Special status conferred by Central/ **State Government-- UGC**/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | University |

University with Potential for Excellence | Not Applicable | UGC-CPE | Not Applicable |

DST Star Scheme | Not Applicable | UGC-CE | Not Applicable |

UGC-Special Assistance Programme | Not Applicable | DST-FIST | Not Applicable |

UGC-Innovative PG programmes | Not Applicable | Any other (*Specify*) | Not Applicable |

UGC-COP Programmes | Not Applicable |

2. I QAC Composition and Activities

2.1 No. of Teachers | 12 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | NIL |

2.4 No. of Management representatives | NIL |

2.5 No. of Alumni | 03 |

2. 6 No. of any other stakeholder and

community representatives | NIL |

2.7 No. of Employers/ Industrialists | NIL |

2.8 No. of other External Experts | NIL |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. NIL   Faculty 0

Non-Teaching Staff Students 0   Alumni 07   Others NIL

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

If yes, mention the amount   Not Applicable

2.13 Seminars and Conferences (only quality related)

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

Total Nos. NIL International [ ] National [ ] State [ ] Institution Level [ ]

(ii) Themes   None

2.14 Significant Activities and contributions made by IQAC

- ✓ For the promotion of the sports activities of the college members, the IQAC has met with the Sports Committee of the college and has taken some positive steps like introduction of some indoor and outdoor games, so that the students can compete in the University and State level competitions.

- ✓ With a view to know the infrastructural condition of the college IQAC have framed a team to supervise regularly and submit their observation to the authority. This team has suggested that the repair work of toilet and some of the furniture is urgently necessary. The college authority has accepted the suggestion and started the necessary work in this regard.

- ✓ IQAC has formed a UGC Committee to look after the UGC projects and will take necessary initiative to submit different proposal for all round development of the college.

- ✓ IQAC has advised all the departments to organize special lecture for the students and accordingly department of Microbiology, Political Science, English, Bengali has organized special lectures

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
i. Monitoring system related with the promotion of academic atmosphere of the college	i. T.C. has resolved that very soon an academic Committee will be framed to look after the academic activities of the college
ii. Measures will be taken to filled up all teaching & non-teaching vacant posts	ii. Principal has sent the requisition against all the vacant teaching & non-teaching post to the proper authority
iii. More sports facilities will be extended among the students to develop skills of the students in the field of games & sports	iii. College has purchased one Table Tennis board & necessary goods for Badminton & also sent a proposal for the Construction of a Gymnasium to the State Govt.

Attach the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ☐   Syndicate ☐   Any other body | Governing Body |

Provide the details of the action taken

The governing body of the college in its Resolution vide Item No-15 dated 25-01-2016 approved the AQAR 2010-15 and recommended the same for sending to the NAAC office. The Governing Body further approved the Statement made by the TIC regarding the activities done during the period 2012-13 as stated in the report.

Part – B

Criterion – I

1. 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	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	20	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	20	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	20

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 [Under the jurisdiction of Burdwan University]

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
57	18	18	NIL	17PTT +3 CWTT +1 Lab Instructor

2.2 No. of permanent faculty with Ph.D. | 16 |

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

Asst. Professors		Associate Professors		Professors		Others		Total		Remarks
R	V	R	V	R	V	R	V	R	V	Adjusted with PTT & CWTT
NIL	09	NIL	00	NIL	NIL	NIL	NIL	NIL	09	

2.4 No. of Guest and Visiting faculty and Temporary faculty | 7 | | NIL | | NIL |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	13	03
Presented papers	01	13	00
Resource Persons	00	00	00

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

i. Students and teachers are educated to use the SMART BOARD from this session
ii. The Library is furnished with Journals on different subjects to induce to students to take help of broader materials of these students
iii. Students and Teachers are provided with photocopy facilities
iv. The teachers can easily supply the students printed improved study materials by using computer and photocopying machine.
v. The students are induced to avail Internet facilities in Library and different departments.

2.7 Total No. of actual teaching days
during this academic year | 228 |

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

-Printed question
-Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

| 01 | 01 | 01 |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 65% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(H)	243	00	9.87	66.25	00	76.12
BSc(H)	62	00	25.80	50.00	00	75.80
BCom(H)	73	00	36.98	57.53	00	94.51
BA(G)	97	00	00	4.12	30.92	35.04
BSc(G)	08	00	00	37.5	00	37.50
BCom(G)	45	00	2.22	24.44	42.22	68.88

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
   i.   It ensures the arrangements of parent-teacher meetings on regular basis.
   ii. It encourages the activities of women forum of the college.
   iii. IQAC encourages some extracurricular activities on cultural literary and science oriented programme throughout the year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	02

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	36	09	NIL	04
Technical Staff	01	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC members have been continuously engaged to encourage the research activity among the teachers and induce their initiative. Department of economics and commerce came forward for MRP.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	-
Outlay in Rs. Lakhs	-	1,44,000/-	1,91,000/-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	5	0
Non-Peer Review Journals	0	2	0
e-Journals	1	3	0
Conference proceedings	1	5	0

3.5 Details on Impact factor of publications:

Range [0]   Average [0]   h-index [0]   Nos. in SCOPUS [0]

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	1.5 yrs (Commerce &Arts)	UGC	1,91,000/-	1,44,000/-
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total			1,91,000/-	1,44,000/-

3.7 No. of books published   i) With ISBN No.   [5]   Chapters in Edited Books   [7]

           ii) Without ISBN No.   [0]

3.8 No. of University Departments receiving funds from

                  UGC-SAP [0]   CAS [0]   DST-FIST [0]

                  DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

                  INSPIRE [0]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy   [0]

3.11 No. of conferences

    organized by the Institution

Level	International	National	State	University	College
Number	NIL	2	NIL	NIL	NIL
Sponsoring agencies	NIL	UGC	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   [2]

3.13 No. of collaborations   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year   [0]

3.15 Total budget for research for current year in lakhs:

   From Funding agency [0]   From Management of University/College [0]

   Total [0]

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
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

| 1 |
| 1 |

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

| NA |

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

JRF | NA | SRF | NA | Project Fellows | NA | Any other | NA |

3.21 No. of students Participated in NSS events:

University level | Nil | State level | Nil |

National level | 2 | International level | Nil |

3.22 No. of students participated in NCC events:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.25 No. of Extension activities organized

University forum | Nil | College forum | Nil |

NCC | Nil | NSS | 3 | Any other | Nil |

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

- Awareness programme on Literacy, Social Integration, Peace March, Social Survey at adopted area

- Participation of the NSS volunteers and the Program Officer of the Asansol Girls' College unit in a National level programme on National Integration at Jodhpur University.

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	4.85 acres	NIL		4.85 acres
Class rooms	26	0		26
Laboratories	13	0		13
Seminar Halls	01	0		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)		37,115,00/-	UGC	37,115,00/-
Others	*	*	*	*

* Not recorded

4.2 Computerization of administration and library

Computerization of Administration: i) Fees from the students for academic and administrative purposes are collected by the college through a computerized system.
ii) College website is maintained regularly to provide all information regarding the college.
iii) To control and maintain the Official work and correspondence, the College has installed necessary number of printers, scanners, UPS, one photo copier machine at convenient places in the Office.
Computerization of Library: i) The Library has developed and introduced a suitable 'Library Management Software (LMS)' in the year of 2005 with the assistance of the Dept. of Computer Application (BCA), Asansol Girls' College. The various 'Modules of this software are:
- ✓ Accessioning
- ✓ Cataloguing
- ✓ Circulations
- ✓ Membership Records
- ✓ OPAC
- ✓ Library statistics
- ✓ Report Generation

   ii) Internet searching and browsing facilities for the Library users

   iii) CD/DVD: Library organized and managed the collection CD/DVDs in a systematic way. The users can use a specific item with the help of 'Reader'.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24536	22,96,552/-	62	27006/-	24598	23,23,558/-
Reference Books	6771		155		6926	
e-Books	NIL		NIL		NIL	
Journals	09	10,999/-	0		09	10,999/-
e-Journals	NIL		NIL		NIL	
Digital Database	NIL		NIL		NIL	
CD & Video	106	Accompanied with books	01	Accompanied with books	107	Accompanied with books
Others (specify) Magazines (career oriented)	06	5,300/-	0		06	5,300/-
Newspapers/Jobs weekly	07	6,583/-	0		07	6,583/-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	61	01	09	01	00	03	55	03
Added	07	00	00	00	00	02	05	00
Total	68	01	09	01	00	05	60	03

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

The library renders the service to its readers for searching and browsing of e-resources to meet to required demand. Computer training to the teachers, students has been arranged by BCA department on 03.09.12-05.09.12.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs. 2,57,500.00

ii) Campus Infrastructure and facilities   Rs. 2,36,555.00

iii) Equipments   Rs. 37,115.00

iv) Others (Books, furniture)   Rs. 30,842.00

Total :   Rs. 5,62,012.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC remained always active in enhancing awareness through-
> 1. Notification
> 2. Parent-Teacher meeting
> 3. Alumni meeting
> 4. Personal Guidance to the students

5.2 Efforts made by the institution for tracking the progression

> 1. Student Counselling
> 2. Internal assessment methods such as Class tests, unit tests, annual/test examinations
> 3. Departmental seminars

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2533	Nil	Nil	Nil

(b) No. of students outside the state

27

(c) No. of international students

Nil

Men

No	%
NA	

Women

No	%
2533	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1877	271	59	58	02	2267	1998	368	83	81	03	2533

Demand ratio   Dropout %   17.76

* The dropout rate has been calculated on the basis of the total registered candidates of 1st Year of a particular session as a percentage of these candidates who have filled up forms for part-I Examination of the same session (mentioned in the Descriptive Roll).

$$\frac{S1 - S2}{S1} \times 100$$, Where S1 = No. Of registered students of 1st year of a particular session

S2 = No. of students who has filled up forms for Part-I Examination in the same session.

This formula has been applied for the sake of simplicity. This difference between the number of registered candidates of 1st Year and the number of students of the same session in the Part-I Examination is due to the following facts:
1. Some students (about 10 to 15% of the total enrolled students appear in the exam next year.

2. Some of the students belonging to science departments, though being registered in our college, take admission to other courses like Engineering, Medical, vocational etc. due to late counselling by various Entrance Board.
3. Some, though a few in number are transfer to other colleges
4. As this is a girls' college, some candidates discontinue their studies because of marriage.
5. In fact it is not possible to keep the exact records of the above mention facts except fact number one.

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

> There is no coaching centre for competitive examinations but the teachers of different departments help the students in their preparation for their different job oriented examinations like SSC, PSC, TET etc.

No. of students beneficiaries

> Not Recorded

5.5 No. of students qualified in these examinations:

NET	4	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

> Career counselling of the students is handled by Career Counselling Committee framed by the Teachers' Council. The committee members guide the students regarding their future higher studies and future carrier.

No. of students benefitted

> Huge

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	02

5.8 Details of gender sensitization programmes

> The NSS units of the college arranged female health awareness programme and Child care awareness programmes to slum area

5.9 Students Activities

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

State/ University level | Nil | National level | Nil | International level | Nil |

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil |

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

Sports : State/ University level | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	129	26,860/-
Financial support from government	06*	12,000/-
Financial support from other sources	03	7,920/-
Number of students who received International/ National recognitions	Nil	Nil

* 326 SC, ST and OBC students applied for Govt. Scholarship but the exact figure of the number of recipients and the amount allotted to them is not available to the institution, because the amount disbursed by the Govt. was directly deposited to the individual Bank A/c of the recipients.

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil |

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil |

5.12   No. of social initiatives undertaken by the students | 01 |

5.13 Major grievances of students (if any) redressed: Shortage of teaching staff.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Impart, promote and spread holistic education among girls from all sections of the society in order to make them self-reliant members of the community, possessing both the intellectual and the humane acumen with an ultimate objective to enable them make significant to the upliftment of society at large.

Mission:
- Lead our college to a level of standard that would set a benchmark for other institutions in and around the state.
- Ensure access to and equity in higher educational opportunities with a preferential option for girls students from economically and socially backward strata of the society.
- Promote rational and scientific temperament among student taking advantage of available infrastructure and latest technologies.
- Generate social economic and political awareness together with promotion of communal harmony and cultural integration through scope for free discourses.
- Offer scope for global competence building in students and motivate a workforce with human values through encouraging various academic, cultural and social activities.

6.2 Does the Institution has a management Information System

Though the college does not have a comprehensive management information system yet functional database in enhancing the quality of governance in few areas like:

- Students admission

- Students records

- Examination and evaluation records

Apart from these, the college web-site and e-mail form an important part as a communication bridge between the college authority and its stakeholders.

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

6.3.1   Curriculum Development

Under jurisdiction of the affiliated University.

6.3.2   Teaching and Learning

- Regular class test and unit test
- Interdisciplinary seminars arranged
- Group discussions arranged
- Film shows and documentary shows
- Educational tour
- Value Education

6.3.3 Examination and Evaluation

Stress is given on regular students' attendance in classes. Regular class and unit tests are arranged separately for General and Honours courses. Viva-voce tests are also arranged. For practical based subjects, practical classes are held and tests held regularly along with viva-voce tests are also arranged. For practical based subjects, practical classes are held and tests held regularly along with viva-voce tests. Answer scripts are regularly evaluated and shown to the students in class for their betterment. The college undertaken regular examination and evaluation keeping within the limited periphery of the college.

6.3.4 Research and Development

Research activities like M. Phil, Ph. D, UGC FIP scheme are undertaken by the teachers for faculty development. A majority number of teacher also prepare for seminar paper presentation. A number of teachers published papers in ISBN/ISSN. Some of them are even engaged in publication of books. Some of the faculty members are also engaged in UGC Minor Research Projects. The Teacher-In-Charge of the college Prof. Arup Kr. Bhattacharya is also engaged in giving regular guidance to research scholars at university level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has two libraries for Morning and Day section. The libraries are well equipped with up to date reference, books, journals, News papers and magazines. The library has internet facility for teachers and students. The college and library is well equipped with overhead projectors for slide shows, movies etc. Many of the departments have smart boards, computer laboratories, LCD projectors, LAN equipments etc. the college library has also a good collection of seminar publications of various other colleges.

6.3.6 Human Resource Management

Interdisciplinary classes are undertaken for development of the students. Resource mobilization for the welfare of the students is also undertaken. Apart from these, the college arranges for regular counselling to students, Non-teaching staff and teachers. The college has NSS and NCC units. They arrange for regular community service and awareness programmes, health and hygiene awareness programmes etc.

6.3.7 Faculty and Staff recruitment

Recruitment of teaching faculty in college is done through the Government Agency i.e. West Bengal College Service Commission. Secondly recruitment is also done through a Board set up by the college which also has experts appointed through the university. The said Board arrange for interviews of contractual whole time teachers, Part time teachers and non-teaching staffs and guest teachers. The said board is headed by the head of the institution, members of the Governing Body and concerned expert. Thirdly, notice for application for the above posts is made in news papers, college website and notice board. Written or viva-voce tests are often arranged for the same. Fourthly, after retirement of a teaching or non-teaching staff requisition is proper format is submitted for the vacant post to the WBCSC.

6.3.8 Industry Interaction / Collaboration

The B.C.A. department has produced students who got placement in various industrial sectors like IISCO, TCS, INFOSYS etc. Interviews were also given by the students at Tech Mahindra, Wipro etc.

6.3.9 Admission of Students

During the year 2012-13, the college directly arranged for admission. Application forms were submitted to the college. Merit panel were published by the college. Admission was done by counselling method.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	138

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	Yes	University	Yes	Teachers' Council
Administrative	Yes	Govt. of WB	No	Nil

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

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ☐   NA

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

Not Applicable

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

> In the academic field university provides some sorts of autonomy (for example, in the field of teaching methods and internal evaluation process).

6.11 Activities and support from the Alumni Association

> The alumni association is very active. It regularly gives suggestions for the development of the college. It undertakes cultural activities, conduct regular meetings, arrange for reunion and financial help to needy and meritorious students.

6.12 Activities and support from the Parent – Teacher Association

> Parent-teachers meeting are held regularly on annual basis. A lot of valuable suggestions for future plan, programmes and development are the outcome of such meetings. Accordingly committees are framed to execute the suggestions.

6.13 Development programmes for support staff

> Nil

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

> To make the campus eco-friendly, gardening is undertaken besides regular planting of trees. Students are made aware of hygienic practices. The student volunteers of NSS unit undertake eco-friendly schemes to maintain the cleanliness of the campus.

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.

- Keeping to the vision of the college to promote women's empowerment through knowledge, various programmes on gender sensitization has been taken. Workshop on "Social problems faced by girls and the laws that can safeguard them"- arranged in collaboration with RPF personnel.

- With the aim to integrate society and education, horticultural resources have been expounded upon. Medicinal plants are planted and nurtured by the college students so that they build up a sense of oneness with nature and understand nature's contribution in human being's life.

- Gender sensitization has been taken workshop on social problems faced by girls and laws that can safeguard them arranged in collaboration with RPF personnels.

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

- Formation of academic committee to monitor academic environment.
- Proposal for recruitment to vacant posts has been sent by the Principal to the proper authority.
- Purchase of one table-tennis board, necessary goods for badminton and proposal for gymnasium has been sent to the State Government.

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

- One of the best practices in the college came from environmental awareness programme. Weekly cleaning of the college campus by the students themselves are arranged.

- The second best practice in the college is the attempt to mould personalities of the students by changing oneself to be successful and accepted by creating a students' Guidance and Counselling Cell which cater to the problems of students and help in smoothing out career related problems as well.

7.4 Contribution to environmental awareness / protection

The college is well aware of the environmental hazards and has taken measures to avoid pollutants within the campus. Polythene packets are strictly banned within the college campus. Use of garbage bins, posters having awareness slogans, notices, are put up at every possible area to aware and create a consciousness within the students about environmental issues. Planting of trees at regular intervals is also taken up by the college authorities. Recycling of garbage is a future prospect of the college.

Garbage bins put up at every corner. Seminar on environmental issues have conducted.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

The mission of the college being perception to application, the college has different plans for execution in the upcoming year-

  a) Use of solar energy in the campus
  b) Reduce the use of paper through application of e-administration
  c) Uplifting the botanical garden activities by including every student in the programme
  d) Conduction of free coaching centres for the under privileged student by NSS volunteers
  e) Building up an effective infrastructure for audio-visual teaching-learning process
  f) Upgradation of the college library

8. **Plans of institution for next year**

  • Attendance record to be published every two months.
  • Optimum utilization of college space through efficient time-table management.
  • Module to be prepared by faculty members for completion of syllabus.
  • Special workshops, seminars, lecture to be arranged.

Name: Dr. Shyamal Seth   *Name: Dr. Sandip Kumar Ghatak*

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Dated: 25.02.2016

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ANNEXURE-I

ACADEMIC CALENDAR: 2012-13

Month	Teaching Day	Sunday	Holiday	Working Day
July' 12 (31)	25	05	01	25
August' 12 (31)	24	04	03	24
September' 12 (30)	24	05	01	24
October' 12 (31)	15	04	02+10 (P.H.)	15
November' 12 (30)	09	04	01+16 (P.H.)	09
December' 12 (31)	20	05	06	20
January' 13 (31)	20	04	07	20
February' 13 (28)	22	04	02	22
March' 13 (31)	23	05	03	23
April' 13 (30)	25	04	01	25
May' 13 (31)	03	04	02+22 (S.R.)	25
June' 13 (30)	18	05	01+06 (S.R.)	24
Total	228	53	56+28 (S.R.) = 84	256

(SUMMARY)

Total no. of days available for
Holding Classes   204
College Examination   20
Principal's Discretion 04

AGC

Sundays- 53
Holidays- 56
Summer Recess- 28

- ❖ S.R. → Summer Recess
- ❖ P.H. → Puja Holidays