The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2013-14

1. Details of the Institution

1.1 Name of the Institution   GOBARDANGA HINDU COLLEGE

1.2 Address Line 1   P.O. - Khantura

Address Line 2   Dist. - 24-Parganas (North)

City/Town   Gobardanga

State   West Bengal

Pin Code   743 273

Institution e-mail address   gobhinducollegeday@gmail.com

Contact Nos.   03216 249210

Name of the Head of the Institution: Dr. Pratul Kumar Pandit

Tel. No. with STD Code: 03216 276374

Mobile: 9432647251

Name of the IQAC Co-ordinator: Sri Sanat Kumar Das

Mobile: 9434858699

IQAC e-mail address: ---

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

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/36/039 of dated 20-05-2005
   (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.ghcollege.in

Web-link of the AQAR: http://www.ghcollege.in/GHC-AQAR2013-14.pdf

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	1st Cycle	A		2005	2010
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   15/05/2007

1.8 Details of the pr[...]
Accreditation by NA[...]

i. <u>AQAR 201[...]</u>
ii. <u>AQAR 201[...]</u>
iii. <u>AQAR 201[...]</u>
iv. AQAR_____[...]

1.9 Institutional Stat[...]

University

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 | No | UGC-CPE | No |

| DST Star Scheme | No | UGC-CE | No |

| UGC-Special Assistance Programme | No | DST-FIST | No |

| UGC-Innovative PG programmes | No | Any other (*Specify*) | NA |

| UGC-COP Programmes | No |

2. IQAC Composition and Activities

| 2.1 No. of Teachers | 09 |

| 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 | 09 |

| 2.10 No. of IQAC meetings held | 00 |

2.11 No. of meetings with various stakeholders: No. | --- | Faculty | --- |

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 | 3 Lakhs |

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 | NA |

2.14 Significant Activities and contributions made by IQAC

1. IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning process.
2. Identification of the weaknesses, scopes and thrust areas of development of the college.
3. Initiative has been taken to start the services like Inflib.net access.
4. Authentication of data of incumbent applying under CAS (career Advancement Scheme)
5. Promoting Research Activities of the faculty members.
6. Preparation and submission of the AISHE Report.
7. Improvement of the Play Ground.
8. Construction of two buildings (New Administrative Building & Eastern-side Building) are under process.

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
Academic calendar	Execution of the academic activities with good academic environment.
Emphasis on Curricular Activities of all Teachers	Teachers have taken special classes to implement Curricular Activities to enhance the performance of the students.

Minor Research Projects by the faculty members.	Six new MRPs have been sanctioned by U.G.C. having sanctioned amount of about 23 lakhs.
Construction of new building.	College fund has been utilised to construct new building. State Government grant has been received and utilized for building construction.
Renovation work	Link roads are renovated and reconstructed.
Computerization of administrative and financial works	Customized software for administrative and financial works has been installed and implemented.
Proposal made to renovate Girls' common room.	Proposal accepted.
Infrastructural development for Class-rooms.	Component of e-class room has been bought.
Purchase of Books	Both text books and reference books were purchased for the College Central Library.

* Attach the Academic Calendar of the year as Annexure.   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

AQAR has been placed in the meeting of Academic sub-committee & Governing Body for necessary advice and guidance and subsequently approved.

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		00	00	00	00
PG		01	00	01	00
UG		18	01	01	00
PG Diploma		01	00	01	00
Advanced Diploma		00	00	00	00
Diploma		00	00	00	00
Certificate		03	00	03	00
Others (Netaji Subhas Open University)	PG	11	00	00	00
	UG	05			
Others		00	00	00	00
Total		39	01	06	00
Interdisciplinary		00	00	00	00
Innovative		00	00	00	00

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

Pattern	Number of programmes
Semester	01
Trimester	NA
Annual	39

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.

> The College follows the revision or update of syllabi prescribed by West Bengal State University for time to time. Only the Teachers of the Bengali Department have the scope to update the syllabus of PG programme regularly.

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

> Yes, application for introducing a new subject (Anthropology) was sanctioned by W.B.S.U. & has been started from this session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	16	15	00	14

2.2 No. of permanent faculty with Ph.D.   14

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

Asst. Professors		Associate Professors		Professors		Others CWTT/PTT		Total	
R	V	R	V	R	V	R	V	R	V
00	20	00	00	00	00	00	00	00	20

2.4 No. of Guest and Visiting faculty and Temporary faculty   G - 36   V - 00   T - 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	07	02
Presented papers	09	06	04
Resource Persons	01	---	---

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

- Adopted student centric teaching and learning process.
- Introduced modern techniques in teaching methods.
- Result of Test examination is published within one month. Some departments hold class test regularly. The evaluated papers are shown to students and the shortcoming of their answers scripts is discussed.
- The staffs of various departments of the institute interact with those departments with which their inter-disciplinary interests match in undertaking inter-disciplinary research.
- Informal interaction between the students and the concerned teachers are encouraged. The Teacher-in-charge and Heads of all departments are also interacted with students.
- Result of Test examination is published within one month. Some departments hold class test regularly. The evaluated papers are shown to students and the shortcoming of their answers scripts is discussed.

2.7   Total No. of actual teaching days during this academic year   186

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

> As our College is an affiliated college, it maintains the traditional examination system. For any radical reformation in examination system, a prior permission from the University is required.

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

| BOS - 08 | F - 00 | CDW - 00 |

2.10 Average percentage of attendance of students

> 75% of attendance is mandatory to appear in the University Examinations. However, sometimes students with less percentage are allowed to appear in the University examinations on providing satisfactory reasons for their absence.

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
PG-Bengali	31	-	90.32	9.68	0.00	100.00
UG-Bengali Hons.	173	0.00	1.16	-	-	95.95
UG-English Hons.	38	0.00	0.00	-	-	89.47
UG-Sanskrit Hons.	47	0.00	0.00	-	-	85.11
UG-Physics Hons.	14	0.00	14.29	-	-	71.43
UG-Mathematics Hons.	52	0.00	19.23	-	-	90.38
UG-Chemistry Hons.	6	0.00	16.67	-	-	83.33
UG-Economics Hons.	0	0.00	0.00	-	-	0.00
UG-History Hons.	72	0.00	1.39	-	-	95.83
UG-Pol. Science Hons.	11	0.00	0.00	-	-	63.64
UG-Education Hons.	33	0.00	3.03	-	-	90.91
UG-Philosophy Hons.	13	0.00	7.69	-	-	92.31
UG-B.A. General	1762	0.00	0.00	-	-	40.58
UG-B.Sc. General	73	0.00	0.00	-	-	45.21
UG-B.Com.	1	0.00	0.00	-	-	0.00
UG-B.Ed.	100	-	66.00	34.00	-	100.00

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

• Policies like — student centric teaching approach, use of ICT for teaching, publication of Academic Calendar etc. have been adopted for better teaching learning process.

• IQAC suggests the departments to analyse the marks of University examination and performance of student in internal assessment. It also advised the HODs of all departments to talk with students and concerned teachers to short out the drawbacks and problems and to take the necessary measures accordingly.

- 2.13 Initiatives undertaken towards faculty development

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

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	17	08	01	39
Technical Staff	07	01	00	03

Criterion – III

3. Research, Consultancy and Extension

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

- Monitors research activity of the College.
- Holds meetings in order to discuss various plans to promote research and motivate the faculty for an academic advancement
- Keeps track of the schemes of UGC & other bodies like ISRO, DST, DRDO, DBT etc.
- The Teachers are updated regarding the various fellowships and facilitated in applying for the same. Some of the teachers have completed their Ph.D. while others have been already enrolled for it.
- Encourage to publish research articles and promotes interdisciplinary programmes like study circle

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	---	06	---
Outlay in Rs. Lakhs	4.11	---	22.65	---

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	01	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	02	02	---

3.5 Details on Impact factor of publications:

Range | 0-8 | 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	2011-2013 2014-2016	UGC	26.76	18.68
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			26.76	18.68

3.7 No. of books published   i) With ISBN No. | --- | Chapters in Edited Books | 1 |

ii) Without ISBN No. | 03 |

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	---	---	---	---	02
Sponsoring agencies	---	---	---	---	---

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 | 18.68 | From Management of University/College | 0.00 |

Total | 18.68 |

3.16 No. of patents received this year

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

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)

JRF | --- | SRF | --- | Project Fellows | --- | Any other | --- |

3.21 No. of students Participated in NSS events:

University level	100	State level	---
National level	---	International level	---

3.22 No. of students participated in NCC events:

University level	---	State level	---
National level	---	International level	---

3.23 No. of Awards won in NSS:

University level	---	State level	---
National level	---	International level	---

3.24 No. of Awards won in NCC:

University level	---	State level	---
National level	---	International level	---

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐   NSS ☐   Any other ☐

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

- Realizing the Institutional Social Responsibility, it has established close linkage with neighbourhood villages. The NSS units of the college organize winter camp and render various types of social service in the neighbouring villages. These include environment awareness, health and hygiene consciousness, importance of proper sanitation arrangements, giving advice regarding child rearing, looking after pregnant mothers, the necessity of sending children to schools and promoting mass literacy & adult education campaign.

- Apart from these, extension activities are carried out in the field of family planning, blood donation, tree plantation, AIDS awareness and consumer awareness campaigns.

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	9.91 acres	-	-	-
Class rooms	34	-	-	34
Laboratories	06	01	-	06
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01		-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	7.0 lakhs		-	-
Others	-	-	-	-

4.2 Computerization of administration and library

The College office is computerised with advancement made by incorporating "Student Management System & Accounting Package System". To run the official work smoothly, the College has installed necessary number of computers, printers, scanners along with one advance photo copier machine. One server is also installed. The Admission process has also been computerised through partial "On-Line" system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	28760	8,17,778	842	1,47,316	29602	9,65,094
Reference Books	845		238		1083	
e-Books	Nil					
Journals	Nil					
e-Journals	Nil					
Digital Database	Nil					
CD & Video	Nil					
Others (specify) Magazines					96	3825

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	39	01	09	---	---	03	06	---
Added	08	---	04	---	---	02	02	---
Total	47*	01	13	---	---	05	08	---

*(abandoned - 05)

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

> No such training programmes were undertaken by the College, but the college has provided internet facility to all departments, libraries and also to office. Teachers and a portion of students have benefitted by that. The college has its own software for admission and maintenance of database. The college has its own website.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

3.67

   ii) Campus Infrastructure and facilities

11.31

   iii) Equipments

10.67

   iv) Others

5.94

Total :

31.59

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic calendar is provided in the beginning of each session.
- Introducing Remedial coaching classes for slow learners
- Collecting Student feedback about difficulties
- Supporting the students by informing the modalities for getting financial assistance from government and other agencies.
- Library of each department.
- Regular academic excursions arranged by some of the departments.
- Information for career counselling and guidance.
- Organization of cultural programme for promoting values of students.
- To upgrade Infrastructural facilities-like drinking water, toilet etc.

5.2 Efforts made by the institution for tracking the progression

- The institution monitors the progress and performance of students throughout the duration of the course through classroom lectures and internal (Class tests and Test examinations) assessment method.
- The Teacher-in-charge looks after the entire process and give appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
9203	69	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men
No	%
4955	53.44

Women
No	%
4317	46.56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4269	3760	58	1088	00	9175	4286	3480	37	1469	00	9272

Demand ratio   1:3   Dropout %   19.70%

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

The College have started conducting study programmes funded by UGC for enabling the students to prepare for Competitive Examinations for entry in services. Valuable books and Magazines related to general topics on Competitive Exam are purchased according to the need and requirements of the students and the syllabi and is a huge help for the students. The programme although was mainly for the SC, ST and Minority students, but students from the financially backward families and other general students who were very much interested and enthusiastic and participated in the programme spontaneously. They were benefitted by such special classes and books and study materials given.

No. of students beneficiaries   20

5.5 No. of students qualified in these examinations

NET   ---   SET/SLET   ---   GATE   ---   CAT   ---

IAS/IPS etc   ---   State PSC   ---   UPSC   ---   Others   ---

5.6 Details of student counselling and career guidance

Career counselling is also handled by the Career Counselling Cell through seminars, workshop and interaction with various entrepreneurs and professionals from different field. Career/course counselling begins right at the time of admission through the Admission Committee. The teachers guide and direct the students regarding the choice of stream/subjects. Also our senior teachers and expert from outside came here & delivered lectures on the several topics.

No. of students benefitted   12

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
01	---	05	No information

5.8 Details of gender sensitization programmes

No such programme has been undertaken during this session.

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	---	---
Financial support from government	354	20,26,450/-
Financial support from other sources	01	2,400/-
Number of students who received International/ National recognitions	---	---

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 | 04

5.13 Major grievances of students (if any) redressed:

The IQAC made the college authority aware of the student grievance regarding renovation of Girls' Common Room. Though the proposal of renovation has been accepted, work is upheld as the entire building will be reconstructed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:**
> The College aims to educate the common masses and to enlighten the area with the concept of the best cultural tradition of our country. Its rural location supports the cause of socially and economically backward students based upon a firm foundation of humanitarian world view.
>
> **Mission:**
> Expansion of modern scientific education system along with value oriented curriculum and to provide philosophic view of life.

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

> As the College follows the Syllabus of West Bengal State University there is little scope of internal curricular designing, though the teachers actively participated in the Syllabus revision programme. However every department has its own academic calendar/module to run and complete the syllabus.
>
> Bengali PG department have planed their own Syllabus.

6.3.2 Teaching and Learning

> - The basic hinterland of this College is mainly consisted with "First-Learner Group" families. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and makes learning a process of construction of knowledge.
> - Student centric teaching-learning process is adopted.
> - ICT enabled teaching-learning process is started in science departments.
> - Map-show, Model-show, Film-show etc. related to curricula are organised by the departments.
> - Class tests are regularly taken by the departments for evaluation.
> - Educational excursions are conducted by some departments

6.3.3 Examination and Evaluation

> - Regular class tests are taken by for some departments.
> - Students need to qualify the Test examination to appear in University Exams.
> - The answer scripts of such tests are shown to the students to identify their shortfalls.

6.3.4 Research and Development

- Faculties have undertaken proposals for Major/Minor Research Projects from the D.S.T./U.G.C. respectively.
- Full autonomy is given to the Principal investigators for smooth conduct of the research project.
- Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
- Space and necessary infrastructural support are provided for research work.
- IQAC has suggested to the Principal that seed money may be provided from college fund for Research projects of teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Total automation of the library service has been initiated.
- Internet service has been made available to the library users.
- Inflibnet for on-line journals and books in college library.
- COSA for pay-roll, and SBI e-connected online admission software has been introduced.
- Each Honours department maintains and runs a library of its own.
- Internet facility has been provided to the students and teachers to their own departments.
- Annual budgetary allocation is made available to each department for purchasing equipments, text and reference books in each year.
- College introduced ICT for which college utilised Additional Grant (Equipment, teaching & learning aids) of UGC XI Plan.

6.3.6 Human Resource Management

- Attendance Records and Leave Registrar of the teaching and non-teaching staff are maintained.
- Meetings of various committees for academic and administrative purposes are held regularly.
- Regular notification of different activities is circulated.
- Faculty members are inspired to undertake Minor and Major Research projects.
- For the management of the students' affair, the college has a Students' Union, whose elections are held annually as per University Statutes.
- The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively.
- Above all, there is a Governing Body that manages and develops the total human resource of the college.
- Entirely Ragging-free academic environment has been ensured.
- A continuous effort has been made to develop pollution free and green habit of all.

6.3.7   Faculty and Staff recruitment

- Faculty members are recruited by the West Bengal College Service Commission.
- Guest teacher is recruited by an expert committee which includes a University expert.
- Non-teaching staff members are selected as per regulation framed by the State Government.

6.3.8   Industry Interaction / Collaboration   NIL

6.3.9   Admission of Students

- Completely merit-based admission system has been adopted. Admission committee prepares norms under the guidance of University and completes the process of students' admission by preparing the merit list maintaining the Govt. rules of the State regarding reservations.
- All information is properly communicated to stake holder in college website, notice board in the college.
- The College gives prospectus at the time of admission to students from where students know the information about fees structure, student support, etc.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Staff Benefit Fund, Provident Fund, Festival Advance.
Non teaching	
Students	Students' Health Home, Government Scholarships, Free Studentship.

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	NA	YES	Academic Committee
Administrative	NO	NA	YES	Governing Body

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

For UG Programmes   Yes |--- | No | --- |

For PG Programmes   Yes | √ | No | × |

- West Bengal State University holds and declares the results of UG courses; hence the college has no control over the date of publication of results.
- The College takes care to publish the results of college examinations and PG courses.

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

- Due to Court injunction Alumni Association is non-functional.
- Foundation Day and Independence Day were observed by Alumni Association.
- Some of the retired ex-students of the College serve as Guest Teachers in the College.
- One retired ex-student of the College voluntarily serves in the College Office.
- All the departments are in touch with their ex-students and their suggestions are attempted to be incorporated for the betterment of the college.

6.12 Activities and support from the Parent – Teacher Association

No such formal Parent-Teacher Association

6.13 Development programmes for support staff | NIL |

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

Plantation:
- A gardener has been appointed by the college for regular maintenance of the plants and seasonal herb.
- It is kept in mind not to cut the large plants.
- There is around 5 bigha paddy field inside the college campus and cultivation is given on lease to villagers.
- Every year 'Banmahotsab' program is celebrated in the campus which is accompanied with plantation of several trees.

Use of Renewable Energy:
- There are several number of solar panels fitted on the roof of Main Building which are used as a non-conventional power source.

Waste disposal
- Safer chemicals are used as much as possible in laboratories, adoption of green chemistry.
- Maintaining not to dispose chemicals outside.
- Quenching of harmful chemicals before disposal.
- Well maintenance by municipality cars to dispose the wastes and garbage in the campus.
- Making the college premises plastic-free zone.

Energy saving
- Use of CFL lamps as much as possible.
- Use of gas cylinders in labs other than petrol burners.
- Use of modern day gas ovens other than coal in canteen.
- Students and teachers are aware of switching off the power before leaving class rooms.
- To save the power plan is made to fit main switch at outside of each room.

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.

Nil

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

- College fund has been utilised for new building constructions also for some renovation & repairing works.
- State Government Fund has been utilized for the construction of New Administrative Building.
- IQAC reviewed the academic performance of all departments and suggested steps to improve overall teaching learning process.
- Initiative has been taken to start the services like Inflib.net access.
- After authentication of data of incumbent applying under CAS (career Advancement Scheme) papers have been send to Bikash Bhavan for promotion.
- Six U.G.C. MRP Grants of about 23 lakhs have been received.

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

1.   To make the whole campus plastic free zone.
2.   Research work under Minor research projects.

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

7.4 Contribution to environmental awareness / protection

- Energy conservation.
- Use of renewable energy.
- Efforts for carbon neutrality.
- Plantation.
- Hazardous waste management.
- Environmental awareness program like 'Banmahotsab'.

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

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

➢ **Strengths:**
- Sufficient number of willing students.
- Qualified, experienced and motivated teachers.
- Ratio of Male and Female student is almost 1:1.
- Ratio of subjects offered by the college out of the total subjects offered in the University Curriculum (UG level) is 2:5.
- The college offers wide range of subject combinations in Arts.
- The college has a Centre of Netaji Subhas Open University mainly for the local aged people.
- The college offers Remedial coaching and Entry to Services training to non-creamy layers of students and as well as to economically challenged general category students.
- Teachers make use of web resources to provide better learning resources to the advanced learners.
- Teachers take extra classes during slack session to compensate for classes lost due to exogenous factors.
- Good Student-Teacher relationship and their interactions outside classroom.
- Co-operation and co-ordination between different Bodies. Conductive work environment.
- Research efforts and subsequent output has always been the strength of the teachers.
- Ample amount of vacant land.

➢ **Weakness:**
- Insufficient number of teaching and administrative staff.
- Inadequate number of Rooms and Buildings.
- Most of the students are of First-Generation.
- Too much dropout of student.
- As most of the students of the College are coming from First-Learner-Group families, thus their parents are not free to contact with the college.
- College has not yet established official collaboration and networking with industry and research organization for lab sharing, collaborative research work etc., though the collaboration in personal level exists.
- The college is yet to set up any formal mechanism to obtain continuous feedback from students on teaching-learning evaluation.
- Progression data is not maintained in the college previously.

➢ **Opportunities:**
- Scope for all round development for first generation students with basic human values.
- CAS requirements enhances efficiency of teachers.
- Alumni Association to be strengthen, which will enrich the College.

➢ **Threats:**
- Less opportunities for job prospects in the curriculum.

➢ **Challanges:**
- Keeping student focoused for taking higher studies.
- **To prepare our student physically, mentally, morally, intellectually and socially to live in the world today.**

Criterion – VIII

8. Plots of institution for next year

- To meet social outreach programmes, the activities of NSS unit will be extended.
- To complete the ground floor of new Eastern-side Building.
- Construction of 1-st and 2-nd floor of new Administrative Building.
- Proposal of creation of new non-teaching posts and request for the permission to fill-up the vacant non-teaching posts.
- Participation in N LIST INFLIBNET Programme to subscribe more E-resources through INFLIBNET project of UGC.
- Environmental Consciousness and Development of Renewable energy and energy conservation, installation of a solar energy plant
- Purchase of Laboratory equipments to upgrade the science laboratories.
- Proposal has been sent to State Government for the conversation of post from Economics to Philosophy and Assistant Librarian to Librarian.

Name   <u>Dr. Pinaky Sett</u>   *Name*   <u>Dr. Hare Krishna Mandal</u>

_____   _____

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

_____ *** _____

Month	Events
JULY	a) University Exams. of Part-I. b) Admission of Part-I & Commencement of Classes. c) Annual Fresher's Meet. d) Banomahatsob. e) Tagore's Day of Dismissal.
AUGUST	a) Probationary Admission of Part-III & Commencement of Classes. b) Celebration of Independence Day.
SEPTEMBER	a) Celebration of Teachers' Day. b) Probationary Admission of Part-II & Commencement of Classes.
OCTOBER	a) Celebration of Gandhi Birthday. b) Departmental Excursion. c) Puja Vacation.
NOVEMBER	a) N.S.S. Camp/Activities. b) Celebration of College Foundation Day.
DECEMBER	a) Guardian Teacher Meeting (concern with each Department). b) Annual Sports. c) Inter class tournament. d) Student, Non-teaching & Teaching Match. e) Educational Tour (one day)/Picnic.
JANUARY	a) Part-III Test Exams. b) Blood Donation Camp. c) Election of Students' Union. d) Celebration of Republic Day.
FEBRUARY	a) Part-II Test Exams. b) Publication of Result of Part-III Test Exams. c) Filling up of Part-III University Forms. d) Celebration of Matribhasa Dibas. e) Observation of University Foudation Day.
MARCH	a) Part-I Test Exams. b) Publication of result of Part-II Test Exams. c) Filling up of Part-II University Forms. d) Special Classes for Part-III. e) Remedial Classes. f) Classes for Entry in Service.

APRIL	a) University Exams. of Part-III.
	b) Publication of result of Part-I Test Exams.
	c) Filling up of Part-I University Forms.
	d) Special Classes for Part-II.
	e) Remedial Classes.
	f) Classes for Entry in Service.
MAY	a) University Exams. of Part-III.
	b) Special Classes for Part-I.
	c) Celebration of Rabindra Jayanti.
JUNE	a) University Exams. of Part-II.
	b) Summer Recess.