

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)

2015-2016

I. Details of the Institution

1.1 Name of the Institution

RISHI BANKIM CHANDRA EVENING COLLEGE

1.2 Address Line 1

EAST KANTHAL PARA, P. O. - NAIHATI

Address Line 2

DISTRICT - NORTH 24 PARGANAS

City/Town

NAIHATI

State

WEST BENGAL

Pin Code

743165

Institution e-mail address

principalrbcec@rediffmail.com

Contact Nos.

033-2581-1281

Name of the Head of the Institution:

DR. DEBASISH BHOWMICK

Tel. No. with STD Code:

033-2581-1281

Mobile:

9433176659

Name of the IQAC Co-ordinator:

PROF. CHANDRANATH ADHIKARI

Mobile:

9830233052

IQAC e-mail address:

rbcec.iqac1984@rediffmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

WBCOGN12435

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/19/A&A/51.2

(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:

<http://www.rbcec.in>

Web-link of the AQAR:

www.rbcec.in/AQAR2015-16.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	62 on 100	2005	5 years
2	2 nd Cycle	B	2.32 on 4	2016	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09.07.2010

1.8 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 _____ N. A. _____ (DD/MM/YYYY)4
- 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*)

WEST BENGAL STATE UNIVERSITY

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

No special status so far.

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held 4

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

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

1. Quality enhancement. 2. Environment awareness. 3. Personality development

2.14 Significant Activities and contributions made by IQAC

- Ensuring internal academic audit
- Taking initiative for effective implementation of curriculum.
- Collecting feedbacks from students and guardians on curriculum and teaching-learning.
- Providing orientation to teachers to ensure innovation in teaching –learning.
- Motivating the faculty to attend programs for upgrading.
- Preparation of the Promotion papers of teachers.
- Motivating the students to use the college library.
- Encouraging different wings of the college to organise community service programmes.

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
Teaching through ICT	More and more departments began to use ICT to impart lessons
To provide a new space to the library.	Library was provided a new space of 914 sq meters.
To build the college's own gymnasium	College's own gymnasium was created on the ground floor.
To take up extension and outreach programmes.	Under the guidance of IQAC the NSS unit, the NCC unit and the Students' Union undertook extension programmes
To provide a new accommodation to IQAC.	The IQAC was provided a room on the first floor of the new building
To appoint group D casual staff	8 Group D casual staff were appointed
To appoint a Doctor, a Pharmacist and an Attendant in the Health Unit.	A Doctor, a Pharmacist and an Attendant were appointed on casual basis in the Health Unit.
Providing new laboratory spaces to the departments of Physics, Chemistry and Geography.	New laboratory spaces were provided to the departments of Physics, Chemistry and Geography.
Painting the college building.	The college building was painted inside and outside.
Clearing the CAS cases of teachers.	The CAS cases of the eligible teachers were institutionally cleared.
Finalizing the tender for ladies' hostel.	The tender for the construction of Ladies' Hostel was finalised.
To organise parent-teacher meeting	Parent-teacher meeting was organised.
To expedite the University inspection for opening PG course in Commerce.	University inspection took place for opening PG course in Commerce.

To inspire faculty members to apply for FDP.	A faculty of the History Department applied for UGC teacher fellowship and was granted the same.
To appoint a Guest Teacher in Geography.	A Guest Teacher in Geography was appointed..
To develop Wi-Fi facility.	Wi-Fi facility was developed in the library and college office.

* 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 AQAR of 2015-16 was placed in the Governing Body meeting and was approved by the said Body.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	12	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	12	00	Nil	Nil

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	
Annual	12

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

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

*Please provide an analysis of the feedback in the Annexure

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

WBSU revised the syllabus in some subjects and changed the question pattern to some extent.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	08	05	00	16

2.2 No. of permanent faculty with Ph.D.

11

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
08	12	05	00	00	00	36	00	49	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest 07

Temp. 14

Total 21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	02	2
Presented papers			
Resource Persons			

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

- The IQAC was able to ensure that more and more teachers make use of ITC and other interactive methods.
- Classroom seminars were organised by some of the department.
- Project works, book review and group discussion.
- Organising orientation on the use of library for academic purpose.

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

215

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

Oral test, Group discussion, Open Book examination only in internal tests

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

Board of studies 03

Workshop 01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. COM. - HONOURS	48		6	35	59	100
B. COM. - GENERAL	84				96	96
B. A. - HONOURS	48			48	50	98
B. A. - GENERAL	239			1.8	82.2	84
B. SC. - HONOURS	11			55	45	100
B. SC. - GENERAL	28		7	20.6	29.4	57

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

- ❖ The IQAC advises the departments to adopt quality enhancement measures.
- ❖ Feedback from all stakeholders..
- ❖ The achievements of the departments are monitored by IQAC through feedback.
- ❖ Dissemination of information in departmental meetings.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
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	12	02	Nil	16
Technical Staff	11	00	Nil	02

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC encourages the faculty members to apply for teacher fellowship.
- It inspired departments to promote research activities.
- The IQAC inspired the teachers to attend seminar, workshops etc.
- It motivated faculty, staff and students to participate in various training programmes

3.2 Details regarding major projects **Nothing in this year.**

	Completed	Ongoing	Sanctioned	Submitted
Number			Nil	
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects **Nothing in this year**

	Completed	Ongoing	Sanctioned	Submitted
Number			Nil	
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	07	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: **Nothing reported**

Range Average h-index Nos. in SCOPUS

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

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

Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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					08
Sponsoring agencies					College 4 NSS 4

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
02				02		

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 Teacher fellowship

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

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	<input type="text"/>	College forum	<input type="text" value="19"/>
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="10"/>
		Students' Union	<input type="text" value="03"/>

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

- Health Awareness Programme on NSS day (24.09.15)
- Cancer Awareness Programme on 27.01.16 by NSS.
- National Integration Camps at Satara, Maharashtra and Bangalore by NCC.
- Independence Day Celebration by NCC Unit.
- Legal Awareness camp on 09.03.16 by NSS.
- Anti-smoking Campaign at cycle stand, auto stand and Rly station.
- One day workshop on First Aid
- Cultural function with the children of community.

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	5320 sq.mtrs	nil		5320 sq mtrs
Class rooms	18	03	Own fund	21
Laboratories	04	nil		04
Seminar Halls	01	none		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	445	1	Own fund	492
		46	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	22.91	0.13	Own fund	28.5
		5.46	UGC	

Others				
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4.2 Computerization of administration and library

<p>Administration</p> <ul style="list-style-type: none"> ▪ Online Admission ▪ Office records are kept in computers. ▪ Correspondences are made online as far as possible. ▪ Accounts and other office services are carried out through suitable software. ▪ Departments are provided with laptops. ▪ Internet facility is provided to Principal Office, main office, Accounts Office, college computer lab etc. <p>Library</p> <ul style="list-style-type: none"> • Library is automated and the data is available in KOHA cloud. • Students and researchers are provided with computers for browsing. • Installation of structured networking system with LAN and CCTV devices. • Wi-Fi facility is available in the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15746	24,35,930/-	163	26,420/-	15909	24,62,350/-
Reference Books	2781	5,28,390/-	34	5,100/-	2815	5,33,490/-
e-Books	-	-	-	-	-	-
Journals	5	4,950	2	2780/-	7	7,730/-
e-Journals	-	-	-	-	-	-
Digital Database	1+1(B+LU)	80,000/-	-	-	2	80,000/-
CD & Video	198(CD)	20,200/-	27(CD)	3,145/-	225	23,345/-
magazine	3	920/-	3	720/-	6	1,640/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet (Principal's office)	Browsing Centres	Computer Centres	Office	Departments	Library
Existing	41	11	02	0		08	13	07
Added	07					02		05

Total	48	11	2	0	0	10	13	12
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Fire safety training programme.
- Legal awareness camp, especially on women's rights.
- Workshop on First-aid.
- Computer training to teachers who needed it.
- Library user orientation programme in library.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.84 lakh
ii) Campus Infrastructure and facilities	3.36 lakh
iii) Equipments	0.16 lakh
iv) Others	0.02 lakh
Total:	4.38 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are motivated to apply for scholarship available to them
- Awareness programme is arranged to apprise the students of the facilities available to them.
- Information is provided in the college website and notice-boards.
- Anti-ragging programme is organised.
- Orientation programme in the library.

5.2 Efforts made by the institution for tracking the progression

- ❖ Identification of students for remedial or special classes.
- ❖ Result consideration meeting.
- ❖ Regular internal assessment

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1518			

(b) No. of students outside the state

16

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1287	85		231	15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1435	8	302	151			1117	120	136	145		1518

Demand ratio 1:1 Dropout % 10

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

- There are competition magazines in the library.
- Teachers provide students information regarding Competitive examinations and their preparation
- Gymnasium for students.
- Quiz arranged for students.

No. of students beneficiaries

150

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

- Programme on personality development and grooming.
- Career guidance cell's meeting with the students.
- Career counselling by faculty members

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			30

5.8 Details of gender sensitization programmes

- Teachers see to it that students are kept aware of gender issues while approaching relevant topics in the classroom.
- Legal awareness camp was held with special emphasis on women's rights.

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	176	Rs 1,05,625/-

Financial support from government	335	13,40,000
Financial support from other sources	17	1,70,000
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

5.13 Major grievances of students (if any) redressed:

Additional provision for drinking water was made for students which was a long standing demand. _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The vision of the institution is to disseminate higher education to the vast multitude of students coming out of the schools of the adjoining areas spread over the districts of North 24 Pgs, Nadia and Hooghly. The college aspires to be come a catalyst of knowledge and also to make the young folk capable of sustaining themselves economically and meaningfully thereby contributing to the broad economic and social development.

Mission:

- The mission of the institution is
- i) To achieve excellence in higher education, empowerment through knowledge and sustainable development.
 - ii) To ensure innovations in teaching-learning, research and community service activity.
 - iii) To make an optimum use of human and limited infrastructural facilities.
 - iv) To encourage women's education and empowerment.
 - v) To inculcate and promote a scientific attitude and an awareness about human rights, social values, culture and environment

6.2 Does the Institution has a management Information System

Though the college does not have a formal MIS, it has a functional database to serve the academic and administrative purposes that leads to enhancement of quality.

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

6.3.1 Curriculum Development

- The curriculum is developed by the affiliating university
- The faculty members attended workshops on syllabus revision organised by the University at different times.
- Teaching plan is prepared by the departments and provided to the students.
- Three teachers of the college are the members of the UG Board of studies

6.3.2 Teaching and Learning

- Introducing innovations in the existing programmes.
- For weak learners special classes are held.
- Greater emphasis on ICT –based learning.
- Student-centric learning system
- Students’ seminar is organised.
- Results are analysed and students are advised accordingly.
- Feedback is collected from the learners.

6.3.3 Examination and Evaluation

- ❖ Test exam is arranged to ensure students’ readiness for university examination.
- ❖ Evaluation in other forms such as oral test, group discussion, project works etc are also conducted throughout the academic year.
- ❖ The final examination is conducted by the parent university in both theory and practical papers
- ❖ Faculty members are regularly assigned the tasks of paper-setting, moderation, evaluation, scrutiny and head-examinership by the parent university.
- ❖ Definite guidelines are set by the University for Examination Works. The college authority releases the faculties for such assignments.

6.3.4 Research and Development

- The college has a research committee whose purpose is to nurture and develop a culture of research in the college.
- Faculties are encouraged to pursue doctoral and post-doctoral works and to attend national and international conferences and seminars.
- Teacher fellows are granted leaves as per UGC norms.
- At the initiative of the IQAC, in 2015-16, a teacher of the History Department applied for teacher fellowship in the UGC-FDP scheme and was granted the same.
- Two faculties obtained PhD degree during the year. Five teachers are currently engaged in PhD works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ The college library was provided an entirely new space.
- ❖ Installation of networking system with LAN and CCTV devices
- ❖ Subscription for books – Rs 31,520/-
- ❖ Subscription for journal – Rs 2,780/-
- ❖ Subscription for magazines – Rs 720/-
- ❖ Entirely new spaces were provided to Physics Lab, Chemistry Lab and Geography Lab.
- ❖ The NSS Unit was provided a new room as its office.
- ❖ The alumni Association was provided a room along with suitable furniture.
- ❖ The college maintained LAN facility which connected the office, library and Evnet.
- ❖ The IT infrastructure and allied facilities were upgraded as per requirement.

6.3.6 Human Resource Management

- **Delegation of responsibility:** Some of the key responsibility areas are identified and delegated at different levels – office function, academic matters and quality enhancement.
- **Participatory Management:** Subcommittees for different functional activities comprise representatives of teachers, NTS and students
- **Performance appraisal:**
 - i. Self Appraisal of teachers.
 - ii. Students' Feedback
- **Promotion Policy:** The institution follows the promotion policy of the State Higher Education Department.
- **Performance recognition:** Teachers attaining PhD or other qualifications are provided felicity by the college. Students are given prizes for academic performances and sports activities.
- **Service benefits:** The institution utilises its machinery to provide service benefits to its employees such as Provident Fund, Gratuity, Pension and leave encashment as admissible under State Government rules.

6.3.7 Faculty and Staff recruitment

- Full time permanent teaching posts are created by the State Higher Education Department. The college fills up these posts only at the recommendation of West Bengal College Service Commission.
- Guest Teachers are appointed at the recommendation of a duly constituted Selection Committee.
- Full time non-teaching posts are filled up following the rules of the State Government.
- Casual/part time non-teaching employees are appointed by the Governing Body as and when needed on temporary basis.

6.3.8 Industry Interaction / Collaboration

Interaction with industry has not taken place so far.

6.3.9 Admission of Students

- Online admission system introduced.
- Adequate publicity is made through college website, notice-board and posters.

- Reservation for SC, ST and OBC is observed as per govt. rules.
- Candidates seeking admission are assisted by different wings of the college.

6.4 Welfare schemes for

Teaching	Gr. Insurance, P.F., Loan from Employees' Cooperative etc.
Non teaching	Gr. Insurance, P.F., Loan from Employees' Cooperative etc
Students	Students' Welfare Fund, Students' Aid Fund

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 Subcommittee
Administrative	Yes	Statutory Audit	Yes	Internal auditor

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

Not Applicable

For UG Programmes Yes No

For PG Programmes Yes No

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?

Not Applicable

6.11 Activities and support from the Alumni Association

- The Alumni Association hold their meetings regularly including the Annual General meeting.
- They organised a seminar on 'Make in India' on 3.04.2016.
- The Alumni helped the college administration by providing valuable suggestions and advices

6.12 Activities and support from the Parent-Teacher Association

A parent-teacher meeting was organised on 11.12.2015, and the parents provided their feedback on teaching-learning and syllabus.

6.13 Development programmes for support staff

- ❖ Basic computer training programme was provided to those non-teaching staff that needed it.
- ❖ Free medical check-up in the college Health Unit.

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

- As per directive from D.P.I. (WB) cleanliness campaign was carried on in the college from 29.08.2016 to 05.09.2016.
- Regular cleaning of campus.
- Efforts to keep the campus plastic-free.
- Cleaning the sewerage at regular intervals.
- Conserving the trees in the campus.
- The college inculcates a spirit of saving energy in all the stake-holders, especially among the students.
- Waste bins are kept for proper disposal.

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.

- Greater use of ICT in imparting lessons.
- Class room seminars by students.
- Project works and book review.
- Emphasis on interactive teaching-learning.
- Online admission system introduced.
- Wi-Fi in the library.
- Encouraging good practices.
- Equity and access in availability and representation of women in all aspects ensure promotion of social justice.
- The institution ensures the participation of all students in extra and co-curricular activities through NSS, NCC, sports and various cultural and extension programmes.

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

- College's own gymnasium was created on the ground floor.
- IQAC was provided a separate accommodation.
- 8 (eight) Group D casual staff were recruited.
- A Doctor, a Pharmacist and an attendant were appointed on casual basis for the Health Unit of the college.
- Internal academic audit was conducted.
- New laboratory spaces were provided to the departments of Chemistry, Physics and Geography.
- The college library was provided a new space.
- The entire college building was painted inside and outside.
- The tender for the construction of ladies' hostel was finalised.
- The University inspection team visited the college to consider the prospect of opening PG course in Commerce.
- The papers for the CAS of eligible teachers were prepared.
- Parent-teacher meeting was organised.
- A faculty of the History department was granted Teacher Fellowship by UGC.
- A guest Teacher in Geography was appointed.
- Wi-Fi facility was introduced in the Library.

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

Please see in annexure (ii)

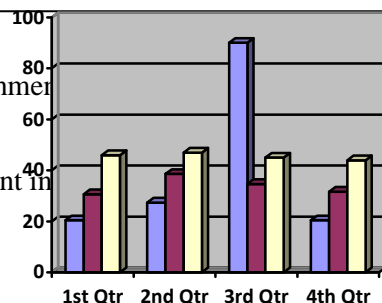
**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Cleanliness campaign was carried on from 29.08.2018 to 05.09.2018 by students, teachers and non-teaching staff.
- Seminar on Environment awareness on 10.03.16 by the NSS unit.
- Anti-smoking campaign on 12.03.2016.

7.5 Whether environment

7.6 Any other relevant in



Yes No

East West North

to add. (for example SWOT Analysis)

Strength:

- The college library has a good collection of books.
- Good relationship between the faculty and students.
- The college is almost 34 years old.
- It is the only evening college in the district of North 24 Parganas.
- The teaching employees are efficient and dedicated.

Weakness:

- Lack of sufficient space for infrastructural expansion.
- Shortage of full time permanent faculties.
- The college is dependent on government grants and fees collected from students for resources.
- Student strength is declining.

Opportunity:

- Faculties may undertake more research projects.
- The ladies' hostel, when completed, will provide boarding facility to the female students.
- Teachers may enhance their academic achievements.
- Opening need-based courses for students.

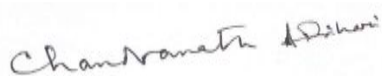
Challenges:

- Securing more fund for infrastructural expansion.
- Filling the sanctioned vacancies
- To increase the number of ICT-enabled class rooms.

8. Plans of institution for next year

1. To extend the space of the Physics lab.
2. To provide a space for Alumni Office.
3. To install solar energy unit in the college.
4. To fill up the Teaching and Non-teaching vacant posts
5. To introduce Honours courses in political science and Philosophy and General courses in Education and Sanskrit.
6. To expedite the CAS of eligible staff.
7. To appoint Guest Teachers in Geography and Hindi.

Prof. Chandranath Adhkari



Signature of the Coordinator, IQAC

Dr Debasish Bhowmick



Signature of the Chairperson, IQAC

Annexure – i

Institutional Academic Calendar (2015-16)

Academic session: From July to June.

Admission:

UG Part I courses – Immediately after the publication of the result of H.S. or equivalent exams.

[** The admission process continues until the last date notified or the fulfilment of seats, whichever is earlier]

Commencement of classes:

UG Part I – First or second week of July.

UG Part II - Immediately after the completion of Part I Exam.

UG Part III - Immediately after the completion of Part II Exam.

Mid-term Exam: By the end of September.

Puja Vacation: 24 days (as notified)

Winter recess: From 25th December till 1st January.

Test Exam of UG Part III: December

Test Exam of UG Part II: January

Test Exam of UG Part I: February

Summer Recess: From 18th May to 30th June.

University Exams: As per University notification.

[Partial changes in the schedule may occur due to unavoidable circumstances]

Annexure – ii

Best Practice 1:

Title:

Teachers attend the academic needs of students even beyond the formal class hours.

Goal:

- To provide the learners a better grasp of the matters they learn.
- To help them in attaining advanced thoughts in respect of their course matters.
- To encourage them to explore areas interesting to them.

The Context:

- Often it is not possible for a learner to comprehend fully the study matters within the class hours.
- Advanced learners require more information about the objects they pursue.

The practice:

- ❖ Teachers in their spare hours interact with the students either in the staff-room or in vacant class rooms.
- ❖ Teachers take the students to the library to guide them in selecting books, taking notes and preparing bibliography.
- ❖ The merits of project works and answer sheets are discussed with the students.

Success:

- Weak learners overcome their deficiency and cover up their lapses made in class room.
- Advanced learners are benefited in improving their academic career.

- Better relationship between students and teachers.

Problem:

Space and time are often a problem.

Resources required:

Interaction space and other facilities including ICT.

Best Practice 2:

Title:

Both the faculties and students organise and participate in cultural functions in the college premises.

Goal:

- To create and sustain a good cultural environment in the college.

The Context:

In the present condition of our society we find values are getting eroded day by day. Educational institution may suffer if the age-old and tested values collapse.

The practice:

- Students organise cultural events in the college social, Freshers Welcome and other ceremonies.
- Teachers organise pre-summer cultural meet, Rabindra Jayanti and pre-Puja meet.
- Faculties and students perform songs, recitations, drama, dance, chorus etc. in the above functions.

Success:

- ❖ Co-curricular activities are boosted.
- ❖ Relationship between students and teachers becomes more cooperative, friendly and amicable.
- ❖ A healthy campus life with the result that teaching-learning does not turn boorish and tedious.

Problem:

Inadequate fund.

Annexure iii

The IQAC made the following observations on going through the feedbacks of the students and guardians:

- The curriculum should be more modernized and job-oriented.
- The burden of syllabus should be lessened.
- There should be more objective questions in the university question papers.
- The present curriculum is admirable; but there should be spaces for project works even for Arts subjects.
- The college authority should be stricter regarding the attendance of students.
- There should be more class tests.
- Educational tours may be organized
- The faculties are quite helpful to the students.