

Annual Quality Assurance Report

(2013-2014)



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 2013-14
(1st July 2013 to 30th June 2014)**

Part – A

I. 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:	Prof. Shyamali Sarkar (Retired) Dr. Sandip Kr. Ghatak (w.e.f. 01.03.2014)
Tel. No. with STD Code:	0341-2257600
Mobile:	09434311497

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

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 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 (<i>Specify</i>)	Not Applicable
UGC-COP Programmes	Not Applicable		

2. IQAC 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. 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

2.14 Significant Activities and contributions made by IQAC

- ✓ IQAC has suggested all the departments to start some special classes for those students who need special care for continuing their studies. Different departments have already started this sort of classes
- ✓ IQAC inspired all the departments to hold seminars and workshops with the financial assistance of UGC/ State Govt/ICSSR etc. Departments of Political Science, English and Sanskrit have organized the UGC sponsored national level seminars.
- ✓ IQAC has realized the need for the appointment of some Guest Faculty for the greater interest of the students and submitted a memorandum to the authority in this regard. In compliance of the memorandum the authority has appointed 12 Guest Faculties in different subjects according to the need.
- ✓ IQAC has helped the college authority to send necessary papers and take appropriate steps to fill up all vacant teaching and non-teaching posts.

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. IQAC proposed attendance records to be published every two months. ii. Optimum utilization of college space through efficient time table management. iii. Modules to be prepared by faculty members for completion of syllabus. iv. Necessary steps to be taken to develop proper atmosphere for research activities among the faculties. v. New systems to be installed in the office administration to address the emerging situations.	i. Attendance records of every department have been published after every two months. ii. Faculty members from all streams have been incorporated in the routine committee for effective time table management. iii. Modules submitted by the departments describing number of lectures per topics. iv. Three teachers of the departments of Commerce, Political Science and English have sent proposal for MRP to UGC. v. College have purchased four computers and other accessories including internet connection to make office administration more effective and updated.

* 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 2013-14 as stated in the report.

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	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
	54	18	15	NIL	17PTT +3 CWTT +1 Lab Instructor

2.2 No. of permanent faculty with Ph.D.

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
	NIL	05	NIL	NIL	NIL	NIL	NIL	NIL	NIL	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	04	01
Presented papers	00	15	01
Resource Persons	00	00	00

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

- i. Students and teachers are trained to use the SMART BOARD from this session
- ii. The Library is equipped with Journals on different subjects to induce to students to take help of enriched reference materials for extensive studies.
- iii. Students and Teachers are provided with photocopy facilities
- iv. The teachers can easily provide the students with printed standard study materials by using computer and photocopying machine.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(H)	278	00	4.67	69.06	00	73.74
BSc(H)	72	00	26.38	40.27	00	66.66
BCom(H)	78	00	25.64	56.41	00	82.05
BA(G)	144	00	00	4.86	32.63	37.5
BSc(G)	06	00	00	00	00	00
BCom(G)	40	00	00	25.00	35.00	60.00

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 ensures regular documentation of the results of both internal and external examinations.
- iii. It encourages the educational tour, even of the Arts faculty and suggested to the college. authority to provide financial and other helps for the tours.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
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	03

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	37	12	00	04
Technical Staff	01	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

One Minor Research Project was in progress by an Assistant Professor of the department of Commerce, encouraged by the initiative of IQAC.

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	-	01	NIL	-
Outlay in Rs. Lakhs	-	1,20,000/-	1,50,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	2	0
Non-Peer Review Journals	0	3	0
e-Journals	0	3	0
Conference proceedings	3	7	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1.5yr(Commerce)	UGC	1,50,000	1,20,000
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			1,50,000	1,20,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	NIL	1	NIL	NIL	NIL
Sponsoring agencies	NIL	UGC	NIL	NIL	NIL

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	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

1

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level 3 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

- Health awareness programme on TB and Mother and Child Health Care, Campus cleaning programme
- Trekking camp at Manali, H.P.

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	1		27
Laboratories	13	2		15
Seminar Halls	01	0		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	01	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)		9,10,777/-	UGC	9,10,777/-
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	24598	23,23,559/-	502	1,30,272	25100	24,53,830/-
Reference Books	6926		429		7355	
e-Books	NIL		NIL		NIL	
Journals	09	12,299/-	-	-	09	12,299/-
e-Journals	NIL		NIL		NIL	
Digital Database	NIL		NIL		NIL	
CD & Video	107	Accompanied with books	0		107	Accompanied with books
Others (specify) Magazines (career oriented)	06	6,850/-	00	-	06	6,850/-
Newspapers/Jobs weekly	07	7,176/-	0	-	07	7,176/-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	68	01	09	01	00	05	60	03
Added	03	02	00	00	00	01	02	00
Total	71	03	09	01	00	06	62	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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	4,68,924/-
ii) Campus Infrastructure and facilities	7,76,227/-
iii) Equipments	9,10,777/-
iv) Others (Books, furniture)	1,72,545/-
Total :	23,28,473/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Remedial and Tutorial classes
2. Upgrading infrastructure facilities
3. Departmental Library facilities
4. Parent-Teacher meeting
5. Alumni meeting

5.2 Efforts made by the institution for tracking the progression

1. Feedback from students
2. Strict vigilance on attendance of the students
3. Internal assessment through class tests, unit tests and annual examinations
4. Departmental seminars

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3185	Nil	Nil	Nil

(b) No. of students outside the state

05

(c) No. of international students

Nil

Men	No	%
	NA	

Women

No	%
3185	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1998	368	83	81	03	2533	2458	463	120	141	03	3185

Demand ratio

Dropout %

30.99

* 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).

S1 – S2

----- x 100, Where S1 = No. Of registered students of 1st year of a particular session

S1 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)

The teachers help the students in preparation for different job oriented examinations.

No. of students beneficiaries

Huge

5.5 No. of students qualified in these examinations:

NET	06	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	04

5.6 Details of student counselling and career guidance

Career counselling of the students is handled by the Career Counselling Cell. Moreover the teachers counsel the students regarding Post Graduate studies and future placements.

No. of students benefitted

20

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
Nil	Nil	Nil	01

5.8 Details of gender sensitization programmes

The NSS units of the college arranged different awareness programme. They made women aware of the responsibility and give them encouragement to fight against sexual harassment.

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	162	49,700/-
Financial support from government	231*	54,29,155/-
Financial support from other sources	01	6,780/-
Number of students who received International/ National recognitions	Nil	Nil

* 371 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 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: Enrichment of Library and computer facility

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 girl students from economically and socially backward strata of the society.
- Promote rational and scientific temperament among students 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:

- Student admission
- Student 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 tests and unit tests conducted
- 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. 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 has 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. Shyamali Sarkar 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 in proper format is submitted for the vacant posts 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 this session admission procedure was undertaken by the University through on-line application. Merit panel and counselling were arranged by the University.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	394

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	Burdwan 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 to make parents aware of the development of the students.

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. 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 have been taken. Workshop on "Social problems faced by girls and the laws that can safeguard them"- was 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.
- Screening of films on various social issues, classic and contemporary cinema to help in growth of cultural environment in the college..

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

- Attendance records have been published in the every department after two months.
- Faculty members from all streams have been incorporated in the routine committee for effective time-table management.
- Module submitted by departments describing number of lectures per topic.
- Special lectures conducted by different departments (NSS).

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.

Participation in environment awareness rally by students of the college organized by a TV Channel.

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

- Construction of one additional cycle stand and one guard room.
- Some furniture will be purchased for class rooms.
- Preparation of complain box for students.
- Guest Lecturers will be appointed in the beginning of the session.

Name: Dr. Shyamal Seth

Name: Dr. Sandip Kumar Ghatak



Coordinator
IQAC
Asansol Girls' College
Asansol



Teacher-in-charge
Asansol Girls' College

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Dated: 25.02.2016

ANNEXURE-I

ACADEMIC CALENDAR: 2013-14

Month	Teaching Day	Sunday	Holiday	Working Day
July' 13 (31)	26	04	01 (ELCTION)	26
August' 13 (31)	24	04	03	24
September' 13 (30)	24	05	01	24
October' 13 (31)	06	04	02+19 (P.H.)	06
November' 13 (30)	15	04	02+05 (P.H.) & 04 (ELECTION)	15
December' 13 (31)	23	05	03	23
January' 14 (31)	23	04	04	23
February' 14 (28)	22	04	02	22
March' 14 (31)	25	05	01	25
April' 14 (30)	23	04	03	23
May' 14 (31)	03	04	02+18 (S.R.) & 04 (ELECTION)	21
June' 14 (30)	17	05	08 (S.R.)	25
Total	231	52	56+26 (S.R.) = 82	257

(SUMMARY)

Total no. of days available for

Holding Classes 205

College Examination 22

Principal's Discretion 04

AGC

Sundays- 52

Holidays- 56

Summer Recess- 26

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