

# Annual Quality Assurance Report

(2016-2017)



Submitted by

**Internal Quality Assurance Cell**

**ASANSOL GIRLS' COLLEGE**

**ASANSOL – 713304, WEST BENGAL**

Phone: (0341)225-7600, Fax: (0341)225-7107

Web-site: [agc.ac.in](http://agc.ac.in) • Email: [mail@agc.ac.in](mailto:mail@agc.ac.in)

# The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17 ( 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 )

## 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	<a href="mailto:mail@agc.ac.in">mail@agc.ac.in</a> , <a href="mailto:mail.agcorgin@gmail.com">mail.agcorgin@gmail.com</a>
Contact Nos.	0341-2257600/7107
Name of the Head of the Institution:	Dr. Sandip Kr. Ghatak
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 <sup>st</sup> Cycle	B+	75.70	2007	5 yrs
2	2 <sup>nd</sup> Cycle	A	3.03	2016	5 yrs
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

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 2010- 15 submitted to NAAC on 25.02.2016 (DD/MM/YYYY)
- iii. AQAR 2015-16 submitted to NAAC on 12.11.2016 (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*)

Kazi Nazrul University,  
Asansol, Paschim Bardhaman,  
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	08
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	03
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	NIL
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	03

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

- ✓ Successful NAAC visit.
- ✓ State Level Seminar on Challenges of Higher Education: The role of IQAC organised.

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. To generate effective monitoring system to look after the issue of success rate and dropout rates of students.	i. Effective method of calculation of success and dropout rates created and maintained by office staff.

\* Attach the Academic Calendar of the year as Annexure I.

2.16 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-Misc. 12 (VII) dated 23-12-2017 approved the AQAR 2016-17 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 2016-17 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*	03*	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
<b>Total</b>	20	03	Nil	Nil
Interdisciplinary	Nil	16	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

\* *B.A., B.Sc., B.Com., B.C.A. Honours – 20 and 3 programme courses (under CBCS structure).*

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
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)

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

NA [Under the jurisdiction of Kazi Nazrul 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	23	10	NIL	17 PTT +03 CWTT +01 Lab Instructor

2.2 No. of permanent faculty with Ph.D. 24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total		Remarks
	R	V	R	V	R	V	R	V	R	V	
	15	07	NIL	NIL	NIL	NIL	NIL	NIL	15	07	

2.4 No. of Guest and Visiting faculty and Temporary faculty 21 NIL 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	38	24
Presented papers	12	41	15
Resource Persons	01	03	01

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

- i. Students and teachers are trained to use the smart board from the session 2015-16.
- 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.
- v. Registered journal for promoting research orientation of teachers and students published.
- vi. Different types of survey work conducted by students on bio-medical and domestic sewage pollution in local community to develop community responsibility among the students.

2.7 Total No. of actual teaching days during this academic year 240

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 14 01 17

## 2.10 Average percentage of attendance of students

72%

## 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)	318	00	9.43	54.40	2.52	66.35
BSc(H)	178	00	30.34	47.19	00	77.53
BCom(H)	97	00	22.68	41.24	00	63.92
BA(G)	254	00	00	2.36	23.23	25.59
BSc(G)	11	00	9.09	54.55	9.09	72.73
BCom(G)	57	00	00	10.53	33.33	43.80

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching &amp; 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.
- iv. IQAC constantly tried to plug the loopholes in all aspects of teaching learning processes by providing efficiencies in strength of teachers, lab-equipments, all other materials necessary for teaching and learning.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	01
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	03
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	01
Others	01

## 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	32	06	04	04
Technical Staff	03	00	01	00

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC has recommended the Teachers' Council (TC) regarding the formation of research committee to promote the research atmosphere in the college and accordingly TC has formed the said committee.

#### 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	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	03	Nil
Non-Peer Review Journals	Nil	01	Nil
e-Journals	01	Nil	Nil
Conference proceedings	01	10	Nil

#### 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	Nil	Nil	Nil	Nil
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			Nil	Nil

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	01	01	NIL	NIL
Sponsoring agencies	NIL	UGC	IQAC	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
03	0	0	0	03	0	0

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

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level Nil State level 05

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 06

National level 7 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 02

National level 02 International level Nil

3.25 No. of Extension activities organized

University forum Nil College forum Nil

NCC 01 NSS Nil Any other Nil

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

- Health awareness programme
- Environmental awareness programme

## 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	34	Nil		34
Laboratories	18	Nil		18
Seminar Halls	01	Nil		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Rs. 303168 Rs. 1368778	State Gov. College Fund	Rs. 1671946
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 as on 31.03.2016		Newly added 2016-17		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25110	24,54,798/-	518	1,99,101/-	25628	26,53,899/-
Reference Books	7411		79	-	7490	
e-Books	NLIST 97000		NLIST 97000 (Renewed)	5,750/- (Included e- Journals)	NLIST 97000	5,750/- (Included e- Journals)
Journals	9	14,000	NIL	6,599/-	7	6,599/-
e-Journals	NLIST 6000		NLIST 6000 (Renewed)		NLIST 6000	
Digital Database	NIL		NIL		NIL	
CD & Video	102	Accompanied with books	06	Accompa nied with books	108	Accompanied with books
Others (specify) Magazines (career oriented)	07	---	NIL	8,258/-		8,258/-
Newspapers/Jobs weekly	04	---	NIL	11,358/-		11,358/-

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	73	03	16	02	00	06	62	05
Added	11	00	14	00	00	01	06	04
Total	84	03	30	02	00	07	68	09

#### 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	957412/-
ii) Campus Infrastructure and facilities	1897004/-
iii) Equipments	671534/-
iv) Others (Books, furniture)	616247/-
<b>Total :</b>	41,42,197/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. To support digitization all the updates on notice board made available through college website to ensure maximum participation by students in various activities
2. Orientation programme initiated for the first semester students.
3. Grievance Redressal Cell and Anti Ragging Committee's activities have been strengthened.
4. Personality development programmes.
5. Hygiene, sanitation and nutrition awareness programme for students.

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

1. Alumni database has been strengthened to capture the necessary documents.
2. Academic performance of the students is analysed through departmental staff meeting.
3. Organizing parent teachers meet.
4. Screening of fast and slow learner has been initiated.
5. Uses of smart classes have been maximised.
6. Number of inter departmental seminar has been increased.
7. Special grant has been approved for educational industrial visit for science, arts and commerce students

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3138	Nil	Nil	Nil

#### (b) No. of students outside the state

10
----

#### (c) No. of international students

Nil
-----

Men	No	%	Women	No	%
	NA			3138	100

No	%
3138	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2414	469	141	181	03	3213	2207	516	151	261	03	3138

Demand ratio

Dropout %

4%
----

\* The dropout rate has been calculated on the basis of the total registered candidates of 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> Year and the number of students of the same session in the Part-I Examination is due to the following facts:

1. Some students (about 10 to 15% of the total enrolled students appear in the exam next year.
2. Some of the students belonging to science departments, though being registered in our college, take admission to other courses like Engineering, Medical, vocational etc. due to late counselling by various Entrance Board.
3. Some, though a few in number are transfer to other colleges
4. As this is a girls' college, some candidates discontinue their studies because of marriage.
5. In fact it is not possible to keep the exact records of the above mention facts except fact number one.

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

There is no such coaching cell in the institution but the teachers of the respective departments advise the students about the preparation of competitive examination.

External experts were invited to share their experience and encouraged the students for the competitive examination.

No. of students beneficiaries

Not recorded

#### 5.5 No. of students qualified in these examinations:

NET	06	SET/SLET	07	GATE	02	CAT	01
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	11*

\* B.Ed: 1, CA: 4, Costing: 5, RET: 1.

#### 5.6 Details of student counselling and career guidance

1. Career awareness seminars for students.
2. Departmental teachers helped the students to write their CV's to improve their chances of getting hired by reputed organization.
3. Students were motivated to take up vocational courses like embroidery, glass painting, stitching etc.
4. Students were motivated to take up internships.
5. Workshops conducted for guiding students to take up various skill enhancement courses related to their subjects.

No. of students benefitted

25

### 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	15	04	19

### 5.8 Details of gender sensitization programmes

1. Women Forum worked on this area pertinent movie screenings held as a part of awareness campaign.
2. Informal discussion sessions have been organised for students to discuss online harassment and misogyny.
3. Self-defence classes (Karate) initiated for the students.

### 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	155	1,38,700/-
Financial support from government (Kanyashree)	316	66,95,000/-
Financial support from government (minorities)	590	Not disclosed
Financial support from other sources	06	---
Number of students who received International/ National recognitions	Nil	Nil

### 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:

- Total 14 teachers and one librarian have been appointed so now the classes and overall college activities are more regularised.

## 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, sms 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 (Kazi Nazrul University).

##### 6.3.2 Teaching and Learning

- Regular class tests and unit tests conducted
- Interdisciplinary seminars arranged
- PowerPoint presentation and use of smart board in some of the departments
- Group discussions arranged
- Film shows and documentary shows
- Educational tour

### 6.3.3 Examination and Evaluation

2016-17 had been a year when the college gradually adapting to the Choice Based Credit System (CBCS). However, the old system of annual assessment for the 2<sup>nd</sup> and 3<sup>rd</sup> year students annual tests were held for the general courses while unit tests were conducted for the honours subjects, there being continuous evaluation in the form of class tests, viva-voce, departmental seminars and so forth. As for the first batch introduced to CBCS system apart from the internal assessments as proposed by KNU, they were also subjected to rigours evaluation throughout the semester.

### 6.3.4 Research and Development

Most of the faculty members are actively engaged in Research and Development, seven of them were pursuing their Ph.D. while three were awarded their doctoral degree. Some of the research findings of our faculty members have also been published in renowned journals, totalling to nine. This period also witnessed to our teachers publishing books authored by them.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

With the introduction of CBCS system, new books were procured as per as the requirements of the new syllabus and added to the existing collection of the library. Two smart classrooms have been added with ICT instruments in this year.

### 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. In order to foster a sense of empathy among the students a seven day NSS camp was held on March, 2017.

### 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 (WBCSC). In the period of 2016-17, a total of fifteen (15) teachers joined the college in different departments being recommended by WBCSC. 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 staff 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

There has been none during this period.

### 6.3.9 Admission of Students

During the year 2016-17 the college arranged student admission in online mode. Admission was done by counselling method on merit basis.

### 6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	1067

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

### 6.8 Does the University/ Autonomous College declare 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?

Semester system introduced in keeping with CBCS structure.

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

The University tries to promote some sort of autonomy in the academic areas like teaching and the process of internal assessment.

6.11 Activities and support from the Alumni Association

The alumni association is very active. It regularly gives suggestions for the development and growth 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 progress of the students.

6.13 Development programmes for support staff

NIL

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

A verdant campus is what that welcomes visitors coming to the college. Trees of various species abound here, also saplings of various types are regularly planted and proper care of them is taken. There is a garden of medicinal plants as well, that has grown up and flourishing under the care of department of Botany. A beautiful flower garden further adds colour and brightens up college in all sessions. The campus has also been made a plastic free zone where use of plastic in any form is totally prohibited.

## 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.

- Formation of Internal Complaint Committee for Sexual Harassment in Workplace. The Committee safeguards the security and stability, physical , emotional and psychological, of students and teachers and aims to work upon gender sensitization.
- Registered journal for promoting research orientation of teachers and students published.
- Different types of survey work conducted by students on biomedical and domestic sewage pollution in local community to develop community responsibility among the students.

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

- According to the plan of action decided upon at the beginning of the year, an effective method of calculation of success and drop -out rates have been created which helps in generating the result half yearly. The record is maintained by the office staff. Automated system for drop out and success rates is a future prospect.

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

- In order to acquaint the newly admitted students with the syllabus, courses, prospects, facilities offered a general guideline is provided to the students at the beginning of each session through a Students' Orientation Programme.
- To facilitate binary calculation, students have developed necessary experimental set- ups which will develop their technical skills and reduce expenditure of that set apparatus.

7.4 Contribution to environmental awareness / protection

The college authority is well aware of the environmental hazards and has taken measures to avoid pollutants within the campus. Use of garbage bins are made mandatory. Posters and notices have been put up at every feasible place to aware and create a consciousness within students about environmental issues. Planting of trees at regular intervals is also a regular practice. Recycling of garbage is the future prospect of the college.

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-

- Provision of global access of computers through LAN connection.
- Unlimited access of internet through Wi-Fi in campus.
- Smart classrooms provided for students.
- Units of purified drinking water made available to students and staff.
- Renovation of drainage system.
- Renovation of toilets.

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

- Formation of Science Propagation Committee to build up scientific outlook among students.
- Regular career counselling by resource persons to guide the students in career making decisions.
- Initiation of vocational training program like handicraft and fabrication to enhance self-employment.
- Formation of cinema club in propagating knowledge and values through the visual media.

Name: Dr. Shyamal Seth

Name: Dr. Sandip Kumar Ghatak



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Dated: 30.03.2018

\*\*\*

## ANNEXURE-I ACADEMIC CALENDAR: 2016-17

Month	Teaching Day	Sunday	Holiday	Working Day
July' 16 (31)	24	05	02	24
August' 16 (31)	24	04	02	24
September' 16 (30)	23	04	03	23
October' 16 (31)	15	05	11(P.H.)	15
November' 16 (30)	22	04	04	23*
December' 16 (31)	21	04	01+02 (P.D.) +03 (W.R.)	21
January' 17 (31)	23	05	03	23
February' 17 (28)	21	04	04	21
March' 17 (31)	26	04	01	26
April' 17 (30)	23	05	02	23
May' 17 (31)	14	04	04+09 (S.R.)	23
June' 17 (30)	04	04	01+21 (S.R.)	25
<b>Total</b>	240	52	73	271

*\*One Sunday of November' 16 was observed as Working Day.*

### (SUMMARY)

**Total no. of days available for**

Holding Classes      215  
College Examination    25  
Principal's Discretion   02

**AGC**

Sundays- 52  
Holidays- 73  
Summer Recess- 30

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