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)* | 2016-2017

1. 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:**
   (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)

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

1.5 Website address:

http://www.rbcec.in

Web-link of the AQAR:

www.rbcec.in/AQAR2016-17.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	1st Cycle	C+	62 on 100	2005	5 years
2	2nd Cycle	B	2.32 on 4	2016	5 years
3	3rd Cycle	NA	NA		

4	4th Cycle	NA			

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 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR 2015-16 submitted to NAAC on 01.10.2018
  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

<div style="border:1px solid;">16</div>

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [3]

Non-Teaching Staff Students [2]   Alumni [2]   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. [3]   International [ ]   National [ ]   State [1]   Institution Level [2]

(ii) Themes

> 1. Bijan Bhattacharya, the famous Bengali dramatist. 2. Health awareness.
> 3. Banking literacy.

2.14 Significant Activities and contributions made by IQAC

- Advising faculties to ensure innovation in teaching learning.

- The IQAC took a significant initiative to encourage the compilation and publication of the history of the institution. The President of the Governing Body, Prof. Arup Ratan Mitra penned it and gave it a final shape.

- The IQAC took initiative for introducing M.Com Course and Honours courses in Philosophy and Political Science. The West Bengal state university gave us necessary permission and the college authority decided to run the PG course in Commerce from the academic session beginning July 2016.

- As a result of IQAC initiative the Higher Education Council (West Bengal) visited the college and permitted us to introduce Honours courses in Philosophy and Political science. With the permission of WBSU, the college authority decided to start those courses from July 2017 onward.

- Motivating the faculty to attend improvement 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	Achievement
To extend the space of Physics lab.	The space of Physics lab was extended in the form of Dark Room.
To provide a space to the Alumni Association	The Alumni association was provided a space to run its office.
To install solar energy unit in the college.	A solar energy unit was installed on the roof of the old building of the college
To fill up the vacant teaching and non-teaching posts	The following posts were filled up during the year: i) One Assistant Professor in Philosophy. ii) One Assistant Professor in Political Science. iii) Two Assistant Professors in Commerce. iv) One Assistant Professor in Sanskrit. v) One Assistant Professor in Bengali. vi) One Assistant Professor in Mathematics. vii) One Lab. Assistant in the Dept. of Geography. viii) One Group C clerk. ix) One Group D casual employee for college gymnasium. x) One Group D casual employee as support staff for the PG course in Commerce.
To start the M.Com Course.	The M.Com Course started from July 2016.
To introduce Honours courses in political science and Philosophy and General Courses in Education and Sanskrit.	An inspection team from West Bengal Higher Education Council visited the college during the year to consider the proposal of introducing Honours courses in political science and Philosophy and General Courses in Education and Sanskrit.
To expedite the CAS of the eligible staff	The CAS cases of the eligible staff were institutionally cleared.
To create a smart class room in the college	A smart class room was created.

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 2016-17 was placed in the statutory Body meeting and was approved by the said Body.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	
PG	Nil	Nil	01	
UG	12	Nil	Nil	
PG Diploma	Nil	Nil	Nil	
Advanced Diploma	Nil	Nil	Nil	
Diploma	Nil	Nil	Nil	
Certificate	Nil	Nil	Nil	
Others	Nil	Nil		
Total	12	00	01	00

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	12

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.

> 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.

> PG course in Commerce was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	14	06	00	16

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	06	06	00	00	00	37	00	57	06

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	01	35	36
Presented papers	01	07	01
Resource Persons			

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

- Many of the departments introduced project works as a part of internal evaluation.
- Departments like English, Bengali and Film Study organise film shows regularly to provide the students a better understanding of the relevant texts.
- Students were advised to access e-books through their computers or smart phones or android mobile phones.
- Book Exhibitions were organised in the Library on different course matters.

2.7 Total No. of actual teaching days

214

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)

> 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 02   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	17			47	53	100
B. COM. - GENERAL	56				91	91
B. A. - HONOURS	35		6	74	20	100
B. A. - GENERAL	157			3	86	89
B. SC. - HONOURS	04			50	50	100
B. SC. - GENERAL	33		7	24	66	97

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

> The IQAC in its meetings discuss on quality improvement measures and prepare definite proposals for the departments.
>
> The proposals are forwarded to the departments and the impact is monitored later.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	01

Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	02	01	15
Technical Staff	12		01	04

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 undertake research programs.
- It advised the departments to assign project works to students.
- The IQAC keeps the faculties aware of the different sources of research fundings.
- 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				
Outlay in Rs. Lakhs				

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

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	05	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	02	08	

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				

(other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   **02**   Chapters in Edited Books   **0**

ii) Without ISBN No.   **07**

3.8 No. of University Departments receiving funds from   **Not applicable**

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   **Nil**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					06
Sponsoring agencies					UGC 01 NSS 03 College 02

3.12 No. of faculty served as experts, chairpersons or resource persons   **02**

3.13 No. of collaborations   International   **Nil**   National   **Nil**   Any other ☐

3.14 No. of linkages created during this year   **0**

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐   From Management of University/College ☐

Total   **Nil**

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
03				03		

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

3.19 No. of Ph.D. awarded by faculty from the Institution   **Not Applicable**

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

JRF 0   SRF 0   Project Fellows 0   Teacher fellowship 01

3.21 No. of students Participated in NSS events:

University level Nil   State level 16

National level Nil   International level Nil

3.22 No. of students participated in NCC events:

University level 18   State level 55

National level 60   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 06   State level 02

National level [Nil]   International level [Nil]

3.25 No. of Extension activities organized

University forum [ ]   College forum [17]

NCC [06]   NSS [08]   Students' Union [03]

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

- The NSS volunteers undertook a cleaning programme in the local community in the month of August, 2016. They applied bleaching powder wherever they detected stagnant water.

- A seminar on 'Yoga' was arranged on 8th September, 2016, and local people were given access to it.

- On 24th September, 2016, the NSS unit organised a **Tree Plantation** programme with the children of the adopted community.

- Student volunteers of the college constructed dustbins in the surrounding locality and organised drawing competition for the community children.

- In March, 2017, the community children were provided training in yoga and were also taught the art of recitation by the faculties.

- Environment Awareness campaign was carried on by student and teacher volunteers in March, 2017.

- Banking literacy programme was conducted by NSS, and the people of the local community participated in it.

- A Thalassemia awareness programme was arranged in collaboration with Calcutta School of Tropical Medicine.

- The NCC observed international Yoga Day and made the common people aware of the utility of yoga.

- The NCC volunteers maintained discipline during several festivals and public functions in the neighbouring areas.

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 meters
Class rooms	21	02	Own fund	23
Laboratories	04	nil		04
Seminar Halls	01	none		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	492	28	Own fund	520
Value of the equipment purchased during the year (Rs. in Lakhs)	28.5	7.03	Own fund	35.53
Others				

4.2 Computerization of administration and library

Administration

- 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.

Library
- 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	15909	24,62,350	1014	1,47,210/-	16923	26,09,560/-
Reference Books	2815	5,33,490	168	30,240/-	2983	5,63,730/-
e-Books (N-List)			51753	4,000/-	51753	4,000/-

Journals	7	7,730/-	3	2,200/-	10	9,930/-
e-Journals	6,300	1,000/-	-	-	6,300	1,000/-
Digital Database	1+1(B+LU)	80,000/-	-	-	2	80,000/-
CD & Video	225(CD)	23,345/-	12(CD)	1350	237	24,695
magazine	6	1640/-	1	1800/-	7	3,440/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Library
Existing	48	11	02	0	0	10	13	12
Added	6					02	03	01
Total	54							

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

> - Basic computer and internet access training were given to students who needed it.
> - Banking literacy programme was conducted for students.
> - Library user orientation programme in library.

4.6 Amount spent on maintenance in lakhs :

i)   ICT   .45

ii) Campus Infrastructure and facilities   7.65

iii) Equipments   .4

iv) Others   .61

Total :   9.11

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
> - At the initiative of the IQAC, Spoken English classes were arranged for interested students.
> - The Career counselling cell made the students aware of the different job opportunities.
> - Anti-ragging programme is organised.
> - Orientation programme regarding how to use the library.

5.2 Efforts made by the institution for tracking the progression

❖ Class tests to check the progress of the students.
❖ Result consideration meeting.
❖ Remedial classes for the weaker students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1210	06		

(b) No. of students outside the state

17

(c) No. of international students

Nil

Men

No	%
987	82

Women

No	%
229	18

	Last Year					This Year					
General	SC	ST	OBC	Minority	Total	General	SC	ST	OBC	Minority	Total
1117	120	136	146	36		801	213	57	145	73	

Demand ratio 1:1   Dropout % 10%

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

- There are competition books andmagazines in the library.
- Teachers provide students information regarding Competitive examinations and their preparation
- Departments provide coaching to students for

No. of students beneficiaries

130

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

- Career Guidance Cell provides guidance to the students collectively and individually.
- Career guidance cell's meeting with the students.
- Career counselling by faculty members

No. of students benefitted | 110

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			25

5.8 Details of gender sensitization programmes

- Faculties held discussions with students to sensitize them on gender issues.

5.9 Students Activities

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

State/ University level | 6   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 | 01   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	153	2,16,515/-
Financial support from government	186	6,51,000/- (approx)
Financial support from other sources		
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   [03]

5.13 Major grievances of students (if any) redressed:

Students' long-standing demand for opening PG course in Commerce was fulfilled this year.

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

- Being an affiliated college, this institution takes utmost care to implement the syllabus made by the parent university.
- The faculty members attended workshops on syllabus revision organised by the University at different times.
- The college formed a PG Board of Studies to frame the syllabus of M.Com course.
- Two 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

- The Teachers council finalizes the modalities of college-level tests for students.
- Evaluation in other forms such as oral test, group discussion, project works etc are also conducted throughout the academic year/semester.
- The final examination at UG level is conducted by the parent university in both theory and practical papers. The college conducts the semester exams of M.Com.
- 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, faculties who are engaged in research works are provided space for study
- 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 Physics lab was given an extended space.
- ❖ A solar energy unit was installed on the roof of the old building of the college.
- ❖ Subscription for books – Rs 1, 96, 219/-
- ❖ Subscription for journal – Rs 7, 200/-
- ❖ Subscription for magazines – Rs 4, 135
- ❖ An ICT-enabled seminar room was constructed.
- ❖ A room was provided for Yoga classes.
- ❖ An additional Office room was provided for the M.Com course.
- ❖ The departments of Film Studies and Journalism were provided their own spaces.
- ❖ The IT infrastructure and allied facilities were upgraded as per requirement.

6.3.6 Human Resource Management

- ➢ **Ragging-free Academic Environment**: Ideological campaign and practical monitoring is made to ensure an entirely ragging-free academic environment.
- ➢ **Developing Environment consciousness:** Sensitizing people to develop a pollution-free and echo-friendly habitat.
- ➢ **Utilising the potential:** Aiming at the manifestation of the inner potential of every individual.
- ➢ **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 and primary health check-up in the Health Unit
Non teaching	Gr. Insurance, P.F., Loan from Employees' Cooperative and primary health check-up
Students	Students' Welfare Fund, Students' Aid Fund, Govt stipend, Kanyasri and primary health check-up

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	No	NA	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

> - o The Alumni Association hold their meetings regularly including the Annual General meeting.
>
> - o The IQAC interacted with the Alumni members.
>
> - o 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

- Classroom Campaign in favour of healthy campus.

- Campaign against smoking.

- 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.

- Monitoring proper use of Waste bins.

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.

- o College cleaning and beautification by students.
- o Seminar on Yoga and conducting Yoga classes.
- o UGC-sponsored National Seminar on **'Colonial and Postcolonial performing Art'**
- o Discussions on Job opportunity.
- o Tree Plantation in the neighbouring locality.
- o Researchers' cubicles in the library.
- o Seven days' Special Camp by NSS volunteers on cleanliness, social service, children's welfare, Thalassemia awareness etc.
- o 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

- The space of the Physics Lab was extended in the form of Dark Room.
- Alumni Association was provided a space to run its office.
- A solar energy unit was installed on the roof of the old building of the college.
- 7 (seven) full time permanent Assistant Professors in different subjects were appointed in govt.-approved posts at the recommendation of the West Bengal College Service commission.
- 1 (one) full time permanent Lab Assistant in the department of Geography was appointed in approved post.
- 1 (one) full time permanent Group C clerk was appointed for college office in approved post.
- 1 (one) Group D casual staff was appointed for college Gymnasium.
- 1 (one) Group D casual staff was appointed for the M.Com course.
- CAS cases of the eligible staff were institutionally cleared.
- M.Com course was started from this session.
- Higher Education Council team visited the college to consider the proposal of introducing Political science Honours and Philosophy Honours courses in the college.
- A smart class room was created.

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

- Special Cleaning programme in the campus August, 2016.
- Tree Plantation programme in September, 2016: a combined effort of the students and the local children.
- Making a garden of medicinal plants in the college campus in November, 2016.
- NSS volunteers took Swachchhata Pledge as a part of nation-wide drive.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☐ √

7.6 Any other relevant information the institution wishes 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**

- To start Honours courses in Philosophy and Political Science.
- To introduce Education and Sanskrit as General subjects.
- To implement Govt. Health Scheme for teachers.
- To complete paper works to ensure service benefits for eligible NTS.
- To appoint more full time faculties.
- To arrange tutorial classes for needy students.
- To appoint guest teachers in Geography, Education and English.
- To arrange Yoga and meditation classes.

_Prof.Chandranath Adhikari_____   _   Dr Debasish Bhowmick_____

_____   _____

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

_____***_____

Annexure – i

Institutional Academic Calendar (2016-17)

Academic session: From July to June.

Admission:

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

P.G. Semester I courses - Immediately after the publication of the result of UG Part III exam of different universities.

[** 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.

PG Semester 1 - First or second week of July. [Classes of the subsequent semesters will be as per departmental notification.]

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:

- o Often it is not possible for a learner to comprehend fully the study matters within the class hours.

- o 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:

Shortage of 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.
- Parent-teacher meeting is an appreciable initiative on the part of the institution.
- There should be more objective questions in the university question papers.
- The present curriculum is admirable; but there should be spaces for project/dissertation works for Honours 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.
- Provision for physical exercise may be made in the institution.