Prabhu Jagatbandhu College

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year : 2015-2016

Part – A

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

| 2015-16 |

1. Details of the Institution

1.1 Name of the Institution

| **Prabhu Jagatbandhu College** |

1.2 Address Line 1

| Jhorehat, Andul-Mouri |

Address Line 2

| P.O. Andul-Mouri |

City/Town

| Howrah |

State

| West Bengal |

Pin Code

| 711302 |

Institution e-mail address

| info@prabhujagatbandhucollege.edu.in |

Contact Nos.

| 03326690221 |

Name of the Head of the Institution:

| Dr. Subrata Kumar Ray |

Tel. No. with STD Code:

03326690221

Mobile:

9474816908

Name of the IQAC Co-ordinator:

Dr. Tapasree Banerjee

Mobile:

9433787132

IQAC e-mail address:

dr_skray@yahoo.co.in
tapasree.banerjee@gmail.com

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

WBCOGN13554

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)/05/RAR/001 dated 03-03-2015

1.5 Website address:

www.prabhujagatbandhucollege.edu.in

Web-link of the AQAR: **www.prabhujagatbandhucollege.edu.in/AQAR2015-16**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.74	2008	5 Years
2	2nd Cycle	B	2.85	2015	5 Years
3	3rd Cycle				

4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   08/04/2009

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 __October 2014_____ _____ (DD/MM/YYYY)4
    ii. AQAR___January 2016_____ _____ (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)*

Calcutta University

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

Autonomy by State/Central Govt. / University   N.A.

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   09

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 01 |

2.8 No. of other External Experts

| 02 |

2.9 Total No. of members

| 20 |

2.10 No. of IQAC meetings held

| 04 |

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | |

Non-Teaching Staff Students | | Alumni | | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | v |

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

Intimation of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders are done by the following processes:

- The second cycle of accreditation was carried out in November 2014.

- Post Graduate Course in Geography has started.

- Online Bridge Course examinations have been conducted for first year students.Departments were intimated of the results. Accordingly Remedial classes have been conducted for slow learners.

- A Solar Power Plant has been established in college with financial assistance from WBREDA

- The college has collaborated with Spoken Tutorial Project run by IIT Bombay to provide free training to our students on Free and Open Source Software (FOSS)

- The College has organised a District level Sports with financial support from The Directorate of Public Instrucions , Government of West Bengal

- The teaching and non-teaching faculty, the two wings of internal stakeholders are made aware of quality assurance policies, mechanisms and outcomes through meetings of Governing Body, of teachers' council, of non-teaching council, of subcommittees.

- The students, the third wing of the internal stakeholders, are informed through meetings (where there is Students' Representatives) and through walling up and circulation of notices of the authority.

- The External Stakeholders, including the retired staff, the alumni, the guardians and the local populace are communicated about the various quality assurance policies and outcomes through notices at college gate, college website, and also by personal contact.

- CAS as per recent guidelines initiated

- Online and Offline Feedback is taken from students.

 The institution publishes magazines, prospectus , and an annual research jounal named Digonto with ISSN. annually. These are circulated to the students and well-wishers. These publications provide the latest updates on the happenings on the institute. Moreover the happenings related to academic matters are placed in the institute's website www.prabhujagatbandhucollege.edu.in.

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

- Bridge course examination will be conducted online

- ICT classes incorporated in the academic time table will be conducted accordingly

- More student participation in various club activities will be ensured.

- IQAC will monitor and guide all CAS related matters.

- Steps to be taken for expansion of building and introduction of new subjects.

- Ensuring steady power supply from the Solar power plant in the college premises.

2.15 Whether the AQAR was placed in statutory body   Yes   √   No

Management | GB | Syndicate | | Any other body | TC |

Provide the details of the action taken

> AQAR passed through G.B. and actions taken accordingly.

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				
PG		01	01	
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	01	01	

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	03

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.

> N.A.

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

> PG Courses started in Geography Department

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	19	10	nil	13(PTT) +3 (CWTT)

2.2 No. of permanent faculty with Ph.D.

> 15

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
04	10					01		05	

2.4 No. of Guest and Visiting faculty and Temporary faculty   32   07   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	29	09
Presented papers	16	37	04
Resource Persons			01

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

1. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
2. Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
3. Creation of Social media groups for students for sharing important information.
4. Organising Special classes for students with eminent visiting faculty from different institutions.
5. Online uploading of powerpoint lectures in official as well as departmental Websites
6. Organising ICT classes
7. Online registration of Alumni

2.7 Total No. of actual teaching days

   during this academic year

   231

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

   Online MCQ Test

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

   | 00 | 00 | 00 |

2.10 Average percentage of attendance of students

   75%

2.11 Course/Programme wise
   distribution of pass percentage :

Course	Class	Appeared	Passed	Pass %
BA (\Hons)	Part1	233	110	47

	Part 2	41	25	61
	Part 3	145	70	48
B.SC (Hons)	Part1	16	08	50
	Part 2	83	44	53
	Part 3	51	31	61
B.Com(Hons)	Part1	109	10	09
	Part 2	126	26	21
	Part 3	59	18	30
BA (Genl)	Part1	269	48	18
	Part 2	126	15	12
	Part 3	129	19	15
B.SC (Genl)	Part1	68	23	34
	Part 2	58	18	31
	Part 3	41	21	51
B.Com(Genl)	Part1	137	06	04
	Part 2	88	12	14
	Part 3	92	10	11

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

The IQAC takes a pivotal role in monitoring the Teaching and Learning process of the college. The IQAC team plays an advisory role and monitors different departmental plans including initiation of new and innovative teaching learning plans , takes regular feedbacks and looks after the holistic improvement of the academic environment of the college. In fact the IQAC acts as a guide and moral boost to all the new ventures that the faculty members conceptualize for their students

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted

Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	
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	21	10	00	02
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The members of IQAC team take a pivotal role in monitoring the publication of ISSN accredited research journal Digonto published by the college. The faculty and students of the college as well as external researchers are also encouraged to publish their research articles. The internet facility is always available so that the faculty can access information. The INFLIBNET facilities are availed by both staff (teaching and non teaching) and students. The Institution encourages faculty to actively participate in new and emerging areas of research. There are instances where faculty members are granted leave to participate in various workshops related to research methodology.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		05		
Outlay in Rs. Lakhs		15,86000/-		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	04	05	01
Non-Peer Review Journals	01	03	01
e-Journals	02		
Conference proceedings	01		

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				
Minor Projects	2015-16	UGC	Rs 15,86000/-	

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.   Chapters in Edited Books

ii) Without ISBN No.   01

3.8 No. of University Departments receiving funds from   N.A.

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					02
Sponsoring agencies					

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

3.13 No. of collaborations   International   National   Any other   02

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency   UGC   From Management of University/College

Total | 15,86000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	Granted	
International	Applied	N.A.
	Granted	
Commercialised	Applied	N.A.
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
      who are Ph. D. Guides | 01
    and students registered under them | 01

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

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

JRF | Nil   SRF | Nil   Project Fellows | Nil   Any other | Nil

3.21 No. of students Participated in NSS events:

University level | 100   State level |

National level | □   International level | □

3.22 No. of students participated in NCC events:

University level | 160   State level | □

3.23 No. of Awards won in NSS:

National level		International level	

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC	09	NSS	08	Any other	

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

- **CAMP ACTIVITIES** :

- CAMP   :   NATIONAL INTEGRATION CAMP - II
- VENUE   :   TEZPUR, ASSAM
- DATE   : 24TH DEC 2015 to 04TH JAN 2016
- STRENGTH   : Cadet: 04, NCC Officer: Capt Palash Kr Patra
-
- CAMP   :   SPECIAL NATIONAL INTEGRATION CAMP
- VENUE   :   KOHIMA
- DATE   : 30TH DEC 2015 to 10TH JAN 2016
- STRENGTH   : 01
-

- CAMP : COMBINED ANNUAL TRAINING CAMP
- VENUE : FORT WILLIUM
- DATE : 19TH FEB 2016 to 28TH FEB 2016
- STRENGTH : 16
-
-
- CAMP : COMBINED ANNUAL TRAINING CAMP
- VENUE : 20 BENGAL BN NCC
- DATE : 21ST MARCH 2016 to 30TH MARCH 2016
- STRENGTH : 11
- CAMP : BASIC MOUNTAINEERING COURSE
- VENUE : MOUNTAINEERING INSTITUTE, MANALI
- DATE : 26TH APRIL 2016 to 26TH MAY 2016
- STRENGTH : 01 SD
-
- CAMP : EAST ZONE SHOOTING COACHING CAPSULE
- VENUE : 10TH BENGAL BN NCC , ASANSOL
- DATE : 17TH MAY 2016 to 26TH MAY 2016
- STRENGTH : 05
-
- CAMP : COMBINED ANNUAL TRAINING CAMP - I
- VENUE : JOYPUR, Howrah
- DATE : 25TH MAY 2016 to 03RD JUNE 2016
- STRENGTH : 22
-
- CAMP : COMBINED ANNUAL TRAINING CAMP - IV
- VENUE : 1ST BENGAL BN NCC, GABBERIA
- DATE : 26TH MAY 2016 to 04TH JUNE 2016
- STRENGTH : 01
-
- CAMP : COMBINED ANNUAL TRAINING CAMP - I
- VENUE : 20 BENGAL BN NCC, RAIPUR
- DATE : 17TH JUNE 2016 to 26TH JUNE 2016
- STRENGTH : 12 (SD + SW)

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	8943.553Sqm	1215.3 Sq m	RUSA-DPI	10158.85Sq m
Class rooms	1808.0838 Sq m			
Laboratories	616.00Sqm			
Seminar Halls	90.67Sqm			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs 13535255.00	RUSA	
Others		Rs 207819.00	Miscellaneous	

4.2 Computerization of administration and library

- On-line admission gives the College a bigger opportunity to serve a bigger hinterland.
- Annual maintenance and upgradation of around 50 computers
- Library committee has arranged for access to e-journals & books through INFLIBNET.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65	Rs 7920.00	2120	Rs906150 0.00	2185	Rs 914070.00
Reference Books			18	Rs 44529	18	Rs 44529
e-Books						
Journals/Periodicals	224	Rs 8928	205	Rs 8567	429	Rs17495
e-Journals						

Digital Database						
CD & Video	10		09		19	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs(No. Of computers)	Internet	Browsing Centres	Computer Centres	Office (No. Of compu ters)	Depart- ments(No. Of comput ers)	Others (No. Of comp uters)
Existing	88	34	20			12	20	02
Added	25	11					12	02
Total						12	32	04

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

The college is providing free training to the students on Free and Open Source Software (FOSS) in collaboration with IIT Bombay. The College provides internet facilities to all the Departments and thereby the scope to access international journals and books through N-list, INFLIBNET etc. provided by the UGC. The students are given open access facility in the central library.

4.6 Amount spent on maintenance in lakhs :

i) ICT   2.66

ii) Campus Infrastructure and facilities   1.74

iii) Equipments   0.5

iv) Others   5.2

Total :   10.10

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Organising seminar cum workshop under UGC Merge Scheme for enhancing knowledge and skill efficacy of the students.

Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college

Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;

Dissemination of information on the various quality parameters of higher education;

Documentation of the various programmes/activities of the college, leading to quality improvement;

Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;

5.2 Efforts made by the institution for tracking the progression

The college has a formally stated quality policy inferring to its progression. The policies are discussed and reviewed in the management meetings and also with the Staff Council as and when required. Implementation of the plans depends upon various factors such as the financial position, state laws, university statutes, etc.

Policies are executed by the Principal with the help of office, staff council and students' Union. Also the IQAC monitors the proper functioning and maintains quality assurance of the Institution

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3787	21		

(b) No. of students outside the state

Nil

Nil

(c) No. of international students

Men

No	%
1895	49.76

Women

No	%
1913	50.24

Last Year (2015)						This Year(2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1137	243	08	134	00	1522	3274	472	19	34	09	3808

Demand ratio   **B.A. :** 1: 2.76, **B.Com. :** 1 : 3.83, **B.Sc. :** 1 : 2.7

Dropout % **B.A. :** 24.8, **B.Com :** 50.2, **B.Sc. :** 67.3

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

- Teachers arrange for preparatory classes for Examination of School Service Commission in different subjects for students belonging to SC/ST/OBC/Minority non creamy layers by UGC sponsorship under the head of 'Entry in Service"
- Spoken English and Basic Computer Handling classes are arranged for students belonging to SC/ST/OBC/Minority non creamy layers by UGC sponsorship under the head of 'Entry in Service'.

No. of students beneficiaries | 25 |

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

The Equal Opportunity Cell of the college organised a seminar cum workshop on "Education Counselling and Knowledge of Skill Efficacy Development" under UGC Merge Scheme on

25.08.15. Professional psychologists and graphologists guided students specially the SC, ST and Minority Students and female students of our college .Cycles were also distributed to the students for facilitating their journey to the college. 14 students were beniftted from this move.

No. of students benefitted   134

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

5.8 Details of gender sensitization programmes

The college has a Women's cell, Gender Harassment Cell, Equal Opportunity Cell which act together to resolve issues (if any) pertaining to sexual harassment. The Equal Opportunity Cell of the college organised a seminar cum workshop on "Education Counselling and Knowledge of Skill Efficacy Development" under UGC Merge Scheme on 25.08.15.

5.9 Students Activities

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

State/ University level   08   National level   08   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

                    08

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	394	Full Free and Half free-ship regarding tuition fee and 14cycle distribution
Financial support from government	459	99 from Kanyasree Project and rest from Minority Scholarships
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   [00]

5.13 Major grievances of students (if any) redressed: _____N.A._____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of our college is to energize the human capital of the hinterland of the college by setting new standards for excellence, access, and stewardship for a new era. Our goal is to produce enlightened citizens who will boldly lead India to her rightful place in the global family, based on the ancient wisdom of her past, her all round innovative superiority of the present, assuring a glorious future of harmony.

6.2 Does the Institution has a management Information System

- The Principal, the Secretary of the Governing Body, shares the raised issues in the meetings of the Governing Body with the members therein and thereby conveys the information to the top management.

- Further, the discussion and resolution made in the meetings of Teachers' Council, Non-teaching Association and in the joint meetings of teachers and non-teaching staff are represented by the four teacher representatives and two non-teaching representative in the Governing Body.

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

6.3.1 Curriculum Development

N.A.

6.3.2 Teaching and Learning

The innovative practices applied by the college to enhance the progress of the teaching learning process include the following measures:

1. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
2. Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
3. Creation of Social media groups for students for sharing important information.

4.Organising Special classes for students with eminent visiting faculty from different institutions.

5.Online uploading of powerpoint lectures in official as well as departmental Websites

6.Organising ICT classes

7.In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching

8. Basic Computer handling course is now offered as a subsidiary subject to all SC/ST/Minority/OBC (non-creamy layer students irrespective of stream under UGC sponsorship.

9.Classroom sessions are interactive in nature.

10.Internet facility has been made available to all the faculty and students.

11Extra classes can be arranged by the faculty for the students who are lagging behind. .

6.3.3 Examination and Evaluation

- Project/ assignment based learning and student seminars are promoted.

- Answer scripts of Mid-term exams are shown to the students.

6.3.4 Research and Development

1.The college publishes an annual Research journal Digonto having ISSN where articles of researchers from the college (both students and faculty) as well as invited articles are published.

2.Staff members are motivated to take up UGC Research Projects (Major and Minor) and publish research articles.

3.Most of the departments have been equipped with computer and internet facility.

4.Encouragement is given to faculty members to attend international/national conferences/symposia/seminars.

5.Project work is mandatory in some subjects which helps to inculcate research aptitude among the students.

6.Some teachers have their established linkages with Indian and foreign research institutes and universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. All faculty members have been provided with unique user id and password of INFLIBNET.

2. The library is also well equipped with required titles and several volumes of text books, e-journals, computer hardware and software for conducive learning.

3. A G+3 storied building is now under construction. On completion it will help in the introduction of new subjects.

6.3.6 Human Resource Management

- The institute takes care of its human resources. Employees are given utmost importance and their needs are recognized well. The service rules are made transparent and they are benefited with PF, Gratuity, GSLI etc.

- The faculty and staff are entitled with other benefits like Casual Leave, Earned Leave, Medical Leave, Study Leave etc. Pay slips are given to the staff every month and the salary is credited to the salary account of the employees on the last working day of every month.

- Every time equipment is purchased and installed, software is purchased and installed, the department arranges for a demo session by the supplier.

6.3.7 Faculty and Staff recruitment

N.A. (recruitment through Collge service commission, W.B.

6.3.8 Industry Interaction / Collaboration

There is no such scope for direct Industrial interaction. However, the students of Commerce Department on account of project work in their curriculum are exposed to some amount of Industrial interaction. Also, the website of the College provides useful link to interested students for job opportunities. Companies on a recruitment drive can communicate through webportal provided by the college.
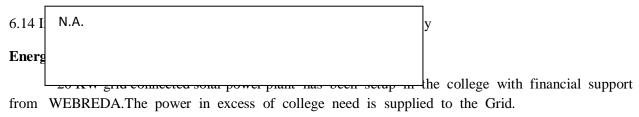
6.3.9 Admission of Students

The primary innovation introduced during the last four years was the introduction of the on-line admission process by the authority. This not only helped the students but also avoided unnecessary feuds which often took place when admission forms where issued from the college campus itself. This also helped in maintaining transparency during the admission process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

Rs. 75,000 p.a

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	e-paathsala	No	
Administrative	yes	e-paathsala	No	

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

N.A.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meetings are held as and when necessary

6.13 Development programmes for support staff

6.14 I N.A. y

Energ

~~20 KW grid connected solar power plant has been setup in~~ the college with financial support from WEBREDA.The power in excess of college need is supplied to the Grid.

The college is also planning to use energy efficient electrical fittings and practice rainwater harvesting.

∗ **Plantation**

Planting trees and beautification is a regular feature in our NSS program schedule

∗ **Hazardous waste management**

Hazardous waste management procedures are followed in disposing of hazardous waste that is generated in the laboratory in order to minimise risks associated with the disposal of laboratory waste. Waste is stored in suitable containers till proper disposal.

∗ **e-waste management**

The e-waste generated is stored in the campus for proper disposal.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The notable innovation of the college is the establishment of the solar power plant in the campus with financial support from WBREDA. A new G+3 storied building is now under construction which when completed will provide sufficient space for extending our present courses as for introduction of new courses and subjects.Another notable innovation is the starting of P.G. courses under Calcutta University from the present academic year. Responding to the initiative of National Mission on Education through ICT (NMEICT), MHRD, Govt. of India, the college and the Indian Institute of Technology Bombay is conducting Software Training workshops on Free & Open Software, absolutely free of cost, with the aid of Spoken Tutorials. The Equal Opportunity Cell is also conducting Counselling sessions with the students , specially , the non-creamy layers under UGC merge scheme.

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

Academic Plan
1. The Geography department of the college is to start PG classes from the present academic session.

2. The College has planned to collaborate with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
3. Use of Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
4. Creation of Social media groups for students for sharing important information.

5. Organising Special classes for students with eminent visiting faculty from different institutions.
6. Online uploading of powerpoint lectures in official as well as departmental Websites
7. Organising ICT classes
8. Online registration of Alumni
9. The Power point lectures will be available in the college website as reference for the students.

10. At the beginning of the session, there will be on-line examination to identify academically weak students in every subject. A bridge course will be arranged for those students so that they can catch up with the under graduate studies.

11. Tests will be taken regularly as per guidelines of the Calcutta University and checked answerscripts to be shown to the students .

12. Regular Parent teacher meetings to be organized by different departments so that parents can be intimated of their ward's progress.

13. For the on-line tests, a question bank will be generated for every subject.

14. Provision of laptops and / or desktops to every department

Outcome:
1. The Geography department of the college has start ed PG classes from the present academic session.

2. The College has collaborated with Spoken Tutorial project run by IIT Bombay to provide free training to students on various Free and Open Source Software (FOSS)
3. The different departments are using Multimedia including text, image, video and audio during interaction with students in both UG and PG classes.
4. Creation of Social media groups for students has been done for sharing important information.
5. Special classes have been organised for students with eminent visiting faculty from different institutions.
6. Online uploading of powerpoint lectures in official as well as departmental Websites
7. ICT classes have been organised.
8. Online registration of Alumni has been done.
9. The Power point lectures are available in the college website as reference for the students.
10. Installation of Wifi systems. BSNL Broadband, CITI cable. Computer with internet facilities was planned for all departments and most departments were provided with such facility
11. On-line examinations for bridge course and formative assessments were conducted for Part I students with good response

12. NLIST facility for all staff of the college

13. Provision of laptops and / or desktops to every department has been carried out.

Administrative Plan

1.   Books and journals to be procured with RUSA Grant.
2.   Benches, and Chairs to be supplied according to need
3.   Geenboards and dustfree chalks to be provided to every class room.
4.   Along with the existing ones new LCD Projectors to be procured.
5.   New computer labs to be established.
6.   Energy efficient lamps to be installed.

7. Library will be fully computerized and issue return facilities will be provided on digital environment

8 A separate section will be created for the enhancement of reading habits in the students.

9. The Book Bank Facility will be revived for the SC/ST/OBC/Minority/Non-Creamy Layer students.

10. Certain Quality Policies will be prepared by the college authority to run the college smoothly and properly, like

      a.   Quality Assurance Policy

      b.   Anti-Ragging Policy

      c.   Anti Harassment Policy

      d.   Green Policy

      e.   Computer and Data Use Policy

      f.   Policy toward Social Commitment

      g.   Student Code of Conduct

11. 360 degree Feedback facility will be provided in the college website for the students, faculty and the Principal

12Alumni Registration Page will be available in the college website.

12. A Solar power plant to be established in the college premises.

Outcome:

1.   Books and journals have been procured with RUSA Grant.
2.   Benches, and Chairs have been supplied according to need
3.   Geenboards and dustfree chalks have been provided to every class room.
4.   Along with the existing ones new LCD Projectors have been procured.
5.   New computer labs have been established
6.   Energy efficient lamps have been installed

7.Library has been fully computerized and issue return facilities provided on digital environment

8.A separate section was created for the enhancement of reading habits in students.

9.The Book Bank Facility revived for the SC/ST/OBC/Minority/Non-Creamy Layer students

10.Apart from Computer and Data Use Policy and Policy toward Social Commitment all others were taken up by the college and displayed in the college website

11.360^0 Feedback, Alumni registration and On-line job posting Page were all made available in the college website

12. A 20KW Solar Power plant has been established in the college premises.

Infrastructural Plan

1. To construct a new G+3 building to facilitate academic and administrative work .

2. Measurement of whole college premises including college ground by HIT

3. To prepare Concept Plan of the future buildings

4. To construct 3D miniature model of the master plan of the college building

5. Construction of Pit for drainage of Acid and toxic waste from the Chemistry Department

6. Installation energy saving lights Phase by phase

7. To prevent tap leakage in the premises

8. To remodel the gymnasium.

9. To bring the college under CCTV surveillance

10. To organize a district level sports meet.

Outcome:

- The construction of a new G+3 building is under progress with financial support from the Government of West Bengal.
- Structural and architectural drawing and estimate of the Jubilee Block 1, 2, 3 and 4 were done
- Construction of drainage pit carried out
- Installation of energy saving lights were initiated from the library followed by several classrooms
- Plumbline of the entire college was checked and prevention of leakage ensured
- Gymnasium was enhanced with more facilities

- The college is now under CCTV surveillance.

- The college has organized a district level sports sponsored by the Directorate of Public Instruction on 8th,9th, and 10th February 2016.

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

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Annexure 1
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Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. Cleaning programme- NSS room, class rooms, college field, garden etc.

2. Gardening-sapling of flowers and other plants both in pot and land
3. Construction of a solar power plant for generation of electricity.

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

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

Strength:

- Highly qualified and dedicated faculty members

- Persevering office staff for smooth functioning of college activities

- Well-behaved and obedient students

- Cordial relationship among 3 wings - teaching, non-teaching and students

- Successful running of UG and PG courses despite the college being located in a semi-urban area.

- Environment friendly campus.

- Active governing body

- Central and departmental libraries with adequate and updated resources

- Well equipped laboratories

Weakness:

- There is not sufficient land for building extension

- Although requirement is there, hostel for boys and girls have not yet been constructed

- Insufficient rooms for extension of other faculties

- There is no full-fledged Bio-Science wing

- Maintainance of cleanliness of the campus is an arduous task.

- High drop-out rate .

Opportunities:

- College is well connected by road as well as railways

- On-line admission gives the College a bigger opportunity to serve a bigger hinterland

Challenges:

- Many students are first generation learners, to boost them financially and psychologically

- Developing communication skills in English for students who are comfortable only in vernacular

- Insufficient fund and staff shortage results in poor infrastructure and service quality of the Department.

- Student placement through campus recruitment

8. Plans of institution for next year

1. Efforts to be made for further extension of the existing one and construction of a new building.
2. Applications to be made for introduction of new subjects (both in Hons and General categories) and for introduction of new PG courses.
3. Efforts are made for resource mobilisation from different sources for extension of the college building.
4. Efforts are made for building a ladies hostel.
5. Efforts are made by the IT Cell to conduct a Faculty Development Programme on Free And Open Source Software and applications have been made in UGC.
6. Applications have been made by the Economics, Commerce , Philosophy and History Departments for organising National Seminars.
7. CAS/ Fresh recruitment in substantive posts through will be continued
8. Efforts for maintaining the campus eco-friendly to be continued.

Name: Dr. Tapasree Banerjee

Name: Dr. Subrata Kumar Ray

_____

_____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure 1

7.3   Best Practices

Best Practice I

1.   Title of the Practice

"Substitution of polluting sources of energy with clean energy" is a best practice of which the college can be proud off. Setting up a 20KW solar power plant is the measure undertaken by the college to fulfill this.

2.   Goal

The objective has been to:-

1. To reduce the electricity bill
2. To aware people of the need to have a clean environment
3. To contribute to a social cause and reduce CO2 emissions
4. Step ahead to a greener and pollution free future

3.   The Context

The Jawaharlal Nehru National Solar Mission ,launched on the 11th January, 2010 by the Ministry of New and Renewable Energy has set the ambitious target of deploying 20,000 MW of grid connected solar power by 2022. It is aimed at reducing the cost of solar power generation in the country. In compliance with the Mission, our college has set up a 20KW grid connected Solar Power Plant to achieve this objective and make India a global leader in solar energy. .

4.   The Practice

Electric power is now produced by solar panels and is converted to AC power by grid connected inverter. The power generared by the system is supplied to the load for consumption . Excess power residual is exported to grid through Net Meter where import/export details of the

energy is maintained. The plant is set up with financial assistance from West Bengal Renewable Energy Development Agency (WBREDA) under JNNSM project.

4. Evidence of Success

The power plant is running successfully. The electricity bills have been substantially reduced and this excess funds can now be utilized for other developmental purposes.

5. Problems Encountered and Resources Required

- Shortage of manpower and infrastructure facilities

Best Practice II

1. Title of the Practice

In compliance with the Digital India Mission of the Government of India the college has taken a unique drive towards spreading awareness towards Information and Communication Technology (ICT) among faculty and staff. Hence a plausible title of the second best practice may be "Towards Digitatisng the College and Ensuring a Better Future.".

2. Goal

The primary objective has been to create an awareness among faculty and staff about the emerging trends of ICT. The need for developing scientific thinking and to enlighten the students towards ensuring that their campus is environment friendly , the administration and staff are working relentlessly.

3. The Context

The role of the college to achieve the above goal has been to:-

1. Provide ICT enabled classrooms to the students
2. Supplement the conventional chalk and talk method of teaching with powerpoint presentations
3. Substitution of traditional OHP with LCD projectors
4. Providing Internet facilities to each department and also in the library and students union room.
5. Completely digitizing the issue procedure in the library.
6. INFLIBNET facilities to all faculty and staff.
7. Providing free of cost training to the students on Free and Open Source Software.
8. Motivate students to keep their campus green and clean by planting trees.

9. Keep a vigil towards water usage so that it is not wasted.

10. Motivate students to imbibe habits and lifestyle for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.

11. Sensitise the students to minimize the use of plastic bags, and not to throw them in public places.

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4.   The Practice

1. Provision of laptops and/or desktops to every department.

2. Construction of 2 state of art compuer labs in the college in addition with 4 existing ones.

3. Side by side with BSNL installation of SITICABLE has also been done to ensure better speed.

4. Provision of Green Boards and Dust Free chalks in the classrooms.

5. Provision of a Smart Room.

6. Uploading of Power Point lectures in the college website.

7. Tradtional pen and paper tests supplemented with online examinations.

8. Organising regular training sessions with the students for deceloping their IT skills.

9. In 2013-14 we created a new and dynamic website and collected the free on-line basic soft training modules on various subjects in the link "on-line training" and these courses are not restricted under User-id log-in and password, so that, staff, students or parents , anybody can easily avail the facility. It is still in practice.

10. In the session 2014-15 the college authority has purchased on-line Entry-in-Service training modules and it is linked with our Website. Only students and staff can avail this facility of training with their particular user-id and password. The practice continues.

11. Organise awareness prorammes such as quiz, essay, poster and painting com petitions on various environmental issues.

12. Educate the students about proper disposal and   re-use of wastes .

- ## 5.   Evidence of Success
    The IT Services Cell is encouraging/ promoting the use of open source software's. We have conducted a number of training sessions for the students in the academic year 2014-15, for open source software's with the motive to develop IT skills of the students. This

training enhances employability and also helps to reduce the growing digital divide in this country. The club is looking forward to conduct course specific training program relevant to a particular curriculum. We are receiving good response and have created a general interest for the courses delivered till date and more such sessions will be organized in the academic year 2016-17 Our college has been the first college under Calcutta University to conduct such a project and has been chosen as a nodal centre by Calcutta University to promote and spread the use of FOSS among students through the Spoken Tutorial Project..

5.   Problems Encountered and Resources Required

The main problem faced today is the paucity of space.Although two ICT enabled rooms with ceiling mount LCD Projector, five semi-ICT enabled rooms with projection screen and portable LCD Projector have been arranged, these courses cannot be conducted during usual college hours. Owing to growing interest in students for such courses, therefore, a separate unit exclusively for such training programmes would indeed benefit the students.