

# Rishi Bankim Chandra College

Naihati, East Kantalpara, North 24 Parganas, PIN 743165

## The Annual Quality Assurance Report (AQAR) of the IQAC 2011-2012

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

RISHI BANKIM CHANDRA COLLEGE

1.2 Address Line 1

P. O. : NAIHATI,

Address Line 2

EAST KANTALPARA

City/Town

NAIHATI, DIST: NORTH 24  
PARGANAS

State

WEST BENGAL

Pin Code

743165

Institution e-mail address

rbc\_wbsu@yahoo.com

Contact Nos.

033-25812099

Name of the Head of the Institution:

DR. SANJIB KUMAR SAHA

Tel. No. with STD Code:

033-25606446

Mobile:

9231657326

Name of the IQAC Co-ordinator:

DR. MAINAK ROY

Mobile:

9830668158

IQAC e-mail address:

iqac@rbccollege.ac.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN11700

1.4 NAAC Executive Committee No. &amp; Date:

(For Example EC/32/A&amp;A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/33/269 DATED SEPTEMBER 2004

1.5 Website address:

www.rbccollege.ac.in

Web-link of the AQAR:

[http://www.rbccollege.ac.in/documents/AQAR\\_RBCC\\_2011-2012.pdf](http://www.rbccollege.ac.in/documents/AQAR_RBCC_2011-2012.pdf)For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.55	2004	2009
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

08/05/2013

1.8 AQAR for the year (for example 2010-11)

2011-2012

1.9 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 \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central emed  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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify) Certificate Course DOEACC (NIEELT)Acc. O & A levels

1.12 Name of the Affiliating University (for the Colleges)

WEST BENGAL STATE UNIVERSITY

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

Autonomy by State/Central Govt./ University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC- CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>		<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>		
2.3 No. of students	<input type="text" value="1"/>		
2.4 No. of Management representatives	<input type="text" value="2"/>		
2.5 No. of Alumni	<input type="text" value="1"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="16"/>		
2.10 No. of IQAC meetings held		6	
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="6"/>	Faculty <input type="text" value="6"/>
Non-Teaching Staff	<input type="text" value="6"/>	Alumni	<input type="text" value="1"/>
Students		Others	<input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No <input checked="" type="checkbox"/>

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

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
To implement the recommendations of the NAAC Peer Team Report during 2011-2012, regarding academic and infrastructure development on the basis of review of the Work Progression in the previous Year.	

\* Done as per the Academic Calendar of the year 2011-2012 as printed in the College Prospectus.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management Syndicate  Any other body

Provide the details of the action taken

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	0	0	0	0
PG	2	0	0	0
UG	21	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	0
Others	0	0	0	0
<b>Total</b>	<b>2 PG + 21 UG</b>	<b>PG 0 + UG 0</b>	<b>0</b>	<b>0</b>
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	19

#### 1.3 Feedback from stakeholders\* Alumni

(On all aspects)

Parents  Employers  Parents

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.

YES, AS PER THE REVISIONS DONE BY THE AFFILIATING UNIVERSITY IN 2011-2012.

1. WBS University has revised syllabus of most of the UG courses, the college has adopted the syllabi. The Regulations too have been updated.

2. Yes, for PG Programmes Department enjoy some degree of autonomy in updating the Syllabi, and the syllabi is upgraded according to new changes incorporated by other universities.

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

No

## Criterion – II

## 2. Teaching, Learning and Evaluation

### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	23	22	1 (Principal)	21 (CWTT, PTT)

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

27

### 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
0	28	18 (CAS)	0	1 (Principal)	0	21	0	40	28

### 2.4 No. of Guest and Visiting faculty and Temporary faculty

16

18

Guest + V. Fac.

### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	Total No. Papers/ Participation	International level	National level	State level
Attended	118	10	46	62
Presented papers	60	6	26	28
Resource Persons	23	2	10	11

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

Power Point Presentation, teaching, Teaching Through Theatre Workshop, Field work, excursion and project work

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

239 days

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

Selection Test Exam.  
Class Test Exam.  
Open Book Exam.

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

9

### 2.10 Average percentage of attendance of students

60-65%

### 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 (Honours)	218	0	2	136	80	82.9%
B.Sc. (Honours)	106	0	17	53	36	76%
B.Com (Honours)	26	0	1	14	11	61.5%

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

IQAC through regular interaction and meetings with the Academic Sub-Committee, Routine Sub-Committee, Examination Sub Committee, and Result Sub Committee regularly monitors and evaluates the Teaching-Learning process. IQAC also formulates strategic plan for the management of resources and optimisation of academic infrastructure. The recommendations are placed in Governing Body for implementation through the various sub-Committees

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	2
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	22	17	0	18
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension



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

The documentation of Research work by faculty undertaken as per the suggestion of NAAC Peer Team, providing assistance for submission of application forms and research projects.

## 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4	2	1
Outlay in Rs. Lakhs	186750	338250	283500	-

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	33	1
Non-Peer Review Journals	11	6	4
e-Journals			
Conference proceedings	0	5	2

## 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	2011-2012			
Minor Projects	2011-2012	UGC	338250	338250
Interdisciplinary Projects	2011-2012			
Industry sponsored	2011-2012			
Projects sponsored by the University/ College	2011-2012			
Students research projects <i>(other than compulsory by the University)</i>	2011-2012			
Any other(Specify)	2011-2012			
<b>Total</b>	2011-	UGC	338250	338250

	2012			
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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	0	5	2		4
Sponsoring agencies	N/A	UGC	COLLEGE		COLLEGE

3.12 No. of faculty served as experts, chairpersons or resource persons:07

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  Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
	0	1	1	0	0	0

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

1

1

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

1

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

JRF       SRF       Project Fellows       Any other

3.21 No. of students Participated in NSS events:

University level       State level

National level      International level      

3.22 No. of students participated in NCC events:

University level       State level

National level       International level

3.23 No. of Awards won in NSS:

University level       State level

National level       International level

3.24 No. of Awards won in NCC: University level      State level

National level       International level

3.25 No. of Extension activities organized

University forum       College forum

NCC       NSS       Any other

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

EARTH DAY: 22APRIL

VAN MAHOTSAVA WEEK OBSERVATION: 1ST JULY-7TH JULY

RABINDRA SMARAN: ECOLOGY AND TAGORE 8TH AUGUST

INDEPENDENCE DAY CELEBRATION

NSS DAY CELEBRATION: BLOOD GROUP DETECTION CAMP

NATIONAL EDUCATION DAY CELEBRATION:11TH NOVEMBER

VIJAY DIWAS CELEBRATION:16TH NOVEMBER

SPECIAL CAMP: 24-30TH DECEMBER: RAIN WATER HARVESTING AND SANITATION

COLLEGE CAMPUS BEAUTIFICATION

## 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	4.5	0	UGC & College Building Fund	4.5
Class rooms	30	14	UGC & College Building Fund	44
Laboratories	14	4	UGC & College Lab Dev & Building Fund	18
Seminar Halls	1	1	UGC & College Building Fund	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		33		50
Value of the equipment purchased during the year (Rs. in Lakhs)		18 lakh	UGC & College Lab Dev fund	28
Others				

4.2 Computerization of administration and library

Computerisation of administrative office, Research and Development of Admission Software by Pratistha, the Career Hub of the college and use of server based Admission application processing, data entry by faculty and staff, , scrutiny of application, preparation of merit list, etc.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15822	912 k	617	355726	16439	915 k
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	4	3	1	1	3	4	1
Added	21	2	10	2	0	1	3	1
Total	43	6	13	3	1	4	7	2

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

In-house training for staff for Computerisation of administrative office, general office and accounts. Training in Research and Development of Admission Software by Pratistha, the Career Hub of the college. Training of Faculty for the use of server based Admission application processing, data entry, scrutiny of application, preparation of merit list, etc.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

1.5

ii) Campus Infrastructure and facilities

3

iii) Equipments

3

iv) Others

.5

**Total :**

8

**Criterion – V****5. Student Support and Progression**

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

REGULAR INTERACTION WITH FACULTY, STAFF AND STUDENTS REGARDING FEEDBACK FROM ALL STAKEHOLDERS FOR THE DEVELOPMENT OF ACADEMIC AND INFRASTRUCTURAL SERVICES FOR BETTER ACADEMIC PROGRESSION OF STUDENTS

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

REGULAR MEETING OF THE SUBCOMMITTEES (4-5 MEETINGS ON AN AVERAGE) ATTENDED BY ALL THE MEMBERS AND PREPARATION OF ANNUAL REPORTS OF THE WORK OF EVERY COMMITTEE PRESENTED TO THE G.B. FOR APPRAISAL AND REMEDIAL MEASURES. DISCUSSION OF RESULTS AT THE MEETING OF RESULT, EXAMINATION, ACADEMIC SUBCOMMITTEES AND THE G.B.

## 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3930	170	0	7

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

12

## (c) No. of international students

0

Men	No	%	Women	No	%
	2541	60		1649	40

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3497	69 9	98	-	6	4200	3407	68 7	91	-	5	4100

Demandratio 1:1

Dropout % 16

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

5 QUALIFIED FOR UGC NET (UGC-SPON COACHING CENTRE)  
12 SCHOOL SERVICE COMMISSION (WBCSSC RLST) (UGC-SPON COACHING CENTRE)  
13 PSC, SSC, BANK  
67 PVT. SECTOR, AS PER RECORD

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="5"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text" value="2"/>	CAT	<input type="text" value="1"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text" value="6"/>	Others	<input type="text" value="86"/>

5.6 Details of student counselling and career guidance

UGC-SPONSORED COACHING CLASSES FOR NET / SET – EVERY STTURDAY 11 AM – 5 PM IN ENGLISH AND LIFE SCIENCE FROM 2010 ONWARDS.  
 UGC-SPONSORED COACHING FOR ENTRY IN SERVICE FOR SCHOOL SERVICE COMMISSION IN ALL SUBJECTS FROM 2006 TILL DATE  
 PLACEMENT COUNSELLING AND TRAINING IN SOFT SKILL AND INTERVIEW FOR THE PASS OUT BATCH OF UG AND PG COURSES.

No. of students benefitted

108 QUALIFIED  
 200 BENEFECIARIES OF COUNSELLING

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
1	92	67	33

5.8 Details of gender sensitization programmes

FOUR SPECIAL LECTURES DELIVERED BY RESOURCE PERSONS ON BUTLER'S GENDER TROUBLE, BEAUVOIR'S THE SECOND SEX, THIRD WAVE FEMINISM, AND WOMEN RIGHTS, ORGANISED BY THE DEPPARTMENT OF ENGLISH AND WOMEN'S CELL

5.9 Students Activities

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

State/ University level	<input type="text" value="30"/>	National level	<input type="text" value="8"/>	International level	<input type="text" value="1"/>
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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	74	24846
Financial support from government	12	480000 (Indira GCS-PG)
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

5.13 Major grievances of students (if any) redressed: Library automation, cool

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The college shall aim at the physical, normal, social and cultural development of the students and also serve as a centre for the diffusion of knowledge and culture in the locality.

#### 6.2 Does the Institution has a management Information System

Yes, the Accounts, admission and administrative Management System, is integrated with the information system.

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

##### 6.3.1 Curriculum Development

Members of BOS contribute to the framing of curriculum.  
Academic Sub-committee and Departmental Committees implement the curriculum.  
Academic Calendar is used

##### 6.3.2 Teaching and Learning

- i) Adherence to Academic Calendar
- ii) Library Automation
- iii) Use of modern logistics in teaching

##### 6.3.3 Examination and Evaluation

The college ensures timely submission of examination results, display of date sheets on the notice boards and college website. The college ensures that examinations and evaluation is done as per the university guidelines. The college constitutes centre committee for university examination and examination sub-committee for test examination.

##### 6.3.4 Research and Development

- i) Formation of NAAC STEERING COMMITTEE to evaluate and forward research proposals of the Faculty
- ii) Research Cell documents the publication and promotes research
- iii) Study Leave for research provided by the college.

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

Computerisation of library.  
 ICT Infrastructure of the Career Hub  
 Development of 4 labs with UGC equipment grant

6.3.6 Human Resource Management

i) Granting Duty leave to faculty for attending Orientation & refresher courses and other skill development seminars/workshops/ courses

6.3.7 Faculty and Staff recruitment

Teacher recruitment as per UGC & West Bengal Govt. Rules. Non-Teaching recruitment as per West Bengal Govt. Rules.

6.3.8 Industry Interaction/ Collaboration

Nil, on institutional level

6.3.9 Admission of Students

Partly manual (with some degree of computerization) admission process was made fully computerized ever since 2010-11.

6.4 Welfare schemes for

Teaching	All, through Employees Cooperative
Non teaching	All, through Employees Cooperative
Students	15 %, Welfare fund and Govt. grants

6.5 Total corpus fund generated

SALARY GRANT, UGC GRANT, ETC= 3.66 CRORES APPROX

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	WBSU	YES	ACADEMIC SUB COMMITTEE
Administrative	YES	DPI	YES	GOVERNING BODY

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?

THE UG-BOARD OF STUDIES MEET ON A REGULAR BASIS AND INITIATE EXAMINATION REFORMS RELATED TO UPGRADATION OF SYLLABUS, EVALUATION METHOD, ADMINISTRATIVE REFORMS RELATED TO PUBLICATION OF RESULTS. THE PG-EXPERT COMMITTEES OF ZOOLOGY AND ENGLISH OF THE COLLEGE FORMULATE AND EXECUTE SUCH REFORMS

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

ONLY PG COURSES HAVE PARTIAL AUTONOMY

6.11 Activities and support from the Alumni Association

GENERAL MEETING NOT HELD, DEPT. OF ECONOMICS, ENGLISH AND BOTANY ORGANISE REGULAR ALUMNI MEETING. NO FINANCIAL ASSISTANCE COULD BE GENERATED

6.12 Activities and support from the Parent – Teacher Association

REGULAR DEPARTMENTAL PARENT – TEACHER MEETING HELD. FEEDBACK IS USED FOR COURSE DELIVERY

6.13 Development programmes for support staff

REGULAR IN-SERVICE TRAINING IN ICT AND SOFTWARE FOR NON-TEACHING STAFF

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

OBSERVATION OF VAN MAHAUTSAV BY THE NSS UNITS.  
TREE PLANTATION AND PROTECTION DRIVE

## 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.

INTRODUCTION OF ADMISSION SOFTWARE DEVELOPED BY THE COLLEGE FOR THE IMPLEMENTATION OF THE ADMISSION, SCRUTINY OF FORMS, PREPARATION OF MERIT LIST AND COUNSELLING THROUGH SERVER BASED SOFTWARE. USE OF ICT IN OFFICES

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

DIGITIZATION OF LIBRARY, PREPARATION OF COLLEGE WEBSITE, LAN CONNECTION, COMPUTER BASED ADMISSION

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

UGC-EDUCATIONAL INNOVATION UNDERSTANDING DRAMA THROUGH PERFORMANCE WORKSHOP AND VISIT OF THE PG ENGLISH DRAMA TEAM TO PERFORM AT UNIVERSITY OF GOUR BANGA  
PROJECT WORK. FIELD TOUR. EXCURSION AND LEARNING BEYOND CLASSROOM

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

- 7.4 Contribution to environmental awareness / protection

VAN MAHOTSAV, PLASTIC FREE ZONE, USE OF GREEN DUSTBINS, AWARENESS PROGRAMMES ON ENVIRONMENT

- 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 follows a well-structured, simple, one-window, Admission System with full transparency

The college has a well-conceived mechanism for monitoring students' progress, through periodic tests and feedback.

The Academic Calendar distributed to the students at the time of procuring admission

Annual performance appraisal report (UGC-framed PBAS) for the teachers.

The teachers are regularly encouraged to participate in skill upgradation programmes as orientation and refresher courses

**Weakness**

The optimum utilization of space has reached a point of saturation, thereby disabling further expansion of direct teaching activities.

Only in the PG courses and UG environmental studies interdisciplinary approach is adopted.

Evaluation of students' performance lacks the use of open-book test, testing of analytical skills via quiz, case studies & viva-voce etc

**Opportunity**

Partner Institute of IGNOU running successfully under PI Scheme be expanded.

The newly constructed Diamond Jubilee Block (inaugurated in 2011) with 12 ICT-based classrooms and 4 laboratories and the Roof-top instruction space can be fully made operational

**Challenges**

The toughest challenge in this context emerges out of our major point of strength. The appreciably wide subject combinations offered by our college attract large number of students. As stated earlier, the majority of these students are first generation learners. To uphold the basic ethos propounded by the founders of our college to spread the light of education, the college is at its wit's end to accommodate these aspiring students seeking higher education. This is exerting massive and often destabilizing pressure on the teaching-learning & evaluation process and also on the existing infrastructure.

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

DIGITIZATION OF LIBRARY

PREPARATION FOR HOSTING COLLEGE WEBSITE

LAN CONNECTION OF ALL THE ACADEMIC AND ADMINISTRATIVE UNITS OF THE COLLEGE

EXPEDITE THE PROCESS OF USING ADMISSION SOFTWARE AND SINGLE WINDOW ADMISSION OPERATIONS

DEVELOPMENT AND MAINTENANCE OF THE PHYSICAL INFRASTRUCTURE

INTRODUCE BA HONOURS COURSE IN JOURNALISM AND MASS

COMMUNICATIONS

Name Dr. Mainak Roy

Name Dr. Sanjib Kumar Saha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC