

Rishi Bankim Chandra College

Naihati, East Kantalpara, North 24 Parganas, PIN 743165

The Annual Quality Assurance Report (AQAR) of the IQAC 2013-2014

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. MHCOGN 18879) WBCOGN11700

1.4 NAAC Executive Committee No. & Date:

EC/33/269 DATED SEPTEMBER 2004

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.rbccollege.ac.in

Web-link of the AQAR:

http://www.rbccollege.ac.in/documents/AQAR_RBCC_2013-2014.pdfFor ex. <http://www.ladykeanecollege.edu.in/AQAR> 2012-13.doc

1.6 Accreditation Details

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

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

08/05/2013

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

2013-2014

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 2011-2012 (11/04/2016)
- ii. AQAR 2012-2013 (11/04/2016)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

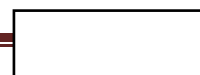
Others (Specify) Certificate Course DOEACC (NIEELT) Acc. O & A levels

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	
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<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	<input type="text" value="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"/>
Students	<input type="text" value="6"/>
Alumni	<input type="text" value="1"/>
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	<input type="text"/>

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 2013-2014, regarding academic and infrastructure development on the basis of review of the Work Progression in the previous Year.	Recommendations of newly formed IQAC implemented.

* Done as per the Academic Calendar of the year 2013-2014 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	19	1	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	0	0	0
Others	0	0	0	0
Total	2 PG + 19 UG	PG 0 + UG 1	0	0
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	20

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

YES, AS PER THE REVISIONS DONE BY THE AFFILIATING UNIVERSITY IN 2013-2014.

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	24	21	1 (Principal)	21

2.2 No. of permanent faculty with Ph.D.

30

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	66	28

2.4 No. of Guest and Visiting faculty and Temporary faculty

16

4

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	120	5	15	66
Presented papers	64	11	36	17
Resource Persons	64	1	7	55

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

Power Point Presentation Teaching Through Theatre Workshop.

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

227 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

7

2.10 Average percentage of attendance of students

50 - 60 %

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)	150	0	0	90	60	81.59%
B.Sc. (Honours)	122	0	35	47	40	76.81%
B.Com (Honours)	38	0	0	17	21	47.37%

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	6
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	4
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	20	19	1	22
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. The listing of research work and centralised documentation of the print copies of the published work.

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	0	2	3	4
Outlay in Rs. Lakhs	0	283500	845000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	0	0
Non-Peer Review Journals	8	0	2
e-Journals			
Conference proceedings	0	6	4

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	2013-2014			
Minor Projects	2013-2014	UGC	283500	283500
Interdisciplinary Projects	2013-2014			
Industry sponsored	2013-2014			
Projects sponsored by the University/ College	2013-2014			

Students research projects <i>(other than compulsory by the University)</i>	2013-2014			
Any other(Specify)	2013-2014			
Total	2013-2014	UGC	283500	283500

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	0	2		7
Sponsoring agencies	N/A	UGC	COLLEGE		COLLEGE

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency 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

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

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

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	<input type="text" value="NIL"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="10"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="8"/>	Any other	<input type="text"/>

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

NSS DAY CELEBRATION

WORLD AIDS DAY: 1ST DECEMBER

INDEPENDENCE DAY CELEBRATION

EARTH DAY CELEBRATION: 22ND APRIL

NATIONAL YOUTH DAY CELEBRATION: 12TH JANUARY

COLLEGE CAMPUS BEAUTIFICATION PROGRAMME:

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

INTERNATIONAL MOTHER TONGUE DAY: 21ST

05.03.2014

UGC SPONSORED SHORT-TERM COURSE ON “POSITIVE DISCRIMINATION”.

SRI PRADIPTA RAY, RTD. HON’BLE JUSTICE, CALCUTTA HIGH COURT.

THE INDIAN CONSTITUTION AND POSITIVE DISCRIMINATION

05.03.2014

PROF. CHANCHAL CHAKRABORTY, FORMERLY, ASSO. PROF. , B. R. S. COLLEGE.

POSITIVE DISCRIMINATION AND THE CONSTITUTION OF INDIA

05.03.2014

PROF. DEBJANI SENGUPTA, DEPT. OF SOCIOLOGY, C. U.

OTHERNESS OF OTHER BACKWARD CLASSES

07.03.2014

PROF. BHOLANATH BANERJEE, DEPT. OF SOCIOLOGY, C. U.

CASTE DISCRIMINATION AND DEMOCRATIZING GOVERNANCE IN INDIA

12.03.2014

PROF. SWAPAN KR. BHATTACHARYYA, RTD. PROF. OF SOCIOLOGY, C. U.

POSITIVE DISCRIMINATION AS A WEAPON FOR ENDING NEGATIVE DISCRIMINATION.

THE CASE OF DALITS IN INDIA

05.04.2014

PROF. SHILPA NANDI GHOSH, DEPT. OF POLITICAL SCIENCE, KHUDIRAM BOSE COLLEGE.

POSITIVE DISCRIMINATION IN INDIA

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	20234.28 mt ²	nil	UGC & College building Fund	20234.28 mt ²
Class rooms	4459.35 mt ²	nil	UGC & College building Fund	4459.35 mt ²
Laboratories	19 Labs (1115 mt ²)	nil	UGC & College Lab. Dev. & Building Fund	19 Labs (1115 mt ²)
Seminar Halls (Kamalakanta Sabha Ghar)	1,946 s.ft. (150 seater)	nil	UGC & College building Fund	1,946 s.ft. (150 seater)
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		15	UGC & College Lab. Dev. Fund	
Value of the equipment purchased during the year (Rs. in Lakh)		3,00,000/-		
Others				

4.2 Computerization of administration and library

Library computerisation using Koha (ver.3.06.04.000) software is completed with financial assistance from Department of H.E. Government of West Bengal. The Cash Section is computerised for the collection of fees/ issuance of receipts, the Accounts Section has computerised its accounting procedure for the Payment / Salary / Demand/ Disbursement and other accounting work

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16840	97,45,337/-	448	373685/-	17288	10119042/-
Reference Books			23			
e-Books						
Journals			03			
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	66	15	16	4	3	4	10	7
Added	16	8			3	2	2	1
Total	82	23	16	4	6	6	12	8

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

In-house training of staff for computerization of administrative offices, general office, Accounts. Training in research & 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 and preparation of merit list etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT	15000
ii) Campus Infrastructure and facilities	150000
iii) Equipments	15000
iv) Others	1000
Total :	181000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Regular interaction with faculty, staff & students regarding feedback from all stakeholders for the development of academic and infrastructural services for better academic progression of the students

5.2 Efforts made by the institution for tracking the progression

Regular meeting of the sub-committees attended by all members and preparation of annual reports of the work of all the committees are presented to the G.B for appraisal and remedial measures. Discussion of results at the meeting of Result, Examination, Academic Sub-Committees and the G.B

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4062	133	0	0

(b) No. of students outside the state

37

(c) No. of international students

0

	No	%		No	%
Men	2646	63	Women	1549	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3478	715	98	0	02	4293	2945	664	137	449	03	4195

Demandratio 1:1 Dropout % 16%

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

1. Coaching for UGC NET / WBCSC / SET / RET , for PG Students and Ex-students of the college and the locality
2. Resource persons are drawn from different colleges and universities to prepare the students for the eligibility tests for lecturership and research fellowship
3. Coaching for Entry in Service for 3rd Year/PG Students and Ex-students of the college belonging to SC/ST/OBC/Minorities/Financial Constrained/BPL categories

Several students have qualified TET in 2013 and 11 students have qualified RLT Test conducted by W. B. School Service Commission and joined as Assistant Teachers in English in 2013. One student of the English Department has also qualified UGC-NET for JRF in English in the Dec 2014. Eight (8) students of the English Department have qualified the Research Eligibility Test for M.Phil / Ph.D. after attending these coaching classes.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 40px; height: 20px;" type="text"/>	SET/SLET	<input style="width: 40px; height: 20px;" type="text"/>	GATE	<input style="width: 40px; height: 20px;" type="text"/>	CAT	<input style="width: 40px; height: 20px;" type="text"/>
IAS/IPS etc	<input style="width: 40px; height: 20px;" type="text"/>	State PSC	<input style="width: 40px; height: 20px;" type="text"/>	UPSC	<input style="width: 40px; height: 20px;" type="text"/>	Others	<input style="width: 40px; height: 20px;" type="text"/>

5.6 Details of student counselling and career guidance

UGC-sponsored coaching classes for NET/SET - every Sat. 11 am-5 pm, in English and Life Science from 2010 onwards.

UGC-sponsored coaching for Entry in services for SSC in all subjects from 2006 till date

Placement Counselling and Training in soft skill and interview for the pass-out batch of UG & PG Courses

No. of students benefitted

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

5.8 Details of gender sensitization programmes

Women's cell organised lectures on gender sensitisation in collaboration with the department of English

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	105	23800/-
Financial support from government	13	260000 (Indira GSGC Sch)
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: i) Inadequacy of lab. Equipment (Electronics and a few other science labs.) ii) Sports facility expansion. iii)

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 systems 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 Curricula ; Academic sub-committee and departmental committees implement the curricula.; Academic calendar is used

6.3.2 Teaching and Learning

1. Adherence to Academic Calendar
2. Library Automation
3. Use of modern logistic in teaching

6.3.3 Examination and Evaluation

The college ensures timely submission of examination results, display the date-sheet on the Notice Boards and college website. The college ensures that, examination and evaluation is done as per University guideline. The college constitutes Centre committee for conducting university examinations and examination sub-committee for Test Examination.

6.3.4 Research and Development

1. Formation of IQAC to evaluate and forward research proposals of the faculty.
2. The Research Cell documents the publications by the faculty and promotes research
3. Study leave for research provided by the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

a) Computerization of Library b) ICT infrastructure of the Career Hub, c) Development of labs. with UGC Equipment grant.

6.3.6 Human Resource Management

Granting Duty Leave to Faculty for attending Orientation and Refresher courses and also for attending other skill-development, seminar/workshops / courses

6.3.7 Faculty and Staff recruitment

Teacher recruitment as per UGC and WB Govt. rules. Non-teaching staff recruitment as per WB Govt. rules,

6.3.8 Industry Interaction/ Collaboration

Nil, on institutional level.

6.3.9 Admission of Students

Admission process has become fully computerized ever since 2010-11. However, some (minimal) degree of manual intervention to accommodate at the most 1% - 2% of total students admitted, still cannot be avoided, due to unavoidable factors.

6.4 Welfare schemes for

Teaching	All through Employees' Cooperative
Non teaching	All through Employees' Cooperative
Students	15% from Students' Welfare Fund & Govt. grants

6.5 Total corpus fund generated

Salary Grant, UGC grant etc. = Rs.3.66 Crores

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 UGBOS meets on regular basis and initiates examination reforms related to up gradation of curricula, evaluation methods, administrative reforms related to publication of results. PG Expert Committees of Zoology and English Departments 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 enjoy partial autonomy

6.11 Activities and support from the Alumni Association

General Meeting not held, department of Economics, English and Botany organize regular Alumni meetings. No financial assistance could be generated. Expenses of such departmental alumni meetings are met from Departmental Contingency allocation in college-budget.

6.12 Activities and support from the Parent – Teacher Association

Regular departmental Parent-Teacher meetings 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 Bana Mahotsav by the NSS units of the college
- Tree-plantation and protection drive
- Campus cleaning and beautification drive led by NSS

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

Digitalization 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*)

1. UGC-Educational innovation understanding, Drama through performance workshops and visit of PG English Drama Team to perform at University of Gourbanga, West Bengal.
2. Project work, field tour, excursions and learning beyond classrooms

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

7.4 Contribution to environmental awareness / protection

Bana Mohotsav (planting tree-seedlings in campus and vicinal locality), Plastic-free zone, Use of Green-Dustbins, Awareness programmes on Environmental protection and conservation.

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 admission. Annual Performance Appraisal Report for the teachers are collected every year by the college authority, and the teachers are regularly encouraged to participate in skill-up gradation programme, e.g., Orientation & Refresher courses.

WEAKNESS : The optimum utilization of space has reached a point of saturation thereby disabling further expansion of direct teaching activities. Only in PG courses, and UG Environmental studies, interdisciplinary approach is adopted. Evaluation of students' performance lacks the use of open-book tests, testing of analytical skill via quiz, case studies and viva-voci etc.

OPPORTUNITY : Scope for entering into MOU with vicinal university, e.g., University of Kalyani and Netaji Subhas Open University to deliver courses in distant learning mode, Entering into local Sports training institutes to facilitate training and practice facilities of students proficient in games and sports.

CHALLENGES : The main strength is our major challenge. The college offers wide range of subject-combinations those are not offered in vicinal colleges which attracts huge influx of students particularly from educationally and economically backwards districts. The college is stretched beyond its existing capacity to arrange for adequate learning opportunity in tune of present-day requirement for these students.

8. Plans of institution for next year

Introduction of BA Honours course in Urdu
Introduction of Physical Education as a General subject
Roof top shed on the North block
Renovation of college playground. Installation of purified, refrigerated drinking water dispensing system for students.

Name Dr. Mainak Roy



Signature of the Coordinator, IQAC

Name Dr. Sanjib Kumar Saha



Signature of the Chairperson, IQAC