ANNUAL QUALITY ASSURANCE REPORT

2 0 1 5 – 16

Submitted to

National Assessment
and
Accreditation Council

Barasat College

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Kolkata - 700 126
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Contents

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. **Details of the Institution:**

1.1 Name of the Institution   :   BARASAT COLLEGE

1.2 Address Line 1   :   1, KALYANI ROAD

     Address Line 2   :   P.O. NABAPALLY

     City / Town   :   BARASAT, DIST. NORTH 24 PARGANAS

     State   :   WEST BENGAL

     PIN Code   :   KOLKATA - 700126

     Institution email address   :   barasatcollege72@yahoo.com

     Contact Nos.   :   09432496363

     Name of the Head of the Institution :   PARTHA PRATIM DASGUPTA

     Tel. No. With STD Code   :   +91 9432496363

     Mobile   :   09432496363

     Name of the IQAC Co-ordinator :   RANJIT KUMAR BOSE

     Mobile   :   9433425497

     IQAC e-mail address   :   barasatcollege1972@gmail.com

1.3 NAAC Track ID   :

1.4 NAAC Executive Committee No. & Date: NAAC/Cert-A&A/2006/47 dt 19-10-2006
     (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.barasatcollege.org

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1ˢᵗCycle	B	2.81	2006	2011

1.7 Date of Establishment of IQAC (DD/MM/YYYY): 16/08/2013

1.8 AQAR for the year   : 2015-16

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 2012-13 submitted to NAAC on 02-08-2017

 ii) AQAR 2013-14 submitted to NAAC on 02-08-2017

 iii) AQAR 2014-15 submitted to NAAC on 02-08-2017

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) [ ]

1.12 Name of the Affiliating University (for the Colleges) : West Bengal State University

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐

2.   IQAC Composition and Activities

2.1   No. of Teachers   :   6

2.2   No. of Administrative/Technical staff   :   1

2.3   No. of students   :   1

2.4   No. of Management representatives   :   2

2.5   No. of Alumni   :   ☐

2. 6   No. of any other stakeholder and
        Community representatives   :   1

2.7   No. of Employers/ Industrialists   :   ☐

2.8   No. of other External Experts   :   ☐

2.9   Total No. of members   :   11

2.10 No. of IQAC meetings held   ☐

2.11 No. of meetings with various stakeholders   :   No.   4   Faculty   2

Non-Teaching Staff   1   Students   1   Alumni ☐   Others ☐

2.12 Has IQAC received any funding from UGC during the year? :   Yes ☐   No ✓

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐   International ☐   National ☐   State ☐   Institution Level   2

(ii) Themes | Women Empowerment and Gender Issues. Teaching Methodology.

2.14 Significant Activities and contributions made by IQAC:
   - To take an active role in forwarding the Career Advance Scheme (CAS) of

teaching faculty.
- To offer important suggestions to the administration for the quality sustenance and enhancement of the institution.
- To assist and motivate the teachers to complete Ph.D.
- To help sustain the quality of academic excellence.
- To promote teachers to do Refresher/Orientation courses.
- To motivate teachers for research and provide them necessary assistance.
- To contribute and guide students for social awareness.

2.15 Plan of Action by IQAC/Outcome   :

Plan of Action	Achievements
1. To continue the curricular activities	1. Normal curricular activities are continued.
2. Publication of Academic Calendar and Prospectus	2. Academic Calendar and prospectus published.
3. To fill up vacant posts	3. Guest lecturers are appointed temporarily
4. Departmental Tours	4. As per proposal of IQAC different departments of the Institution organized departmental tours.
5. To increase the class-rooms and other infrastructural facilities.	5. Construction of a new block has been started.

2.16 Whether the AQAR was placed in statutory body: Yes ✔   No ☐

Management ☐   Syndicate ☐   Any other body   Administrator

Provide the details of the action taken:
The Administrator of the College accepted and approved the AQAR 2015-16 on 12/12/2018.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmers :

Level of the Programme	Number of existing Programmes	Number of Pro-grammes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
PG				
UG	32	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	08			
Total	40	00	00	00

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes :

Pattern	Number of programmes
Semester	
Trimester	
Annual	40

1.3 Feedback from stakeholders* : Alumni [ ] Parents [ ] Employers [✓] Students [✓]
(on all aspects)

Mode of feedback   :   Online [ ]   Manual [✓]

Co-operating schools (for PEI)

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

> The college has to follow the courses designed by the University to which it is affiliated. It has little scope to design the course curriculum, structure or examination processes. The University takes steps to revise the syllabus and marking system to cope with the prevailing situation.

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/Principal	Others/Librarian
21	8	10 (1 retired on 31/01/2016)	1	2

2.2   No. of permanent faculty with Ph.D.   :   [13]

2.3   No. of Faculty Positions Joined (J) and Vacant (V) during the year :

Asst. Professors		Associate Professors		Professors/Principal		Others/Librarian		Total	
J	V	J	V	J	V	J	V	J	V
	11		0	1	0		0	1	11

2.4   No. of Guest and Visiting faculty, Contractual faculty and Part-time faculty :

Contractual faculty	Part-time faculty	Guest and Visiting faculty
9	25	10

2.5   Faculty participation in conferences and symposia   :

No. of Faculty	International level	National level	State level
Attended	1	3	12
Presented papers	4	10	0
Resource Persons	0	0	1

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

> Projector is used by various departments as part of the e-learning modules. Remedial classes for slow-learners are consistently carried out and counselling for various cross sections of students is conducted.

2.7   Total No. of actual teaching days during this academic year   :   181

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

> The college generally maintains the traditional examination system as per norms of the affiliating university. Frequency of class tests has been increased to ensure proper preparation for the University examination. Test examinations coupled by guardian meetings have strengthened the academic culture.

2.9   No. of faculty members involved in curriculum Restructuring/revision/syllabus
        development as Member of Board of Study/Faculty/Curriculum Development
        workshop :   2

2.10   Average percentage of attendance of students   :   72%

2.11   Course/Programme-wise distribution of pass percentage   :

Title of the Programme	Total no. of students Appeared	1st Class	2nd Class	Pass (Total)	Pass %
BENGALI (HONS.)	35	0	15	30	86
ENGLISH (HONS.)	17	0	8	15	88
HISTORY (HONS.)	37	0	20	32	86
PHILOSOPHY (HONS.)	6	0	0	5	83
POL.SCIENCE (HONS.)	14	0	2	10	71

EDUCATION (HONS.)	70	7	48	68	97
SOCIOLOGY (HONS.)	0	0	0	0	0
PHYSICS (HONS.)	7	0	7	7	100
CHEMISTRY(HONS.)	5	0	2	4	80
MATHEMATICS (HONS.)	7	0	3	3	42.86
BOTANY (HONS.)	1	0	1	1	100
ZOOLOGY (HONS.)	2	0	2	2	100
COMP. SC. (HONS.)	4	0	2	2	50
GEOGRAPHY (HONS.)	39	0	31	36	92
Accounting & Finance (HONS.)	151	5	112	128	85
Marketing (HONS.)	5	0	3	3	60
B. A. (GENERAL)	998	0	23	295	30
B. COM.(GENERAL)	115	0	0	33	29
B.SC.(GENERAL)	61	0	13	17	28

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

1. Through regular interaction with the administration and different stakeholders, the IQAC offers important suggestions for the overall development of the teaching and learning processes.

2. The IQAC keeps a track of the results after each University examination and advices necessary remedies for further development.

3. IQAC monitors the constant influx of study materials which range over books and journals. This helps both the teachers and the students to enrich themselves with the best possible academic nourishment.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Short-term Courses)	3

2.14 Details of Administrative and Technical staff:

Category	No. of Permanent Employees	No. of Vacant Positions	No. of permanent positions filled during the Year	No. of positions filled temporarily
Administrative Staff	31	15	0	15
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC always provides suggestions to the college administration to create proper climate in the college for greater involvement of the faculty members in research, project work, field work, and surveys by the individual teachers as well as by different departments and units.

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				
Outlay in Rs. lakhs				

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	7		
Non-Peer Review Journals			1
e_Journals			
Conference proceedings			

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				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Major projects				

3.7   No. of books published: i) With ISBN No. [ ]   Chapters in Edited Books [2]

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: [NIL]

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number					02
Sponsoring agencies					1.GLF Business School 2. 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 [ ]   From Management of University / College [ ]

Total [ ]

3.16   No. of patents received this year:

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

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

Total	International	National	State	University	District	College

3.18   No. of faculty from the Institution who are Ph. D. Guides   01

        and students registered under them   03

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/College level   40   State level

              National level   International level

3.22   No. of students participated in NCC events:

       University/College 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 [1]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
- Thalassemia detection camp for screening and awareness.
- College campus is maintained clean throughout the year.
- College premises are maintained as plastic-free zone.
- Blood Donation Camp.

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	2476sq.mt.			2476sq.mt
Class rooms	30			30
Laboratories	6			6
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year		3 types		
Value of the equipment purchased during the year (Rs. in Lakhs)		4.05	College Fund + Govt. grant	
Others				

*See ANNEXURE – 1

4.2 Computerization of administration and library:

The College office is computerised with advancement made by incorporating "Student Management System" software. A number of computers with all its necessary accessories, one server and a high-tech photo copier machine have been installed, so that the system can run in its fullest potential. The Student Admission process has been computerised partially with the help of 'Admiteks' software for proper and smooth management of the service. In due course it is expected to be fully computerised. Computer based Biometric controlled attendance system for teaching and non-teaching staffs is already in operation. FINAERP (Accounts) is running from the year 2011 for maintenance of college accounts.

In the library, in addition to the existing facilities, KOHA software is introduced for library automation. Primary target is the computerisation of Catalogue and book lending system. The college aims to upgrade to an e-library and looks forward to substantial automation in near future.

4.3 Library services:

	Existing	Newly added	

	No.	Value (Rs.)	No.	Value (Rs.)	Total	
					No.	Value (Rs.)
Text Books	26876		153		27029	
Reference Books						
e-Books						
Journals/Periodicals	5		1		6	
e-Journals	Open access free journals		Open access free journals		Open access free journals	
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall):

	Total Computers	Computer Labs	Internet (Broadband)	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	45	2	1	0	0	15	30	0
Added	12	0	0	2	0	12	0	0
Total	57	2	1	2	0	27	30	0

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

The college has its own software for admission and maintenance of database. The college has its own website also. The College office uses Student Management System software for admission and FINAERP for Accounts maintenance. One software KOHA is installed in the Library. Training has been provided to the respective departments, library and office staff where full or partial computerisation has been done. Also training has been provided for maintaining the college website on a regular basis.

4.6   Amount spent on maintenance in lakhs :

 i) ICT   4.05

 ii) Campus Infrastructure and facilities   24.82

 iii) Equipments   4.05

 iv) Others   16.10

                                    Total :   49.02

Criterion – V

5. Student Support and Progression

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

- The students are made aware of the various support services through the college prospectus and website.
- Information regarding these services are properly disseminated among the students through notices, verbal reminders etc.
- Notices about fee concessions, stipends, are displayed on the student notice Boards, College website and circulated in the class rooms.

5.2. Efforts made by the institution for tracking the progression:

- Identifying the slow learners through regular assessments and college tests.
- Remedial coaching and Tutorial classes for slow learners.
- The Result Sub-committee compiles and analyzes the results of internal and final examinations and advises accordingly.

5.3 (a) Total Number of students :

UG	PG	Ph. D.	Others
6717	0	0	0

(b) No. of students outside the state : 00

(c) No. of international students : 00

Men
No	%
3661	54.5

Women
No	%
3056	45.5

Last Year (academic year: 2014-15)						This Year (academic year: 2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4809	880	42	633	06	6370	5019	902	37	756	03	6717

Demand ratio   2.36   Dropout

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

No. of students beneficiaries

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:

> Student counselling and career guidance are regularly done by the departmental teachers. Students are encouraged to take part in job fairs, seminars and workshops conducted by outside agencies.

No. of students benefitted [ ]

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:

> There is one gender sensitization cell following the BISHAKHA guideline to take care of any work place problems faced by the female staff of both the teaching and non- teaching sections. The members meet regularly to resolve various gender related issues. The cell also maintains continuous watch on the problem of girl students.

5.9   Students Activities:

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

State/ University level [25]   National level [ ]   International level [ ]

No. of students participated in cultural events:

State/ University level [10]   National level [ ]   International level [ ]

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

Sports : State/ University level [3]

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		Students are benefitted through fee-waiver scheme
Financial support from government:	1958	Rs.1,43,62,800
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: [01]

- Distribution of clothes to the poor students on the occasion of Durga Puja Festival

5.13   Major grievances of students (if any) redressed:
- Lack of internet browsing facility
- Unavailability of purified drinking water

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION :

Barasat College shares the wisdom of the traditional Indian vision of education that aims at comprehensive development of the potential of the human resource of the society.

The emblem of Barasat College embodies the two keystones of the vision of this educational institution.

Sangachhadhwang Sangbadadham…………Let us move ahead in unison, march forward in harmony, think together and raise our voice in chorus to lead us to the ultimate freedom, that can only be imparted by knowledge …………**sa vidya bimuktaye**.

Barasat College carries the torch of education to spread the light of knowledge and illuminate even the farthest corners of the society.

The vision of the institution is to provide maximum educational facilities to the learners belonging to the weaker and underprivileged section of the society, coming from rural and semi-urban area and to enrich them in their academic field as well as carrier-oriented field.

MISSION :

The mission of the institution is to provide "Life centric and job oriented" quality higher education through a modern multi-faculty college wherein the students can be well taught and trained to build social awareness and responsibilities towards the society and to become partners in the socio-economic development of the country. Ours is a semi-urban college surrounded by agrarian areas. It is a matter of great challenge for us to expand the periphery of higher education quantitatively without compromising quality. We try to input social value among the students. It is highly expected that they will convey it to the larger society.

The mission of Barasat College is to educate its students to help creating a self-reliant, self-sustaining, self-confident self- respectful and innovative generation to present India with a skilled human resource that is free from the shackles of narrowness, selfishness or prejudice and competent enough to feed the need of the emergent India.

The college takes on the great challenge of providing a uniform milieu for education acceptable to the students and their families in the semi -urban region from mainly an agrarian society but hailing from a diverse socio-eco-cultural and religious background.

We constantly innovate, upgrade, modify and modernize the administrative management and teaching methods to keep it contemporary.

The benefits of education should not be limited to only a few. Barasat College has the mission of widen the access to education for under-privileged sections of the society to integrate them in the process of nation building.

We offer different course options for higher education in science, humanities and commerce to suit the differing needs of youth, who want to get themselves educated.

Conventional education only is not adequate for all round human development. Barasat College encourages its students in developing their skills in co and extra-curricular activities in sports and cultural arena.

It is an undergraduate college having B.A., B.Sc. and B.Com. programmes. In the past our college was affiliated to Calcutta University. To satisfy the needs of the society we have introduced different honours courses phase by phase with proper approval from Calcutta University.

After the formation of West Bengal State University for the district of North 24-Parganas we have come under the affiliation of this new University. We have introduced honours courses in Physics, Chemistry, Zoology, Botany, Mathematics and Computer Science in 2012 after getting approval from the newly set-up University. PG teaching is imparted through the Distance Education Mode. The college has applied for necessary permission from the Higher Education Council for the opening of self-financial PG Courses in Commerce and Bengali. One of the essential strengths of the college is its student strength of nearly 7,000 students per session. The number is likely to double if we consider the PG Courses in distance and regular mode in future.

6.2   Does the Institution have a management Information System?

> E- governance is the ultimate goal of the college for smooth and transparent functioning of all its departments both academic and administrative. Already the college has started working in that direction.
> The data related to the students' details, fees, admission, examination etc. is partially computerised. One software "Admiteks" has been installed for this purpose
> The college accounts, salary accounts of the teaching and non-teaching staffs etc. is maintained through the software FINAERP.
> Computer based biometric controlled attendance for both teaching and nonteaching staff has already been introduced.
> In Library, KOHA software has been installed for computerisation of the library system. Work in that direction is in progress.

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

6.3.1   Curriculum Development:

> The staff members are allowed and encouraged to undergo Orientation and Refresher courses organized by the staff academic colleges of various universities.

6.3.2   Teaching and Learning:

> The college brings out an academic calendar at the beginning of every academic year.   For each year the teaching plans are prepared by the teachers based on the subject allotment. Before the students appear at Part-I, Part-II & Part-III University Final Examination, they have to sit for preparatory examination held by the college. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself.   The teachers of most departments make use of chart, model, graphs, diagrams, notes, model questions, black board, white board, computer, power point, reference books etc.

6.3.3   Examination and Evaluation:

> The Examination Committee as per the academic calendar prepares the schedule for Internal Assessment Test (IAT). Question paper setting is done according to the norms of university.   Evaluations of overall performances of the students are done and discussed at the Guardians' Meet.

6.3.4   Research and Development:

> Some teachers are engaged in doctoral and project research and field work.
> IQAC motivates the teachers to publish regularly in peer-reviewed journals.

6.3.5   Library, ICT and physical infrastructure / instrumentation:

> Air conditioners, water purifiers have been installed in the college premises. New computers were purchased and installed in the college office.

6.3.6   Human Resource Management:

- Attendance records of the teaching and non-teaching staff.
- Regular notification of different activities.
- Regular meetings of various committees for academic and administrative purposes
- Regular Parent-Teachers meet in various academic departments.
- Maintenance of college web-site through which different notifications are circulated.

6.3.7   Faculty and Staff recruitment:

> Guest teachers are appointed temporarily by the college Authority for the interest of the students.

6.3.8   Industry Interaction / Collaboration :

6.3.9   Admission of Students:

> The college ensures utmost transparency in the admission process.   The norms set by the Government and University are strictly followed by the Admission Committee.   Selection list of students is prominently displayed on the notice board and published on the college website.   All the faculty members take part in admission process.

6.4   Welfare schemes for :

Teaching	Group Insurance
Non teaching	Group Insurance, Bonus and advance salary during festival
Students	Health Home, Poor fund, Kanyasree

6.5   Total corpus fund generated: NIL

6.6   Whether annual financial audit has been done: Yes ✓   No ☐

6.7   Whether Academic and Administrative Audit (AAA) have been done? :

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	G.B.
Administrative	Yes			

6.8 Does the University/ Autonomous College declare 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 College does not have any practical scope for Examination Reforms as it is solely a prerogative of the affiliating University.

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

> There are no efforts on behalf of the University to promote autonomy to affiliated / constituent colleges, but some of the internal matters are left to the College authority for execution.

6.11 Activities and support from the Alumni Association:

> Despite its unregistered status, the Alumni Association has been providing all-round support towards the institution in organizing and hosting different events.   A number of members of the Alumni Association were appointed as teaching faculty and non-teaching staff members by the College Authority. They are serving as the ears of the institution in bringing back the feedback on the impact of the institution on the society.

6.12 Activities and support from the Parent – Teacher Association

> There is no parent teacher association as such, but the parents of the students meet the concerned teachers and departments whenever necessary and provide their invaluable suggestions. All parents are encouraged to meet the management with problems of their wards (emotional, academic, financial and otherwise) and with concrete suggestions for development. Their feedback is closely monitored and strictly adhered to.

6.13 Development programmes for support staff :

> The office staff undergo a very basic training to run the software related to the student transactions . No other development programme for support staff has been held by the institution. However, every individual employee is encouraged to undertake any course/training programme after the working hours to upgrade and improve his/her skills and qualifications. The head-clerk and the non-teaching council monitor the performances of the support staff and report their impression to the Governing Body through the executive head of the college.

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

> ➢ Prohibition of smoking in the college premises.
> ➢ Making the college premises plastic-free zone.
> ➢ Removal of the practice of unnecessary wastage water and electricity.

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:

- College admission is done online with fees submission through offline mode.
- Continuous internal assessment through class tests, mid-term appraisal tests and term end examinations.
- Setting up of water purifier and cold drinking water dispensers for the students.
- Spread of the concept of cleanliness through NSS extension activity around the campus.
- Students hailing from rural and semi-urban society constitute the bulk of our student force. They have a natural talent to excel in sports and field games. Encouragement of sporting talents is provided to better performance.

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

- Maintenance of college website through which different notifications are circulated.
- Construction of a separate block has been started to provide more class rooms for the students.
- Computer hardware and software were purchased for digitization of administration and library.
- Renovation of the office rooms.

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

1. Slow and advanced learners are identified and special care is taken to cater to their different needs through special tutorial or remedial classes
2. Introduction of on-line admission in first year classes.

7.4 Contribution to environmental awareness / protection:

NSS unit is successful in maintaining a clean campus.   Students are trained not to litter around in classrooms.

7.5   Whether environmental audit was conducted? :   Yes ☐   No ☑

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

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

> Physical and quality growth and expansion of the Institution through expansion of building, introduction of smart class-rooms, full Wi-Fi facility to staff and students, appointment of more full time teaching staff and introduction of new UG and PG courses.

Strength of the Institution

- The college is situated at the district headquarter of North 24-Parganas and well-connected by rail and road transport system.   Other facilities like Bank, Post Office, District Library, Stadium, etc. are in close proximity to the college.   The urge for higher studies among students coming from financially challenged backgrounds has helped the institution to fulfil its greater social responsibilities.
- Transparent admission process, remedial classes and counselling for slow-learners, provision for adult and continuing education through RBOU, NSS, etc. have added to our strength.
- A strong student support structure exists in the college. Various types of financial assistance are extended to the students through waiver of tuition fees, stipend to SC ST OBC Minority Community, Kanyasree Programme etc.
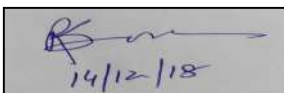- The institution has provision for adult and continuing education through RBOU.

Weaknesses of the Institution

- Space constrains is one of the weaknesses of the college given the annual increase in the number of students and courses.
- The college is yet to have its own hostel.
- The college has no play ground of its own.

Challenges before the Institution
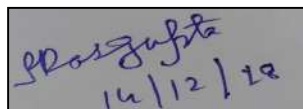
Academic performance of the students is to be improved to a large extent.

Name: RANJIT KUMAR BOSE   Name: *DR. PARTHA PRATIM DASGUPTA*

14/12/18   14/12/18

Annexure-I

1) Seminar held at College Premises by Department of Commerce in collaboration with GLF Business School held on 09-02-2016 on the topic "Excelling in Career through Quality Education".

2) Seminar held at College Premises by Department of English titling "An Evening with The Bard of Avon: Themes and Ideas in the Shakespearean Sonnets and Plays" held on 20-02-2016.

ACADEMIC CALENDAR 2015-16

MONTH	EVENTS
JULY	a) B.A./B.Sc./B.Com. Part-II(HONS.) Final Examination b) Admission in B.A./B.Sc./B.Com. 1st year and 3rd year classes
AUGUST	a) B.A./B.Sc./B.Com. Part-II (GEN) Final Examination b) Admission in 1st year classes c) Commencement of 1st year classes (new)
SEPTEMBER	a) B.A./B.SC./B.Com. Part-I Final Examination b) Continuation of 1st year classes (new)
OCTOBER	a) B.A./B.SC./B.Com. Part-I Final Examination to be completed b) Commencement of 3rd year classes by 1st week of October c) Puja Vacation on and from 19th October
NOVEMBER	a) Puja Vacation upto 14th November b) Commencement of 2nd year classes c) Continuation of classes of 1st Year and 3rd Year
DECEMBER	a) Continuation of classes b) Winter recess from 26th December to 31st December
JANUARY	a) Continuation of classes
FEBRUARY	a) Part-III Test Examinations b) Publication of result of Part-III Test Exam. c) Guardians' meet for 3rd year students d) Filling up of Part-III Exam Forms e) Continuation of classes of 1st Year and 2nd Year students f) Special classes for 3rd Year students
MARCH	a) Part-II Test Examination b) Continuation of classes of 1st year c) B.A./B.Sc./B.Com. Part-III Final Examination (Hons)
APRIL	a) Publication of result of Part-II Test Exam. b) Guardians' meet for 2nd year students c) Part-I Test Examination d) Filling up of Part-II Exam Forms
MAY	a) Part-I Test Examination continued b) Publication of result of Part-I Test c) B.A./B.Sc./B.Com. Part-III (General) Final Examination d) Summer Recess starts on and from 16/05/2016 e) Admission process for 1st year to be started
JUNE	a) B.A./B.Sc./B.Com. Part-II Final Examination b) Summer Recess c) Admission process to be continued

Holiday List
2015-16

Occasions		No. Of days
Id Ul Fitter	18th July, 2015	1
Independence Day	15th August	1
Viswakarma Puja	18th September	1
Gandhi Birthday	2nd October	1
Mahalaya	12th October	1
Puja Holidays	19th Oct. – 14th Nov	27
Jagaddhatri Puja	20th Nov	1
Id-Uz-Zoha	25th Sept., 2015	1
Guru Nanak's Birth Day	25th Nov	1
Fateh-Dahaj-Daham	24th Dec.	1
Christmas	25th Dec., 2015	1
New Year's Day (English)	1st January, 2016	1
Swami Vivekananda's Birthday	12th January	1
Birthday of Netaji	23rd January	1
Republic Day	26th January	1
Saraswati Puja	13th Feb	2
University Foundation Day	25th Feb	1
Shibaratri	7th March	1
Doljatra & Holi	23rd & 24th March	1
Good Friday	25th March	1
Easter Saturday	26th March	1
Chaitra Sankranti	13th April	1
New Year's Day (Bengali)	14th April	1
May Day	1st May	1
Summer Recess		X
Principal's Discretion		5
TOTAL :		56

Annexure -IV

PUBLICATION : 2015-16

Sl. No.	Name of the teacher	Title of the Paper/Chapter	Name of the Journal/Book	ISSN/ISBN No.	Vol. No. / Year
1	Tirthankar Dalui	A comparative study on infestation of fruit borer *Deanolis albizonalis* (Hampson) between some Folk and Commercial varieties of mango in West Bengal	Research and Reviews: Journal of Ecology	2278-2230	International2015
		Physiochemical properties of different mango fruit variety in relation to incidence of Mango fruit borer *Autocharis albizonalis*	Journal of Life Science	2249-8656	International Vol-3(1); 06-09-2015
		Incidence of Mango fruit borer *Autocharis albizonalis* on same Mango fruit varieties in relation to their different physiochemical parameter	International Journal of Fauna and Biological Studies	2347-26775 Impact Factor- 5.53	InternationalSep, 2015
2	Jyotirmoy Shankar Deb	Mastacembelus armatus: An excellent freshwater fish is under threat	Saving Freshwater Fishes and Habitats, Issue 10, pp.13-14		Dec., 2015 International
		The East Calcutta Wetlands are in danger	Ecosystem News; 2nd Edition		June, 2016

| 3 | Barnali Basu Banerjee | Empowering women through micro-finance - a case study in west Bengal | Sustainable Development: Economics, Ethics and Environment (Book) | 978-81-928721-5-5 | May, 2016 |
| 4 | Dr. Sanjeev Kumar Srivastaw | Financial inclusion of Indian women through micro-finance- a key to economic empowerment | Sustainable development : economics, ethics and environment (Book) | 987-81-928721-5-5 | May, 2016 |

Sl. No.	Name of the teacher	Title of the Paper/Chapter	Name of the Journal	ISSN/ISBN No.	Vol. No. / Year
5	Dr. Arpita Chatterjee	Stress management among the corporate house workers through movement therapy	European Journal of Biomedical and Phaaraceutical Sciences; Vol-3, Issue-5 pp.559-564	Impact factor 3.881	International 2016
		A study on the ovarian cancer incidence in southern part of West Bengal	European Journal of Biomedical and Phaaraceutical Sciences; Vol-3, Issue-5 pp.619-623	Impact factor 3.881 2349-8870	International 2016
6	Manik Kr. Sanyal	Spectroscopic studies on the effect of some ferrocene derivatives in the formation of silver nano particles.	Journal of Nanoscience and Nanotechnology Vol. 16, No.-6, Jun, 2016, pp 6068-6077	Impact factor 1.354	International 2016

International-   7   National-   2   (Book)   Others- 1

PAPER PRESENTATION - 2015-16:

Sl. No.	Name of the Teacher	Title of the paper presented	Venue of the conference/seminar	Nature	Date / Year	Organized By
1	Dr. Sanjeev Kumar Srivastaw	Micro-finance: A tool for women empowerment	Sree Gopal Banerjee College, Magra, Hooghly, W.B.	National Level	Feb., 2016	
		Micro Finance - A case study in West Bengal	Kalyani University	National Level	20th Nov., 2015	
		Empowering women through micro-finance- A case study	SreeGopal Banerjee College, Bagati, Mogra, Hooghly	National	26th and 27th Feb, 2016	Dept. of Commerce and Dept. of Philosophy, SreeGopal Banerjee College, incollaboration with balagarh D.K. Mahavidyalaya, Balagarh, Hooghly
		Micro finance- A tool for women empowerment	University of Kalyani	National	20/11/2015	Dept. of Commerce, University of Kalyani and Board of Studies, Institute of Chartered Accountants of

						India, New Delhi
2	Dr. Sukesh Patra	A heteropolysaccharicle isolated from c.rosea	Haldia Govt College	National Level	4th & 5th Aug., 2016	
		Structure determination & study of anti-oxidant properties of a hetero-polysaccharide from mycelia of P.ostreatus	Ghatal Rabindra Satabarshiki College	National Level		
3	Jyotirmoy Shankar Deb	Attended as Expert Ecologist at World Forum on Ecosystem Governance 2015 (WFEG 2015)	at Great Hall of People and Yunhu Lake Resort, Beijing, China	International	25/10/2015 to 28/10/2015	
4	Dr. Manik Kumar Sanyal	Size Seloctice Photoluminesem of cls quantum dots	Carmel College, Goa with IMRF	International	03/03/16 - 05/03/16	
5	Barnali Basu(Banerjee)	Micro finance- A tool for women empowerment	University of Kalyani	National	20/11/2015	Dept. of Commerce, University of Kalyani and Board of Studies, Institute of Chartered Accountants of India, New Delhi
		Empowering women through micro-finance- A case study	SreeGopal Banerjee College, Bagati, Mogra, Hooghly	National	26th and 27th Feb, 2016	Dept. of Commerce and Dept. of Philosophy, SreeGopal Banerjee College,

					incollaboration with balagarh D.K. Mahavidyalaya, Balagarh, Hooghly
6.	Dr. Avijit Chakrabarti	Reconnect The People: A Case Study with Idea Store, Borough of Tower Hamlets, London	Dept. of Library and Information Science, University of Calcutta	National	3rd & 4th March,16	Dept. of Library and Information Science in collaboration with UGC and Raja Rammohun Roy Library Foundation, Govt. of India
7	Dr. Prateeti Bhattacharya	Bangla Kathasahitya: Unish-Bish	Deptt. Of Bengali, RBU	International	15th and 16th March, 2016	Deptt. Of Bengali and Centre for Studies on Indigenous People, RBU
		Raktakarabir Pathantar	RBU	International	29th March, 2016	Centre for Studies and Research on Tagore, RBU
8	Rupak Karmakar	Effect of Property Tax System on Urban Development	WBSU	National	17th & 18th March, 2016	DEPT. OF COM.& MGT., WBSU

Sl. No.	Name of the Teacher	Title of the Seminar / Workshop	Venue of the conference/seminar	Nature	Date / Year	Organized by

Annexure – VI (Participation 2015-16)

1	Dr. Partha Pratim Dasgupta	Quality Enhancement and Sustenance of Teaching & Learning	Rastraguru Surendranath College, Barrackpore	National	08/02/2016	
2		UGC-HRDC sponsored Principal's Workshop	HRDC, University of Calcutta	State	19/3/16	CU
3	Ranjit Kumar Bose	Quality Enhancement and Sustenance of Teaching & Learning	Rastraguru Surendranath College, Barrackpore	National	08/02/2016	
4	Dr. Dipanwita Mukherjee	The Under-Graduate Faculty Workshop on the New U.G. Part-II Syllabus	Department of Sociology, W.B.S.U.	State	20/11/2015	
5		Workshop for Practical Exam in Education	Derozio Memorial Collge	State	07/05/2016	
6	Purbasri Pal	Workshop on Practical Syllabus in Education	East Calcutta Girls' College	State	15/10/2015	
7		Workshop & Training Programme on ICT Basic & Statistical Techniques	Vivekananda College, Madhyamgram	State	08/02/2016	
8	Prateeti Bandyopadhyay	Workshop & Training Programme in Open Source GIS Software (QGIS)	Vivekananda College with WBSU	State	3/10/2015 to 7/10/2015	
9	Dr. Jayanta Mondal	Basic skill of Counseling	Organized by MHRD-UGC at Jadavpur University	National		
10	Dr. Sanjeev Kumar Srivastaw	Workshop : Reforms in the syllabus of B.Com	West Bengal State University	State	15/1/2016	The under-graduate board of studies in commerce of WBSU
11		Workshop for practical examination	Derozio Memorial Collge	State	7/5/2016	Department of Education, Derozio Memorial College in collaboration with UG BOS in Education WBSU
12	Purbasri Pal	ICT Basic and Statistics Techniques (workshop)	West Bengal State University	State	8/2/2016	Department of Education WBSU in collaboration with Vivekananda College, Madhyamgram
13		Workshop on B.A. Part-II Honours practical syllabus in Education	East Calcutta Girl's College, Laketown	State	15/10/2015	East Calcutta Girl's College in collaboration with Laketown UG BOS in Education WBSU

14	Jyotirmoy Shankar Deb	1st World Forum on Ecosystem Governance	Beijing, Chaina	International	23rd to 28th October, 15	World Forum on Ecosystem Governance
15.	Ranjit Kumar Bose	Orientation/awerness program on NAAC accreditation	WBSU	State	8/9/2015	West Bengal State Council of Higher Education in collaboration with WBSU
16	Dolan Champa Sinha Barman Roy	Special Coaching Programme	District Employment Exchange, Barasat	State	10/9/15	District Employment Exchange, Barasat

State -   12   National – 3   International -   1

Annexure - VII

: Amount spent for campus infrastructure and facilities:
(from Audited Annual Report 2015-16)

	Rs.
Laboratory Expenses	94,427
Insurance Premium (Building)	26,253
Renovation Expenses	4,10,936
Repair and Maintenance Expenses	1,68,740
Water & Electricity	7,60,739
Development Expenses	1,20,800
Building construction	9,00,424
	24,82,319

Amount spent for ICT
(from Audited Annual Report 2015-16)

	Rs.
Website	17,000
Computer Software	2,81,665
On-line admission Expenses	68,371
Telephone Expenses	38,771
	4,05,807

: Amount spent for Equipments :

	Rs.
Water Purifier	1,74,000
Furniture & Fixture	64,500
Air conditioner	1,67,200
	4,05,700

: Other maintenance expenses :

	Rs.
Affiliation fees	30,000
Consultancy Fees	3,500
Cultural and festival Expenses	3,68,700
Miscellaneous Expenses	51,740
Excursion Expenses	3,28,000
Games and Sports	25,180
Printing and stationery	2,96,945
Petty cash Expenses	1,01,965
Field work	2,000
Conveyance	3,500
Refreshment	6,000
Legal Expenses	9,980
Examination Expenses	3,82,316
	16,09,826

Annexure - VIII

Results of Games & Sports

Inter-College Football Tournament, WBSU		Champion
Inter-College Volleyball Tournament, WBSU		Champion
WBSU Athletics Event		Champion

Annexure - IX

Calendar for Working Days and Holidays
2015-16

Month	Sundays	Holidays	Working Days	Teaching Days (including Examination Days)	Total Days
JULY	4	1	26	26	31
AUGUST	5	1	25	25	31
SEPTEMBER	4	3	23	23	30
OCTOBER	4	14	13	13	31
NOVEMBER	5	13	12	12	30
DECEMBER	4	7	20	20	31
JANUARY	5	3	23	23	31
FEBRUARY	4	2	23	23	29
MARCH	4	4	23	23	31
APRIL	4	5	21	21	30
MAY	5	1	25	12	31
JUNE	4	0	26	0	30
	52	54	260	221	366