



**ANNUAL QUALITY ASSURANCE REPORT (AQR)
2013-14**

**Bijoy Krishna Girls' College, Howrah
5/3 M.G. Road, Howrah 711101
West Bengal**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

BIJOY KRISHNA GIRLS' COLLEGE

1.2 Address Line 1

5/3 M G Road

City/Town

Howrah

State

West Bengal

Pin Code

711101

Institution e-mail address

bkgc_howrah@yahoo.com

Contact Nos.

(033)26412341

Name of the Head of the Institution:

Prof. Reena Sengupta

Tel. No. with STD Code:

(033)26412341

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+919903811836

Name of the IQAC Co-ordinator:

Dr. Aloke Kumar Sarkar

Mobile:

+919433459764

IQAC e-mail address:

alokesarkar@vsnl.net

alokesarkar2004@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN12472

1.4 NAAC Executive Committee No. & Date:

EC/37/29 dated 21-09-2005

1.5 Website address:

www.bkgc.org

Web-link of the AQAR:

http://www.bkgc.org/aqar_iqac.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺		2005	
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

11/09/2005

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*)

AQAR 2012-2013 (26/01/2015)

AQAR 2011-2012 (26/01/2015)

AQAR 2010-2011 (26/01/2015)

AQAR 2009-2010 (26/01/2015)

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-financir

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Research Facility (physics)

1.12 Name of the Affiliating University

University of Calcutta, Kolkata

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

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

08 + 1(Chairperson: Head of the Institution)
+1(coordinator/Director of the IQAC : Total=10

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

1- Statutory Governing Body

2.8 No. of other External Experts

2- University of Calcutta, DPI Govt. of W.B

2.9 Total No. of members

03

2.10 No. of IQAC meetings held : 05

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

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes

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

Presentation : Oral (7), Poster (10) & Guest Speakers :02(The director of IQAC, University of Calcutta) Publication of Abstract Book. It successfully creates awareness among faculties regarding quality of higher education.

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 2013-14.

Plan of Action	Achievements
Attached enclosure : 1a	Attached enclosure: 1b

*** Academic Calendar of the year 2013-2014 attached as Annexure I**

2.15 Whether the AQAR was placed in statutory body

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	01	00	00	01
PG				
UG	06	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	05	00	00	05
Others	02			
Total	14			06

Interdisciplinary	01	00	00	01
Innovative	01	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
Partially flexible in regard of Core/Elective option (as per affiliation norms)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	06

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

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

***An analysis of the students' feedback is given in the Annexure II**

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

As directed by University of Calcutta

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

A centre for offering certificate course on Functional English is established

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Prof.	Associate Prof.	Professors	Others
	54	29	25	N/A	06(contractual),

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others GLI		Total	
	R	V	R	V	R	V	R	V	R	V
		12	02					02		14

2.4 No. of Guest and Visiting faculty and Temporary faculty

* Part time

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	19	35
Presented	05	15	17
Resource Persons	02	04	02

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

1. Class room teaching improvement program& student support
2. Model lecture program
3. Special lecture program
4. Innovative & interacting teaching program
5. Students Seminar & Micro-Teaching.
6. Development of Soft skill

2.7 Total No. of actual teaching days during this academic year 2013-14

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division/ Class				
		Distinction %	I	II	III	Pass %
B.A.(HONS)	410		24	287	90	97.7
B.A.(GEN)	281		05	273		99
B.COM.(HONS)	78		11	63		95
B.COM.(GEN)	50		03	46		98
B.Sc.(HONS)	143		41	100	02	97.9
B.Sc.(GEN)	48		04	43		98

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

IQAC plays an important role in adopting measure in Monitoring /Evaluation of the Teaching & Learning processes. The modality followed in betterment/ improvement programs are (i) by personal contact to students (ii) by personal contact to guardian of respective students (iii) by discussion with other stake holders like students' union and alumni's. Teachers' performances are also monitored by IQAC by analyzing the feedback on teachers' performance

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	02
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	03
Others	02

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	05	13	00	13
Technical Staff	12	11	01	09

Criterion – III

3. Research, Consultancy and Extension

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

(i) Research on Humanities (ii) Research on Physical Science (iii) A Project on “Quality Assessment of Higher Education System in Central Howrah” under UGC-CPE Program in BijoyKrishna Girls’ College, Howrah. (iv) A sizeable fraction of faculties initiated and undertaken research activity irrespective of any prize or incentives on it.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil	nil	nil	01
Outlay in Rs.in Lakhs				20 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	01	01
Outlay in Rs. Lakhs	1.3	1.05	1.65	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	5	10
Non-Peer Review Journals	00	07	12
e-Journals			
Conference proceedings	06	07	09

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

* SCOPUS registration is not done due to high expense but is accessed it from University facility

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	02	UGC	2.65	1.05
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	02	UGC CPE	23	18
Total			25.65	19.05

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

Level	International	National	State	University	College
Number	n/a	n/a	n/a	n/a	02
Sponsoring agencies					College & IQAC

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

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

 year

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

Total	International	National	State	University	Dist	College
04	02	01	01			

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: **Renewed**

University level State level
International level National level

3.22 No. of students participated in NCC events: **To be renewed**

University level State level
International level National level

3.23 No. of Awards won in NSS:

University level State level
International level National 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

- Revival of NSS unit.
- Organization of one day seminar on role of accreditation in HEI..

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	1.5 acers			1.5 acers
Class rooms	35	02	College/ UGC +Govt	37
Laboratories	15	01	UGC	16
Seminar Halls	02	01	UGC +Govt	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	07	00	UGC	07
Value of the equipment purchased during the year (Rs. in Lakhs)	2.5	1.5	UGC +Govt	4.0
Others		Girls' Hostel	UGC	

4.2 Computerization of administration and library

Our college had established Online Admission Process since Academic Year 2013-14. The college is also a part of UGC-INFLIBNET N-LIST programme. The benefits of accessing e-resources through N-LIST have been extended to both teachers and student communities. Effort has been paid to undertake all administrative works through computerized data based system. Admission selection, staff salary, financial programmes are done with the help of updated specific computer software. The process of examination results is also computerized using high quality software. Library is also equipped with computer and library software for student service.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs	No.	Value in Rs	No.	Value in Rs
Text Books	30885	6,00,000	598	1,57,972	31,483	7,57,972
Reference Books	15482	3,00,00	260	94,906	15742	3,94,906
e-Books			N-LIST	Package	@ Rs.	5000 pa
Journals	405	9496	56	3360	451	12,856
e-Journals			N-LIST	Package		
Digital Database			N-LIST	Package		
CD & Video						
Others (specify)	4 pc& 2, Internet	1,28,000	nil	nil		1,28,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	03	20	04	01	03	23	04
Added	05			01		02		01
Total	60	03	20	05	01	05	23	05

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

Departmental computer labs like, Physics, Computer Science, Mathematics, Commerce and Research labs are now equipped with latest PC, LCD projector, internet facilities and smart board. Apart from that the general staff room is provided with computers with internet access. The office and library are completely computerized. Time to time training to staff and students are arranged. Networking made among the office computers and further work is under progress to take e-Governance. Online admission is already operational

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.0
ii) Campus Infrastructure and facilities	1.5
iii) Equipments	2.0
iv) Others	1.5
Total :	6.0

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures necessary initiatives for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. Adopt steps for optimization and integration of modern methods of teaching and learning. Subsidized canteen, wi-fi connectivity, free internet & Students' safety Insurance under New India Assurance Co Scheme have been continuing successfully since 2004. Under this scheme the immediate kin of a student will get ` 10,000/- in case of any accident. A student has to pay ` Rs 7/- per annum as Insurance premium.

5.2 Efforts made by the institution for tracking the progression

Academic performance of the students' are analyzed by our Academic Committee (AC) AC monitors performance of the students and adopts measure for their betterment. IQAC is also an integral part in adopting such measure. The modality followed in betterment/ improvement programs are (i) by personal contact to students (ii) by personal contact to guardian of respective students (iii) by discussion with other stake holders like students' union.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	3766	nil	05*	200

(b) No. of students outside the state

(c) No. of international students

No	%
03*	

Men

No	%
	100

Women

Last Year						This Year					
General	SC	ST	OBC	PC	Total	Gen.	SC	ST	OBC	PC	Total
2483	658	95	39	02	3277	2857	752	117	38	02	3766

Demand ratio 9:2

Dropout % = 8.5

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

Academy of Competitive Examination , Bijoy Krishna Girls' College , offers coaching for competitive examinations like School service commission, Civil Service etc.Its success rate is found to be good.

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

This can be regarded as one of the good practices of the college which includes the following: (i)Regular campussing by MNC & SME (ii) Regular seminar on career orientation organized by the cell (iii) Psychological counselling cell, "Aalo" the centre for Counselling and Guidance, organized by the Dept.of Psychology, (iv)Some placements from campussing organized by guidance and counselling cell

No. of students benefited

12

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
03	140	02	60

5.8 Details of gender sensitization programmes

Women empowerment and gynaecological problem awareness programs are organized by College/departments of social sciences.

5.9 Students Activities

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

State/ University level

02

National level

0A

International level

NAA

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

01

National level

International level

Cultural: State/ University level

01

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs
Financial support from institution	5	1000/ student
Financial support from government	1000(Govt)	3000/- pa
Financial support from other sources	10	1000/annum/student
Number of students who received International/ National recognitions	00	00

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:
Demand of clean Toilets & Purified Drinking water

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:The pronounced objective of our college is “*Sa Vidya Ya Vimuktaye*” meaning thereby learning leads to emancipation ,the college is dedicated to the task of imparting education that makes humanitarian and responsible citizens in the new world. Academic excellence may be achieved in many ways of which elementary route the combined effort of experience of senior and enthusiasm of juniors. Our college believes to this “*mantra*”.

MISSION: Our mission is to achieve the academic and all round excellence in mentioned pathway. ‘Good teaching and good research are equivalent’ ,our mission is to exploit the two way path. The college likes to sustain its CPE status. The ongoing large scale sex discrimination due to lack of proper education, we try to enlighten our students, so that they can fight out their own cases in hour of need. We also attempt to generate social, economic and political awareness among students. Moreover our vision is to promote the girl students, emerging from socially and economically backward strata of the society and assist them in establishing their individual entity and to be a high moral citizen.

6.2 Does the institute has a management Information System

Institute exploits the MIS system partly in departments in Commerce & Economics and partial in Library.

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

6.3.1 Curriculum Development

It is an affiliated college the curricula designed by affiliating University. Within the power and limitation the items are introduced by us towards the Curriculum Development

- (a) New novel UG/PG interface courses introduced to provide support to final year hons students for their smooth learning at PG course.
- (b) Introduction of new Add-on Certificate/Diploma courses:
Our college had existing Add-on Certificate/Diploma courses and introduced Functional English Course from A.Y. 2013-14

6.3.2 Teaching and Learning

(a) Apart from conventional black-board application (a direct two way teaching learning method) we introduced the following methods/ practice in regard of further advancement of teaching learning.

(b) Computer centre/laboratories:

Our College has fully equipped computer centers with broadband connections for each of departments like Computer Science, Commerce, Electronics, Geography, Journalism & Mass Communication, Zoology, Physics, Micro-biology, Mathematics, Physics, Chemistry, Psychology , Statistics, Sociology etc.

Moreover, as per requirements of the University Curriculum, departments like Electronics, Geography, Zoology, Physics, Micro-biology, Mathematics, Physics, Chemistry, Psychology, Botany , Commerce etc. have separate fully equipped laboratory.

(c) Modernization of classrooms with audiovisual facilities/e-classrooms:

Classrooms of different departments of our college are well equipped with LCD Projector, broad band connectivity and interactive smart board based tutorial system.

(d) ICT-tools for teaching-learning procured under CPE like CDS/software/interactive multimedia tools etc. (Department-wise details to be provided)

- Classroom of the Mathematics Department is equipped with interactive smart-board and internet connectivity,

- The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus

Journalism and Mass Communication department had installed Adobe Photoshop CS, various audio-visual software, 2D and 3D software as a part of teaching-learning process of our students based on the requirements of the syllabus.

6.3.3 Examination and Evaluation

Since the college is affiliated to Calcutta University of Calcutta, it has to follow the rules and regulations implemented from time to time by the affiliating University. However a cumulative assessment procedure is followed for assessment of students. Performance is constantly monitored through 4 unit tests. Through this periodic assessment, weakness of individual students is identified and appropriate remedial measures are taken by holding tutorial and remedial classes.

6.3.4 Research and Development

1. A Physics research laboratory was set up in 1999 . It initiated from external funding. It conducts regular research with Ph.D students (JRF/SRF CSIR/UGC, Project Fellow and Day scholars). Already it produced four Ph.D's and 5 more to be completed. Often it supervised PG project from other institute also.

2. Research programmes of Humanities on qualitative aspects of higher education and issues in Social and Behavioural Sciences. Participants are from departments of social sciences and Literature

3. A Project on "Quality Assessment of Higher Education System in Central Howrah" under UGC-CPE Program in BijoyKrishna Girls' College, Howrah.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our college library is well equipped with Broad Band connectivity and desktops with internet connection where students can access e-resources like logging in UGC-INFLIBNET N-LIST service. Modernization of classrooms with audiovisual facilities/e-classrooms:

Classrooms of few departments of our college are well equipped with LCD Projector, Broad Band connectivity and interactive smart board based tutorial system. ICT-tools for teaching-learning procured under CPE like CDS/software/interactive multimedia tools etc. The Commerce laboratory has desktops with Tally ERP solution and FACT software as a part of teaching-learning process of our students based on the requirements of the syllabus. Classroom of the Mathematics Department is equipped with interactive smart-board and internet connectivity

6.3.6 Human Resource Management

HR Management in this institution is mostly implemented through framing of different working committees and sub-committees. Members of such committees are chosen in accordance to personal abilities & attitude to undertake the assignment. Faculties from Commerce & Economics are deployed in supervision of audit, accounts, planning and allied areas. Similarly faculties social Sciences and Literature are deployed in different students' affairs , socially useful programs , outreach & extension activities. Faculties, having exposure/ contact with MNC , SME ,organization/ Institutes , are deployed in placement & counselling cell. Institute is also includes new faculties to associate to the committees for their upcoming activities, The mentioned practice are used in developing a HR Management system.

6.3.7 Faculty and Staff recruitment

(i) Full time permanent faculties (including Librarian) are appointed by GB following recommendation of West Bengal College Service Commission (UGC norms) with financial concurrence from DPI, Govt. of West Bengal.

(ii) Full time contractual faculties are appointed by GB following recommendation of expert committee constituted following University norms. Application of candidature received following open media notification.

(iii) The recruitment of Seminar , Guest and part- time faculties follows (ii).

(iv) Recruitment of non teaching staff follows (ii) for ad hoc basis and for permanent full time financial concurrence from DPI, Govt. of West Bengal is required over (ii).

6.3.8 Industry Interaction / Collaboration

Attempt will be made establish such Collaboration

6.3.9 Admission of Students

Online merit based admission following the guide line from University of Calcutta

6.4 Welfare scheme for

Teaching	Registered Co-operative (Finance)
Non teaching	Registered Co-operative (Finance)
Students	Welfare, Medical support, Aid fund

6.5 Total corpus fund generated

Rs 6.5 lakh/ annum

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	DPI,WB Govt	YES	CA
Administrative	YES	DPI,WB Govt	YES	CA

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 ?

Not applicable

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

Not known

6.11 Activities and support from the Alumni Association

The Alumni Association, "Ujjibani" of the college regularly awarding monthly scholarship to needy but meritorious students. Another one time fellowship is given to one student of philosophy each year for merit as recommended by the department from the contribution of one of our alumni Prof. Jharna Roy

6.12 Activities and support from the Parent – Teacher Association

A central body that is Guardian-Teacher Committee is always working and they arrange the meeting timely in cooperation with the heads of different departments. Several suggestions about effective teaching-learning process, augmentation of library facilities, dearth of space came hv from healthy interaction between teachers and Guardians

6.13 Development programmes for support staff

Employees' co-operative society expanded to provide more financial assistance. A regular computer course is being conducted by the college after general college hours. Interested staffs of the college can join the course to develop their computer knowledge. Special training programs are arranged to handle special account & management soft-wares.

Criterion- VII

7. Innovation 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

(a) Employability Skills & Programme:

Computer literacy/ knowledge for non- computer science students,
Computer application for data and numerical analysis, Soft skill development programme for students

(b) Research & Extension programmes:

- Consortium for study of complex natural material- and studies on natural resources -a faculty research program,
- Research program of Humanities on qualitative aspects of higher education and issues in Social and Behavioural Sciences

(c) Institutional Quality Enhancement activities:

- Necessary initiatives for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks,
- Steps for optimization and integration of modern methods of teaching and learning

(d) Innovative programmes to be nationalize/internationalize the CPE:

- Research sharing and networking with other institutions in both state level, national level and international domain
- Organizing workshops/seminars for creating awareness on quality education and promotion of quality circles

(C) Library automation details including e-library facilities:

Our college library had initiated the practice of digitized cataloguing system for the text and reference books from various disciplines. Moreover, our library provides access of e-books, e-journals (both in pdf as well as DjVu version) for our students and faculty members through restricted uses.

(a) ICT tools and their use in the library:

Our college library is well equipped with wi-fi connectivity and desktops with internet connection where students can access e-resources like logging in UGC-INFLIBNET N-LIST service.

(b) Library network services with INFLIBNET & others:

Our college has become a part of UGC-INFLIBNET N-List programme during this period. Moreover, our college library is well-equipped with network services through customized network software called Bookmaster.

Best Practices

1. Implementation academic recommendation from academic committee.
2. Introduction of new innovative teaching methodology for achievement of further academic excellence.
3. Implementation of NAAC and IQAC recommendation.
4. Staff Development Activities /Professional Development Activities : Frequent Programme on different categories of computer literacy for fast running of office work
5. Transparent Student Admission Process : Online easy access of form institutional website as well as other additional information regarding admission also remain available to new comers online
6. Introduction of more research activities for faculty up gradation towards academic excellence.
7. A better teaching learning Practices: regular class test, academic counselling, guardian meet, senior students teaching juniors, student seminar in some of the departments, regular student feedback collecting practice.
8. Resource Mobilization :using college assets.
9. Student Support Services : Computer and internet access. Activities of SSC, regular counselling as well as career related seminar by guidance and counselling cell, financial assistance to economically backward students, awareness programmes to different diseases
10. Awareness program on health, Human rights, and women empowerment

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

(e) Employability Skills & Programme:

Computer literacy/ knowledge for non- computer science students,
Computer application for data and numerical analysis, Soft skill development programme for students

(f) Research & Extension programmes:

- Consortium for study of complex natural material- and studies on natural resources -a faculty research program,
- Research program of Humanities on qualitative aspects of higher education and issues in Social and Behavioural Sciences

(g) Institutional Quality Enhancement activities:

- Necessary initiatives for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks,
- Steps for optimization and integration of modern methods of teaching and learning

(h) Innovative programmes to be nationalize/internationalize the CPE:

- Research sharing and networking with other institutions in both state level, national level and international domain
- Organizing workshops/seminars for creating awareness on quality education and promotion of quality circles

(C) Library automation details including e-library facilities:

Our college library had initiated the practice of digitized cataloguing system for the text and reference books from various disciplines. Moreover, our library provides access of e-books, e-journals (both in pdf as well as DjVu version) for our students and faculty members through restricted uses.

(c) ICT tools and their use in the library:

Our college library is well equipped with wi-fi connectivity and desktops with internet connection where students can access e-resources like logging in UGC-INFLIBNET N-LIST service.

(d) Library network services with INFLIBNET & others:

Our college has become a part of UGC-INFLIBNET N-List programme during this period. Moreover, our college library is well-equipped with network services through customized network software called Bookmaster.

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

1. Academic performance of the students' are analyzed by our Academic Committee (AC) – it is high power committee of college G.B.. The body acts following the statute of affiliating University (University of Calcutta). AC monitors performance of the students and adopts measure for their betterment. IQAC is also an integral part in adopting such measure. The modality followed in betterment/ improvement programs are (i) by personal contact to students (ii) by personal contact to guardian of respective students (iii) by discussion with other stake holders like students' union.
2. Our Teachers' Council (TC)- the highest academic body is also suggest to adopt necessary measure with its valued advice in regard of the said improvement / upliftment.
3. Teachers' performances are also monitored by IQAC and AC. Apart from this feedback from students', Alumni and other stake holders are also invited for necessary measures. In various occasion academic audits are conducted by affiliating University, DPI, Govt. of West Bengal and CA firms.

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

- | |
|--|
| <p>1. Transparent Student Admission Process : easy access of form from institutional website as well as other additional information regarding admission also remain available to new comers online</p> <p>2. Introduction of more research activities for faculty up gradation towards academic excellence.</p> |
|--|

*** the details are provided in annexure III**

7.4 Contribution to environmental awareness / protection

<p>Seminars & awareness programs on (i)Health awareness programmes are organized for students knowledge upliftment. (ii)woman empowerment (iii) Human Rights (iv) students' health check up program (v) life & Philosophy of great lives are undertaken periodically.</p>

7.5 Whether environmental audit was conducted? Yes No

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

S	W
<p>1.Our Potential for excellence is sustainable. 2.A large fraction of our faculties capable to discharge quality professional services. 3.The combination of senior and junior faculty team work good. 4.A sizeable fraction of our faculties are research minded.</p>	<p>1. Student attendance in core curriculum is declining 2. Because of fewer office staff management system and student services are limited.</p>
<p>1.More campus activities may be undertaken. 2. College is capable to induct PG courses. 3.More research and outreach programs may be undertaken.</p>	<p>1. Due to lack of space new infrastructure building capacity is of gradual reducing.</p>
O	T

8. Plans of institution for next year

1. Further implementation of new academic programs like, Innovative & interacting teaching program, Students Seminar & Micro-Teaching.
2. Modernization of central library with soft ware driven bar coded service will be completed.
3. Completion of Girl's hostel and other constructions to be completed.
4. More research programmes on Science, Commerce & Humanities will be undertaken.
5. Introduction of Soft Skill development Courses for students.
6. NSS unit to be made more active and NCC unit will made to be operational
7. Organizing more Seminars and Workshops for career advancement including collaborative programs will be undertaken.
8. Introduction of program for Data Analysis with Computer Applications for the students
7. The placement & Guidance and Counselling Cell are to be reorganized.
- 8 More programs on Community Awareness program on Women Empowerment, Health, Indian constitution, rights & duties of Indian Citizen, Environment Value education and Adult Literacy are planned.
9. Further computerization of office will be undertaken.
10. Addition of extra reading room in library, towards improvement in library infrastructure.
11. Special facilities for development for audio-visual impaired & physically challenged students
12. Modernization of Auditorium is also planned.

Name *Dr. Alope Kumar Sarkar*

Name *Prof. Reena Sengupta*

*Signature of the Coordinator, IQAC
Chairperson, IQAC*

Signature of the

Enclosure 1(a)

Detail Plan of action The Institution For The Year 2013-14

1. Implementation of new academic programs like, Innovative & interacting teaching program , Students Seminar & Micro-Teaching
2. Completion of Girls' hostel and other constructions as early as possible.
3. Review on progress of implementation of earlier recommendation by NAAC.
4. Research programmes of Humanities on qualitative aspects of higher education and issues in Social and Behavioural Sciences.
5. Organizing seminars on role of accreditation in HEI.
6. Organizing students' seminars.
7. Encouraging faculty members for conducting research works and innovative activities as much as possible.
8. Introduction of Programme for Data Analysis with Computer Applications for the students
9. Introduction of Soft Skill development Courses for students
10. Organizing more and more Seminars and Workshops for career advancement.
- 11.. Deployment of permanent placement officer and improvement of functioning of Guidance and Counseling Cell for betterment of study
12. Undertaking of more programs on Community Awareness program on Women Empowerment, Health, Indian constitution, rights & duties of Indian Citizen, Environment Value education , women empowerment and Adult Literacy.
- 13..Further computerization of office and library as well as planning for the introduction of a bar coded library as a part of CPE action plan
14. Addition of extra reading room in library, improvement in library infrastructure ..
15. Special facilities for development for physically challenged students
16. Assessment of the program and compilation as program evaluation report

Enclosure 1(b)

Achievements

1. Implementation of new academic programs gained a partial success.
2. Completion of Girl's hostel by UGC criteria is also gained good success.
3. Implementation of earlier recommendation by NAAC is a success.
4. Research programmes of Humanities yields good output.
5. Organizing seminars on role of accreditation in HEI – one 1 day seminar of good quality has been undertaken.
6. Students' seminars could not be arranged due to unavoidable circumstances but like to be organized soon.
7. Encouraging faculty members for conducting research works and innovative activities as much as possible- this program also gained limited success.
8. Introduction of Programme for Data Analysis with Computer Applications for the students - could not be arranged due to unavoidable circumstances but like to be organized soon.
9. Introduction of Soft Skill development Courses for students - this program also gained limited success.
10. Organizing more and more Seminars and Workshops for career advancement.- is of partial success.

11. Deployment of permanent placement officer and improvement of functioning of Guidance and Counseling Cell for betterment of study – it is found to be improved.
12. Undertaking of more programs on Community Awareness program on Women Adult Literacy.- is of partial success.
13. Further computerization of office and library as well as planning for the introduction of a bar coded library as a part of CPE action plan- partial success despite of non- receipt of 2nd installment of grant.
14. Addition of extra reading room in library, improvement in library infrastructure – in under progress.
15. Special facilities for development for physically challenged students- to be undertaken in 2014-15.
16. Assessment of the program and compilation as program evaluation report- it is done and found to satisfactory.

Annexure I

Academic Calender for 2013-2014:

ACADEMIC CALENDER FOR 2013-2014:

JULY 2013-

- 1.7.13-New session begins
- 10.7.13-Holiday for Rathayatra
- 12.7.13- B.Com Third Year Class begins
- 15-31.7.13-Online Admission for 1st year
- 19.7.13- College Will Remain Close for Election of Panchayet at Howrah District
- 22.7.13- BA/B.Sc Third Year Classes begin

AUGUST 2013-

- 5.8.13 -BA/B.Sc/B.Com 1st Year Classes begin
- 9.8.13- Holiday for Eid
- 10.8.13- B.Com 2nd Year Class begin
- 15.8.13- Independence Day
- 28.8.13- Holiday for Janmasthanmi

SEPTEMBER 2013-

- 5.9.13- BA/B.Sc 2nd Year Classes begin
- 17.9.13- Holiday for Biswakarma Puja
- 18.9.13- College Will Remain Close for the Death Anniversary of BijoyKrishna Bhattacharya

OCTOBER-2013

- 2.10.13- Holiday for Gandhi Jayanti
- 4.10.13- Holiday for Mahalaya

10.10.13- Puja Vacation Begins

NOVEMBER-2013

6.11.13- College Will Open After Puja Vacation

11.11.13- Holiday for Jagadhatri Puja

15.11.13- Holiday for Maharam

18.11.13-Mid Term Exam

19-24.11.13- College Will Remain Close for the Election of Howrah Municipal Corporation

DECEMBER-2013

25-31.12.13- Christmas Vacation

JANUARY 2014

1.1.14- Holiday for New Year

7.1.13-10.1.13-BA/B.Sc/B.Com Third Year Test

14.1.14- Holiday for Sabe Barat

21.1.14-Student Election

23.1.14- Holiday for Netaji Jayanti

24.1.14-CU Foundation Day

25.1.14 -Holiday for Maghotsab

26.1.14-Republic Day

FEBRUARY 2014

4-5.2.14-Saraswati Puja

14-18.2.14-2nd Year Test

27.2.14- Holiday for Shibratri

MARCH 2014

1.3.14-BA/B.Sc/B.Com 3rd Year Classes Will Dissolve

4-10.3.14-1ST Year Test

17.3.14- Holiday for Dol Yatra

28.3.14-College Sports

29.3.14-Holiday for College Sports

APRIL 2014

1.4.14- BA/B.Sc/B.Com 2nd Year Classes Will Dissolve

14.4.14-B.R.Ambedkar's Birth Anniversary

15.4.14-Holiday for Bengali New Year

18.4.14- Holiday for Good Friday

23-31.4.14-College Will Remain Close for Loksabha Election

MAY 2014

1-3.5.14- College Will Remain Close for Loksabha Election

8.5.14-College Social

9.5.14-Rabindra Jayanti

15.5.14- Holiday for Buddha Purnima, BA/B.Sc/B.Com 1st Year Classes Will Dissolve

16.5.14-Summer Recess will Begin

JUNE 2014

Summer Recess

Annexure II

STUDENTS" FEED BACK

In all Hons courses feedback is taken from outgoing 3rd year students had been collected and reviewed. Following aspects are mainly covered during data collection in student feedback activities

TQ represents teaching quality

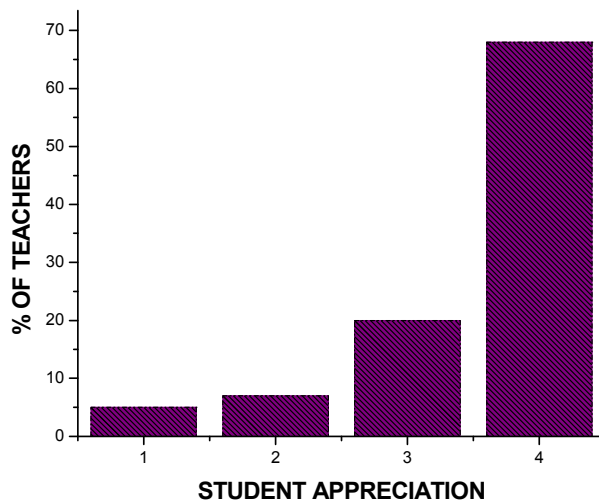
SIN represents sincerity

IM APP represents impartial approach

PUN represents punctuality

OV INV represents overall involvement

Average of over all criteria and relative grading over all departments of the college is analyzed plotted in following bar diagram for the session (2013-14)



STUDENTS' Appreciation: 4. > 85%, 3. 75-85%, 2. 65-75% ,1. < 65%

Annexure II

1. Transparent Student Admission Process: Online easy access of form institutional website as well as other additional information regarding admission also remain available to new comers online.

- a. Criteria (subject wise are pre-notified in website and college notice board/ prospectus . Criteria are based on affiliating University norm and policy adopted by academic committee.
- b. Invitation of online is sought following affiliating University notification.
- c. Merit lists are prepared (Hons. subject wise & for general courses also) and displayed in notice board and website.
- d. Commencement and closing of admission process follows University notification.
- e. No offline application and out merit list cases are entertained.

2. Introduction of more research activities for faculty up gradation towards academic excellence.

(i) Dept. of Physics conducting research with Major Research Project , JRF/ SRF (CSIR & UGC) since late 90's.

(ii) In 2009 Consortium for study of complex natural material- and studies on natural resources -a faculty research program was undertaken.

(iii) In 2011 Consortium for study of History, Culture and Languages were constutes.

(iv) More programs are undertaken in2013-2014 and are follows,

Research programs of Humanities on qualitative aspects of higher education and issues in Social and Behavioural Sciences (a) History: The objective of the project is to present the phases of historical as well as political development of the district. Howrah pioneered industrial development in Eastern India and the metamorphosis from a marshy low land to a booming urban centre of intellectual as well as industrial activities will be highlighted (b) The folk lore of followers' of *Lord Vishnu & Lord Shiva* in the overall ages with emphasis on *Dravidian* Culture will be analyzed in modern perspective