

FOREWORD

It gives me great pleasure to present the Self Study Report of P.N. Das College to National Assessment and Accreditation Council for assessment. The college is situated in Palta, in North 24 Parganas district of West Bengal. The college was established on 20th August 1962 and was initially affiliated to Calcutta University. Later in 2008 the college was affiliated to West Bengal State University along with other colleges of the district.

The college offers undergraduate course in 16 subjects. It is one of the few colleges in the state to offer Hindi as a subject. The college boasts of many achievements in the field of Sports.

During the preparation of self study report, we have collected data institution wise, department wise and individual wise. In this regard, co-operation of all stakeholders are greatly acknowledged.

The documents placed in the Self Study Report are true to the best of my knowledge and belief.

Dr Sharmila De

Principal

P. N. Das College, Palta

Certificate of Compliance

This is to certify that P. N. Das College fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date:

Place:

Principal,
P. N. Das College
Santinagar, Palta, P.O. :Bengal Enamel,
Dist: North 24 Pargana, West Bengal,
Pin-743122

EXECUTIVE SUMMARY

CRITERION I

CURRICULAR ASPECTS

The college was established on 20th August 1962 through the efforts of eminent visionaries of the locality which in those days was thronged by people belonging to backward classes. Initially the college got affiliation from Calcutta University for Humanities stream and later for Commerce and Science thereafter. Presently the college is affiliated to West Bengal State University. The courses that the college is affiliated with are: B.A. Honours course in Bengali, English, History, Political Science, Education and Geography, B.A. General course, B.Com Honours and General and B.Sc General. In total 16 subjects are taught in the college. The college follows the syllabus of the parent university. The college has an Academic Committee which functions as a guiding and monitoring unit that monitors the proper implementation of the curriculum.

The examination schedule of the University is followed for the end of year examinations. However test routine is drawn by the institute.

The library of the college is well equipped with latest edition books and is being computerised. The college has registered under NLIST recently and students and teachers are being added to avail of the facility.

The college has a computer centre where basic computer training is organised for students. In addition there is a gymnasium for the students and staff. Yoga classes are being arranged by the Physical Education teacher.

The NCC unit of the college is very active. The NSS Unit has started functioning only recently.

Strength:

Courses in all the three streams Humanities, Science and Commerce offered.

Dedicated faculty members

Well-equipped library with reprography and internet facilities

Organising seminars on topics of general interest for students

High teacher –student ratio ensuring strong interaction

Weakness:

Location of the college

Socio economic background

Deficiency of classrooms due to which new courses cannot be applied for

Number of permanent faculty is low

Opportunities:

Vast area of the premises lies unconstructed where new buildings and departments can come up

Improvement of the general results of the college as a result of high teacher student ratio

More ICT enabled classrooms

Remedial coaching for non-creamy layer

Career counselling of students

Challenges:

Introduction of new courses

Motivating the local people to get involved with the development of the institution

Improvement of results

Fund generation and proper utilisation

CRITERION II

TEACHING, LEARNING AND EVALUATION

The institute provides a completely transparent process of admission. The number of seats, reservation rules and eligibility criteria are advertised beforehand. The process is completely online and in compliance with government regulations.

We have a set of highly qualified teachers dedicated to the cause of students. Teachers use audio visual aids of teaching. Students are encouraged to participate in the lesson and feedback is taken from the students to improve upon the fields that are lagging behind.

The institute is differently abled friendly.

The academically weak students are identified by taking mid term tests and remedial coaching is offered to them.

Teachers upgrade themselves by attending orientation and refresher programmes. The college remained open for days in the last session out of which was the number of teaching days.

Strength:

One to one interaction with students

Regular assessments and guidance

ICT enabled classrooms

Computerised library

Computer facilities to staff and students

Gymnasium

Weakness:

Inability to adhere to Academic calendar due to reasons not related to the institution

Not all classrooms are ICT enabled

Scarcity of number of classrooms

Number of permanent faculty low

Cut off marks at admission is too low

Opportunities:

Introduction of new courses

Introduction of skill development courses

To motivate all members of teaching faculty to pursue PhD dissertation work

Introduction of Post Graduate studies

Challenges:

Over all development of the college

To increase the demand ratio and admit more number of students

To make the college one of the sought for colleges of the district

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

The college measures 5.2 acres consisting of an administrative block, a library block, science block, annexe block, ladies hostel and an old block. There are in total 27 classrooms out of which 6 are ICT enabled, a smart classroom, a seminar room and departmental offices. The classrooms are well ventilated and are spacious.

The college has got affiliation for Physics, Chemistry and Computer Science and the departments are housed in a separate building. The laboratories are well equipped. There are 27 desktop computers and 18 laptops. The laptops have been distributed among the teachers and staff members.

There are separate common rooms for boys and girls with indoor game facilities and television. There is a canteen where food items are sold at a subsidised rate and a cheap canteen where stationery items are available.

An auditorium is being constructed with the financial aid from UGC under XIth plan.

The college has a NCC unit with a capacity of 125 cadets. The college has applied for NSS and is awaiting the approval of the University.

The college has a water body and a big area where plantation is being carried out under NREG scheme.

The college library has 13485 books and is registered under NLIST. The students and the staff members have been given the licence to use the facilities. In addition there are departmental libraries.

The students, staff and faculty members are provided computing facility through a good number of computers and an equal number of allied accessories and internet connectivity along with the Wi-Fi enabled campus.

Strength:

Campus measuring 5.2 acres where new blocks or buildings can be constructed

Computerised library with e books and e journal subscription

Provision of basic computer training

A gymnasium with a physical instructor employed by the college

Introduction of new subjects with moderate intake capacity

Weakness:

Low demand ratio and admissions in the preceding sessions

Lack of funds for construction of more classrooms

Need to introduce subjects in demand and develop necessary infrastructure

Opportunities:

Improvement of academic results to have a positive impact on demand ratio

Interaction with neighbouring schools and motivating the students to take up higher education in our institution

Challenges:

High demand ratio

Excellence in results

Excellence in cultural activities

To start a full-fledged Science Department from 2016.

CRITERION V

STUDENT MENTORING AND SUPPORT

The college authority maintains absolute transparency in the admission process. All the information including admission criteria, number of seats are made available on the college website as well as in the prospectus. There is a students' aid fund and financial support to economically backward students is provided out of the fund. In addition there are different state scholarships like minorities scholarship, SC/ST scholarship, bidi shramik, kanyashree prakalpa etc.

Recently the IQAC has proposed mentoring for students by the respective teachers. Each teacher is allotted a fixed number of students who regularly interact with the teacher for guidance and support.

The students are covered under accidental insurance at the institution.

Remedial coaching is provided to the students.

Students are encouraged to display articles in the departmental/college wall magazine. The college publishes a magazine annually.

There is a women's cell, an anti-ragging cell and sexual harassment cell.

The games and sports department of the college has won many laurels at various levels.

The NCC participate and organise various programmes in and outside the college.

Strength:

Involvement of teachers in all activities addressing student development

Involvement of students in extension activities

Approximately 40% students receive financial aid

Student mentoring and feedback

Book bank and departmental libraries

Excellent performance in games and sports

Weakness:

Unavailability of records of student progression

Mostly students with poor economic background who tend to take up job after graduation

Tendency of drop out

Opportunities:

With the initiation of mentoring and due to limited number of students, the problems of drop out and results can be taken care of

Involving students in various college activities

Introduction of Earn while you Learn

Orientation programme for students

Challenges:

To draw more number of students towards the college by improving infrastructure and providing support

To increase rate of progression to higher education

CRITERION VI

ORGANISATION AND MANAGEMENT

The Governing Body is the top management of Government aided colleges.

It comprises of the Principal, two University nominees, two government nominees, four members of the teaching and two members of the non teaching staff, a student representative and eminent personalities of the locality. The college administration divides the total affairs of the college into various committees. The Finance Committee comprises of the members of the Governing Body. The other committees like Admission Committee, Academic Committee, Library Committee, Purchase and Repair Committee, Examination Committee, Research Cell, Women's Cell, Grievance Redressal Cell are formed from within the staff members. Some committees have students representation as well. The committees meet at regular intervals to discuss the affairs of college and any matter that needs attention.

The proposals for improvement come from the IQAC and different committees which are placed in the Governing Body meeting by the Principal. The decisions taken in Governing Body are informed to all staff members. The committee members ensure that the decisions of the management are being followed.

Strength:

Active participation of the Governing Body in the development of the college

The various sub committees put forward their suggestion and decisions which are considered by the college authority for implementation thus strengthening the involvement of the staff members in improvement of the institution

Weakness:

Low student strength leading to low budgetary allocation for development

Shortage of classrooms

Low strength of teaching and non teaching staff members

Opportunities:

Introduction of new courses after construction of new building

Introduction of Post Graduate studies

Challenges:

To involve local bodies and administration for overall development of the college

CRITERION VII

INNOVATION AND BEST PRACTICES

The college authority aims at making the campus green and eco-friendly. Though there has not been any green audit done so far the campus boasts of a green zone with a small herbal garden. There is a water body in the campus that needs a facelift.

The office and the library are computerized completely. There are few classrooms fitted with audio visual aids.

Feedback is taken from students and steps are taken to address the grievance of the students.

Profile of the College

1. Profile of the Affiliated/ Constituent College

1. Name and Address of the College:

Name :	P.N. DAS COLLEGE	
Address :	SANTINAGAR, PALTA	
City :KOLKATA	Pin :743122	State :WEST BENGAL
Website :	www.pndascollege.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Sharmila De	O:03325921327 R:03325912233	9748329535		pndc.principal11@gmail.com
Vice Principal	N/A	O: R:			
Steering Committee Co-ordinator	Sri. A.K.Bhakat	O:03325921327 R:03325603001	9883241384		amal.bhakat@gmail.com

3. Status of the Institution:

Affiliated College

4. Type of Institution:

a. By Gender

- | | |
|-------------------|-------------------------------------|
| i. For Men | <input type="checkbox"/> |
| ii. For Women | <input type="checkbox"/> |
| iii. Co-education | <input checked="" type="checkbox"/> |

b. By Shift

- | | |
|--------------|-------------------------------------|
| i. Regular | <input type="checkbox"/> |
| ii. Day | <input checked="" type="checkbox"/> |
| iii. Evening | <input type="checkbox"/> |

5. It is a recognized minority institution?

Yes

No

√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

NA

6. Sources of funding:

Government

Grant-in-aid

Self-financing any other

√

7. a. Date of establishment of the college: 20/08/1962 (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college):

West Bengal State University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	Yes, Before 1972	
ii. 12 (B)	Yes, Before 1972	

- (Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act) **Enclosed**

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) **N/A**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	RURAL
Campus area in sq. mts.	5.2 acres (21043-36) sq.m.
Built up area in sq. mts.	2881sq.mt

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
- * play ground
- * swimming pool
- * gymnasium

- **Hostel**
- * **Boys' hostel** NIL
- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities)
- * **Girls' hostel**
- i. Number of hostels 1 with 12 seats & 13 seats under construction
- ii. Number of inmates 0
- iii. Facilities (mention available facilities) Basic Electrification, Sanitation Drinking Water
- * **Working women's hostel** NA
- i. Number of inmates
- ii. Facilities (mention available facilities)
- **Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise):** 1 STAFF QUARTER
- **Cafeteria – YES**
- **Health Centre –**

First Aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... Health centre staff –

Qualified doctor	Full time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
Qualified Nurse	Full time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>

Dr. R.K.Sarkar member of College Governing Body provides medical support in case of emergency

- Facilities like banking, post office, book shops Cheap Store
- Transport facilities to cater to the needs of students and staff X
- Animal house X
- Biological waste disposal X
- Generator or other facility for management/regulation of electricity and voltage ✓

- Solid waste management facility √
- Waste water management X
- Water harvesting X

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	B.A, B.S.C., B.Com	3 years	H.S or Equivalent of H.S	Bengali, Hindi, English	2000	801(2015-16) as on date
	Post-Graduate	X					
	Integrated Programmes PG	X					
	Ph.D.	X					
	M.Phil.	X					
	Ph.D	X					
	Certificate courses	X					
	UG Diploma	X					
	PG Diploma	X					
	Any Other (specify and provide details)	X					

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	√	No		Number	6
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Mathematics, Physics, Chemistry, Computer Sc. Geography	√		
Arts	English, Bengali, History, Pol-Sci., Sanskrit, Hindi, Phy:Education, Education philosophy	√		
Commerce	B.Com(H), B.Com(G)	√		
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme b. NCTE

recognition details (if applicable)

Notification No.: Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately? Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s)...2004.. (dd/mm/yyyy)

and number of batches that completed the programme b. 10.. NCTE NA

recognition details (if applicable)

Notification No.: Date:

..... (dd/mm/yyyy) Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government		1	3	2	6+1	3	8	2		
Government Approved PPT					3	3				
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>					3	7				
Yet to recruit										

*M Male *F Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.		1	1	2	3	1	8
M.Phil.				1			
PG				2	3	1	
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers - Govt. and Management Appointee PTI (Permanent)							
Ph.D.						1	
M.Phil.					1	1	
PG					5	8	16

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

NIL

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 2011 -2012		Year 2012-2013		Year 2013-14		Year 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	417	269	245	201	198	219	177	186
ST	017	004	010	005	004	011	005	009
OBC	036	022	035	022	039	021	042	028
General	684	203	409	546	421	364	294	341
Others	048	065	088	060	059	044	032	038

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	801	NA	NA	NA	
Students from other states of India					
NRI students					
Foreign students					
Total					

25. Dropout rate in UG and PG (average of the last two batches) (2014-15)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered:

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. **Date of accreditation*** (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 2:
(dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 3: (dd/mm/yyyy)
Accreditation Outcome/Result.....

**Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. **Number of working days during the last academic year :**

32. **Number of teaching days during the last academic year :**

(Teaching days means days on which lectures were engaged excluding the examination days)

33. **Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC**

NOV 2013 (dd/mm/yyyy)

34. **Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC. :NA**

AQAR (i).....(dd/mm/yyyy)

AQAR (ii).....(dd/mm/yyyy)

AQAR (iii)(dd/mm/yyyy)

AQAR (iv)(dd/mm/yyyy)

35. **Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)**

Criterion wise Evaluative Report

CRITERION I:

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision: Vision of the institute is to achieve excellence while emphasizing the empowerment of the weaker sections of the society through knowledge that makes them a workforce suitable in the national platform

Mission: Swami Vivekananda said that use of higher education is to find out how to solve the problems of life. A nation progresses in proportion to education spread among the masses. Our mission is to make quality education available to all sections of society and to make the students committed to various social causes

Objective: To promote higher education and to make the students ready to face the challenges of outer world.

The mission, vision and objectives are stated in the college website. The Principal, teachers and the staff members take steps to ensure that students participate in the academic and curricular activities of the college. The mission and vision can be achieved by delivering the best opportunities to the students.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The college is affiliated to the West Bengal State University and follows the syllabus and the examination system of the same. The college has an Academic Committee which functions as a guiding and monitoring unit that monitors the proper implementation of the curriculum. The time table is drawn accordingly . The Head of each Department plans the curriculum and divides the workload judiciously among the teachers.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The University syllabus clearly mentions the hours to be allocated for each chapter or unit. It helps the teachers in planning their curriculum.

The University organises workshops to discuss the need to restructure the syllabus and after the syllabus comes to effect, teachers are motivated to attend course for effective understanding of the same.

The examination schedule is prepared by the University and all theoretical papers are conducted by the University.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

The College grants on duty leave to teachers to attend workshops, refresher courses and orientation programmes. Seminars, workshops and excursions are held by various departments for enhancement of the curricula.

The College has distributed 15 Laptops among teachers to encourage ICT enabled teaching. In all there are 21 Desktops and 18 laptops for use of teachers and students.

There is a computer Laboratory which offers computer literacy to willing students at a nominal fee.

The college is wi-fi enabled. Some classrooms are equipped with lcd projectors and there is one smart classroom. There is a budgetary allocation for procurement of more lcd projectors and desktops.

The college library has 13485 books and recently the college has registered for N-LIST which extends access to e -resources to colleges.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The college has not established any institute-industry interface so far. General Science stream has been introduced only recently. The college has recently collaborated in an outreach program for undergraduate students on Material Sciences, held at Saha Institute of Nuclear Physics on 6-7 October, 2015, in collaboration with Kalpana Chawla Centre for Space and Nanosciences, Bose Institute and Indian Physics Association ,Kolkata Chapter.

The IQAC had organised an outreach programme for students of the college and neighbouring institutions on “Space Science and Technology today”.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The IQAC has recommended a formal mechanism of obtaining feedback and feedback from the students admitted to 2015-16 session has been taken and necessary measures have been taken.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The college is affiliated to the West Bengal State University and courses and curricula designed by the University are implemented. The departments however chalk out the curriculum according to the weightage involved and mention the same in the departmental calendars.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Regular meetings of the departmental teachers are held to assess the state of academic affairs. Recently IQAC has initiated the mechanism and analysis of students feedback.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The objective of the institution is to offer the maximum range of subjects to the students. Keeping this in mind recently three new subjects were introduced in the college. The following is the list of degree courses offered at the institution.

1) The College offers Honours Courses in the following subjects:

B. A. Honours in Bengali, English, History, Political Science, Education, Geography

B. Com Honours

In addition General degree courses in B.A., B.Com and B. Sc are also offered.

Language courses are to be chosen from Hindi, Bengali and English.

A compulsory course in Environmental studies has to be taken by the students in the first year in accordance with the regulations of West Bengal State University.

2) The College does not offer any skill development program to the students but ensures that students get an opportunity to learn basic computer operation by arranging some laboratory based classes for willing students.

The IQAC has proposed to offer a course in Spoken English to students from the Academic Session 2015-16.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

No the institution does not provide any dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- ***Range of Core / Elective options offered by the University and those opted by the college***
- ***Choice Based Credit System and range of subject options***
- ***Courses offered in modular form***
- ***Credit transfer and accumulation facility***
- ***Lateral and vertical mobility within and across programmes and courses***
- ***Enrichment courses***

Subject Combinations opted in 2015-16 for Honours Courses

HONOURS	GENERAL	GENERAL	NUMBER
BENGALI	EDUCATION	SANSKRIT	09
BENGALI	EDUCATION	POLITICAL SCIENCE	20
ENGLISH	HISTORY	PHILOSOPHY	10
ENGLISH	PHILOSOPHY	MATHEMATICS	02

ENGLISH	HISTORY	PHYSICAL EDUCATION	09
HISTORY	POLITICAL SCIENCE	BENGALI	05
HISTORY	POLITICAL SCIENCE	ECONOMICS	03
POLITICAL SCIENCE	HISTORY	EDUCATION	04
POLITICAL SCIENCE	HISTORY	PHYSICAL EDUCATION	01
POLITICAL SCIENCE	HISTORY	HINDI	00
EDUCATION	PHILOSOPHY	BENGALI	07
EDUCATION	PHILOSOPHY	SANSKRIT	01
GEOGRAPHY	POLITICAL SCIENCE	MATHEMATICS	00
GEOGRAPHY	POLITICAL SCIENCE	HISTORY	02
GEOGRAPHY	POLITICAL SCIENCE	ECONOMICS	08

1.2.4 Does the institution offer self-financed programmes?

If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the

beneficiaries.

No

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

A range of subject combinations is offered by the University and the college abides by the regulations framed by the University.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

To supplement the University's Curriculum to ensure that the academic goals are achieved, the College Academic Committee takes an active role. At the beginning of the Academic Session the Department Heads meet to discuss the distribution of classes in the routine and make

changes if necessary. The Academic Calendars of various departments are discussed.

Decisions on organising Cultural programs, seminars are also taken from time to time. Students are encouraged to attend the seminars.

An annual magazine is published by the College where students are encouraged to contribute articles.

The students of Geography Department are taken on excursions according to their curriculum.

The College offers Physical education as a subject to motivate students to develop good activity habits and to improve their academic achievements.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Presently 6 classrooms are ICT enabled . Teachers have started making use of this technology in their lessons but students are yet to be actively engaged. There is a plan to increase the number of digital classrooms in this financial year. The College has a Gymnasium where students are encouraged to take up various body and mind shaping activities.

There is a small course on Yoga in the Curriculum of Physical Education. This year World Yoga Day was observed in the College and it was decided to extend the training to all the students.

NCC: The college has an NCC unit with an authorised strength of 125 cadets. The students enrol their names in the beginning of the Academic Session. The unit is run by **Lt. Sanjib Kumar Dhar**, Associate Professor of History.

The unit offers various training programmes and promotes adventure activities. Many training camps, Army attachment camps and basic leadership camps are organised by the NCC. The NCC unit organises youth exchange programme and blood donation camps. Every year the NCC unit of the College organises Tree Plantation Drive

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

There is a compulsory paper in the curriculum on Environmental Studies. However there is no scope to introduce issues into the curriculum unless offered by the University.

1.3.4 What are the various value - added courses / enrichment programmes offered to ensure holistic development of students?

- ***moral and ethical values***
- ***employable and life skills***
- ***better career options***
- ***community orientation***

The NCC unit of the college(male and female cadets) plays an active role in all the programmes of the college. Cleaning of the campus at regular intervals,tree plantation and some community programmes are part of their contribution towards the institution.

Seminars on health awareness and management of stress have been organised by the college.

The IQAC plans a series of seminars on diverse topics including environmental and social issues, to be delivered by the eminent speakers as well as faculty members of the college.

The college has arranged a basic computer orientation programme for the student. However no certificate courses are offered. The IQAC is

also arranging for Spoken English programme for students of the college.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

There is no formal mechanism of obtaining feedback from stakeholders. However keeping in mind the demand of students and their guardians, initiative for opening new courses are taken.

The College obtained affiliation for B.Sc from the session 2003-2004. However the only subjects offered were Mathematics and Economics. The affiliation of Physics, Chemistry and Computer Science as General Subjects was obtained in the session 2015-16.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The quality of academic enrichment programmes is monitored through regular assessment and mid-term examinations. The department teachers try to interact with the students personally and offer advice on measures to be taken for improvement.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The meeting of the Academic Committee at the beginning of Academic session and subsequent meetings of the department teachers ensure that the curriculum prepared by the University are followed.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The college has no autonomy in curriculum planning and implements the curriculum of the University. If there is any feedback from the stakeholders on issues of curriculum planning, the same can be forwarded to the University. Also the teachers participate in meetings held by the University Departments to discuss framing of syllabus.

Recently feedback from students and guardians have been obtained on various issues including curriculum but there has been no scope to communicate the same to the University. A formal feedback mechanism has been started from 2015-16. The feedback will be assessed by the IQAC and necessary measures shall be adopted.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

Any other relevant information regarding curricular aspects which the college would like to include.

List of courses introduced during last four years:

Courses introduced during the last four years:

Honours Courses: Education, Geography

General Courses: Sanskrit, Physics, Chemistry, Computer Science

Rationale: The college obtained affiliation for Mathematics in 2003-04.

However for complete Science Department, Physics ,Chemistry and Computer Science needed to be introduced. This would help the students of the locality who have to go to distant colleges for pursuing studies in Science.

Other information:

The college received grants from UGC under the XIIth plan under various heads including Entry in Services and Remedial Coaching and the funds were effectively utilised.

Subject wise books under Entry in Services Scheme:

SUBJECT	NUMBER OF BOOKS
BENGALI	206
HINDI	53
COMMERCE	39
HISTORY	60
GEOGRAPHY	95
PHILOSOPHY	72
POLITICAL SCIENCE	63
EDUCATION	42
ECONOMICS	01

COMPUTER	13
MATHEMATICS	33
GENERAL	39
TOTAL	716

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OGRAPHY
ILOSOPHY
LITICAL SCIENCE
UCATION
ONOMICS
MPUTER
ATHEMATICS
NERAL

Books under Remedial Coaching:

SUBJECT	NUMBER OF BOOKS
BENGALI	54
ENGLISH	68
PHYSICS	41
COMMERCE	15
HISTORY	44
GEOGRAPHY	27
PHILOSOPHY	98
POLITICAL SCIENCE	126
ECONOMICS	16
COMPUTER	29
MATHEMATICS	60
GENERAL	29
TOTAL	607

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Role of Stakeholders in Curriculum Enrichment:

Feedback system:

Courses introduced during the last four years:

Honours Courses: Education, Geography

General Courses: Sanskrit, Physics, Chemistry, Computer Science

Rationale: The College obtained affiliation for Mathematics in 2003-04. However for complete Science Department, Physics, Chemistry and Computer Science needed to be introduced. This would help the students of the locality who have to go to distant colleges for pursuing studies in Science.

Quality improvement of Teachers:

The quality of teaching can be maintained through regular updates in the Subject. The teachers are motivated to attend Orientation Programmes and Refresher Courses to keep themselves informed of the recent developments in their fields. The IQAC has also arranged a training for the teachers to enable them to adopt interactive methods and ICT enabled teaching. This training is provided by the College.

Sri Rajarshi Ghosh, Part Time Teacher in Geography was sent by the college authority to attend a specialized workshop and Training Workshop on QGIS held at Vivekananda College in association with West Bengal State University.

CRITERION – II

Teaching-Learning and Evaluation

2.1 Student Enrolment and Profile:

2.1.1 How does the College ensure publicity and transparency in the admission process?

The institution has endeavoured to provide a completely transparent process of admission and dissemination of information regarding the admission process to prospective entrants. As a result, publicity has been an important aspect of the admission process. Immediately after the publication of the results of the Higher Secondary Examinations conducted by the WBCHSE, the college undertakes a strong publicity campaign with the distribution of leaflets, display of flex-banners and hoardings, and advertisements in the local cable-TV channels. As soon as the said results are published, important dates related to the admission process are notified in the college website as well as notice boards at several locations inside the college campus and at the main gate. In strict adherence to the government orders and university guidelines, the Merit Lists, dates of counselling and admission are put up in the college notice boards and website. However, on occasions when the intake capacity is not fulfilled even after the publication of the 3rd Merit List, the admission process is opened up for direct admission on first-come-first-served basis after due notification.

2.1.2 Explain in detail the criterion adopted and process of admission [Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other] to various programs of the institution.

The minimum eligibility criteria are determined from time to time in accordance with the university norms, and the same are published in the prospectus. Admission is done strictly on the basis of merit determined by the marks obtained by the candidates in the 10+2 examinations. In case of Honours candidates, the Merit List is prepared by calculating the best 4 subjects added up by the marks obtained in the subject to be taken up for the Honours course. In case of General candidates, the Merit List is prepared by taking into account the best 4 subjects at the 10+2 level. While preparing the Merit List, the reservation policy of the government is strictly abided by. Presently the reservation policy stands as follows:

General – 55%, SC – 22%, ST – 6%, OBCA – 10%, OBCB – 7%.

3% of seats in all the above categories is reserved for differently abled students. And keeping in mind their needs, ramps have been constructed at the entrance of the main building as well as the Library.

2.1.3 Give the minimum and maximum percentage of marks at the entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The minimum percentage of marks for admission at the entry level for all the Honours programmes, as per university and Government guidelines, is as follows:

For General Category Candidates

50% in aggregate and 45% in subject or related subject

OR

55% in subject or related subject

For SC and ST Candidates

40% in aggregate or 40% in subject or related subject

In this regard the college follows the minimum eligibility criteria formulated by the university.

For admission in a General programme the candidate should qualify in the 10+2 final examinations.

There is no maximum percentage of marks for admission in the college.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

There is an Admission Committee comprising all the teachers of the college. The committee meets every year prior to the publication of Higher Secondary results, as well as at regular intervals, thereafter, to decide upon the modalities of publicity and admission, and also to review the entire process of the previous years and the current year to adopt plans for admission. This, over the years, has contributed to the evolving mechanism of admission, leading up to the present policy of online admission to provide greater transparency, efficacy, and accuracy to the admission process. Presently, the college is strictly following the online admission process in its entirety – from submission of forms to generation and publication of Merit List and finally admission through payment of fees at any branch of the designated bank. The student needs to come to

the college only on completion of the entire process to confirm his/her admission and verification of relevant testimonials. This has enabled the college to provide a transparent and hassle-free admission process to prospective students.

2.1.5. Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate / reflect the National commitment to diversity and inclusion.

The college was founded by a group of visionary leaders with the objective of providing access of higher education to pupils from families impoverished by the Partition of the nation and concomitant displacement and migration from the erstwhile East Pakistan. Incidentally most of these belong to the downtrodden sections of the society. In view of the commitment to the social amelioration of these families, the institution lays special emphasis on admission of students from socially and economically backward sections. Moreover, as the names of the two Mouzas, that from the hinterland of the college, viz. Babanpur and Zaffarpur, suggest, there is a considerable minority populace that still suffers from economic and educational backwardness. The college, therefore, endeavours to absorb students from these sections as well to honour its commitment to the minority community especially of the locality, a part of which has patronized the college as well as the adjacent school by donating their land. As a result there has been a steady flow of students from religious minority families and S.C. and S.T. and female candidates. Strategies were adopted for increase of access to the disadvantaged sections in the following manner:

- There has been a strict adherence to the government rules of reservation for the backward classes. Moreover, there has been a concerted effort to build the confidence of the students belonging to backward classes and they have been

encouraged to join the institution. Consequently, the institution has experienced a steep rise in the percentage of S.C. students from 23.25% in 2010-11 to 31.51% in 2014-15. (The reservation quota being 22%) The percentage of S.T. candidates during the same period has steadily increased from 0.97% to 1.21 %. Though it must be admitted that the number remains short of the quota prescribed by the government owing to the fact that the ST population in the entire Sub-Division falls far short of 6%. On the other hand the percentage of the OBC candidates has had a healthy increase from 1.94% in 2010-11 to 6.07% in 2014-15, i.e. an increase of 2.13%. In the years to come, the college will endeavour to consolidate the advancements achieved in the direction of inclusion of the weaker communities, while strengthening the mechanism further to make it more accessible to students from S.T. category.

- The institution has, over the years, endeavoured to foster a conducive environment for girl students. This has resulted in a rising percentage of female students, which has shot up from 37.54% in 2010-11 to 52.25% in 2014-15.
- Differently abled students:- Reservations are in place for differently abled students with minimum 40% disability. Presently the college follows the 3% reservation policy framed by the government subject to fulfilment of other eligibility criteria.
- Economically Weaker Sections:- Till date, no student, whose name has appeared in the merit list, has been denied admission for non-payment of fee. Many teachers, non-teaching employees including the Principal, have come forward to support such students at the time of admission. On many occasions, when students fail to make payment of requisite fee for University Examination, teachers and non-teaching staffs have come to their help. Moreover, support is provided to these students from Students' Aid Fund, Teachers' Council Fund, Donation from the Alumni etc.

➤ **Linguistic Minority:-**

➤ **Female Students:-** The college has increasingly proved itself to be a safe haven for girl students. Over the last few years there have been no complaints of atrocity on any female student in the college barring a stray incident. The overall peaceful ambience has also contributed to the consolidation of a sense of freedom and confidence, which, in turn, has ensured a sharp escalation in the percentage of girl students from 37.54% in 2010-11 to 52.25% in 2014- 15, i.e. an increase of almost 40% in 4 years.

2.1.6 Programmes Offered During the Last Four Years and the Trends for Increase/Decrease and Actions Initiated

Table 2.1.6 Ratio of Number of Applications Received to Available Seats (Demand Ratio)

Session	Number of Prospectus Distributed	Number of Students who took admission	Demand Ratio
2011-12	1790	740	2.42
2012-13	1867	619	3.01
2013-14	1618	586	2.76
2014-15	1111	540	2.05

2.2 Catering to diverse needs of the Students:

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard:

- The college has endeavoured to provide adequate infrastructural support to prospective differently abled students. Ramps with railings have been constructed at the entrances of the main building and the Library building for the differently-abled students with motor disability.
- They are actively supported by arranging classes mostly on the ground floor. There is a lady attendant at the Teachers' Common Room, who takes special care of them, including taking their issues up at the office which is located on the first floor, so that they have the minimum requirement to walk up the stairs. Wheel chairs are kept at strategic locations at the library building and the main building and there is a non-teaching employee dedicated to the task of assist them in this regard.
- Sound boxes are installed in two rooms, one in the Computer Centre and the other in the annexe room of the library, both on the ground floor, and connected to the first floor class rooms to enable such students to hear the lectures, if any, being taken on the first floor.
- A set of Braille books are being planned to be procured for the visually challenged students.
- Although there are no visually challenged students enrolled at the college at present scribes may be provided whenever required.
- In terms of the Govt. Regulations, 3% of the number of seats in each programme is reserved for differently-abled candidates certified to have 40% or more disability by the competent authority.

2.2.2 Does the institution assess the students' need in terms of knowledge and skills before the commencement of the programme?

- Assessment of the students' needs before the commencement of the programmes is done by the Board of studies of the affiliating university. The college usually assesses the needs of the student to the extent of the

determination of the requirement of a new programme to be introduced. In such cases, the college assesses the need through the interaction with the students over a period of time regarding the programmes they would propose to be introduced in the institution.

- Before the commencement of the programme the students' skill is determined through the preparation of the Merit List.
- After admission, they are given idea about the programmes in the
 - General Introductory programme
 - Departmental introductory programme

The students thereby get an idea of the course content, examination system and its marking pattern. They also are given an opportunity of changing programmes after two weeks of the commencement of classes, subsequent to a procedure of counselling by the teachers.

- Furthermore, the need of the students are assessed through the following mechanism applied in the previous year:
 - Students' Feedback
 - Class Tests
 - Classroom interaction
 - Tutor-ward interaction
- The college also has a mechanism of continuous assessment to identify the weaker and advanced learners. After such assessment, Remedial Classes, Tutorials, Seminars and workshops, provision of study materials according to the strength/weakness of the student, are held/made for the improvement of the weaker as well as the better students.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

There is a mechanism in place to identify both weaker and advanced learners through direct interaction by the departmental teachers in the classroom, tutor-ward interaction, class tests, mid-term tests and annual test.

Subsequent to that, strategies like academic and non-academic (for pupils from financially weaker sections and others in some personal emotional crises) counselling, remedial and tutorial classes for slow learners. Special/extra classes are taken by teachers as and when required to help students cope up with the course content and overcome their deficiencies.

Several Enrichment programmes are conducted in the following forms: Regular writing sessions, oral works, project work, wall magazines, drama sessions, etc.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment, etc.?

The institution has been very sensitive to the concerns related to gender issues, and through constant surveillance and sensitization measures has proved itself increasingly to be a safe haven for its girl students who not only feel themselves safe but also enjoy a degree of freedom and confidence. Teachers are very sensitive in this matter and engage in regular interaction with female wards to identify any element of threat or cases of gender discrimination that might surface at any point of time. In addition to that, awareness is generated about gender bias and women's right to equal opportunity. The fact that the President of the Governing Body, the Principal, the Convenor of the Academic Sub-Committee, the Head Clerk, are all women has largely contributed to a sense of the ability of women to run a co-educational institution and a diverse and large number of men and women including teachers and students. The above fact has also heightened the respect and veneration for superiors irrespective of their gender identities. Moreover, 50% of Teachers' Representatives and University Nominees are women.

Apart from all that a strong cultural committee heavily represented by female staff works throughout the year engaging in several cultural programmes like drama, dance dramas, songs and dance programmes conceptualized, directed and participated mostly by female staff and students.

Girls are also encouraged to participate in sports activities, and the college boasts of the fact that several girls of the college have been adjudged best athletes in the university athletic meets over the last few years.

The constitution of the Students' Union has been amended to accommodate maximum number of female students as functionaries of the Union. In terms of the Constitution, the students of each class mandatorily have to elect a female class representative in a constituency of multiple seats, while constituencies with single seats are reserved for female student provided that there is a female student in the said class.

Quite obviously, therefore, the institution has seen the sharpest increase in the percentage of female students among the three colleges under the Assembly Constituency, perhaps in the entire district, which is evident in the following table:

Table No. 2.2.4: Gender Wise student strength.

Session	2010-11	2011-12	2012-13	2013-14	2014-15
Total	1750	1765	1621	1380	1152
Male	1093	1202	787	721	550
Female	657	563	834	659	602
Female%	37.54	31.89	51.45	47.54	52.25

Furthermore, the institution encourages female students and teachers to participate in all the major events and bodies, like Students' Union, Academic Committee, Games and Sports Committee, Grievance Redressal Cell, Student Mentoring Cell, Women's

Development Cell, Health Committee, Library Committee, and Admission Committee. Workshop and seminar are organized to sensitize students and staff on issues related to gender.

Table no. 2.2.4.a: Gender Ratio among teaching and non-teaching staff:

	Teaching				Non-teaching			
	2011-12	2012-13	2013-14	2014-15	2011-12	2012-13	2013-14	2014-15
Male	17	21	21	21	10	13	13	12
Female	13	12	11	16	04	03	03	03

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The institution identifies advanced learners on the basis of their performance in the college and university examinations, their responses in the classes and interaction with the faculty members both inside and outside the classroom.

Response: after the identification of advanced learners, the institution implements certain strategic measures to meet their academic needs:

- Advanced learners are given additional works, references, advanced study materials and guidance by the faculty members.
- They are motivated to present papers in departmental and UGC Sponsored Seminars organized by the college.
- Meritorious students are encouraged to solve university question papers, which are evaluated by the teachers. The assessment is thereafter communicated to them through personal interaction.

- The college has instituted several awards over the last few years to felicitate students obtaining highest marks at the university examinations, as well as students attending maximum number of classes.

2.2.6 How does the institution collect and analyse and use the data and information on the academic performance (through the programme duration) of the students at the risk of drop-out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections, etc., who may discontinue their studies if some sort of support is not provided?)

Information regarding each student is collected by the respective department from the admission records, student attendance register, results of class test, mid-term test and annual test. The teachers analyse the data thus collected in the departmental meeting, interact with students in the tutor-ward interactive sessions, to identify students who are at risk of drop-out. After identifying such students the following measures are taken to prevent or minimize drop-out:

- Meetings with guardians are held to inform them about the attendance, class performance, strength and weakness of their wards. The feedback and opinion of the guardians are also sought.
- Remedial measures are undertaken to help the students overcome their weaknesses.
- Special attention is given to the fact that no student is forced to discontinue studies due to financial constraints.
- Counselling and support are provided to students having personal issues that might hamper their studies.
- Needy students are provided with books from the Book Bank, Specimen Copies available with the teachers, as well as personal contribution of the teachers.

- Apart from the govt. Support for the weaker sections, the financially weak students are supported by the institution's own support system like Students' Aid Fund, Teachers' Council Fund, etc. Teachers, staff, the alumni, and the Students' Union often offer financial assistance to such students.
- Two additional books are provided for lending to poor students from the college Library.
- Facilities like ramps, wheel chairs, are extended to physically challenged students. Classes are arranged as far as practicable on the ground floor for the subjects taken by such students.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The teaching programme schedules and methodologies are framed prior to the commencement of every session.

- On the day of commencement of each academic session, the Principal and faculty members address the students in the Introductory Meeting to make them aware about the teaching-learning and evaluation processes of the college as well as the university.
- **Academic Calendar** is prepared and circulated among students and teachers immediately after the commencement of the session. It is prepared by unitizing the syllabi and mentioning the number of classes allotted for each unit. The Calendar also includes the examination schedules of the University and the college.
- Based on the academic calendar, the faculty members prepare and submit teaching plan to the respective Heads of the Departments. A copy of the same is

submitted to the Principal. The Teaching Plan is designed according to the examination schedules of the college and the university mentioning the portion of the syllabus to be covered before a particular examination.

- Progress of syllabus is scrutinized in the departmental meetings and are followed by discussions in the meetings of the Academic Sub-Committee, which is headed by a senior professor and comprises HODs and senior teachers of all the departments. In cases of slow progress and teachers take extra classes to cover the syllabus within the prescribed time-frame.
- An average number of 16 classes of 45 min. duration per week is allotted for Honours subjects. For General subjects 7+1 classes of 45 min. duration per week are allotted.
- Faculty members of honours department are allotted an average number of 21 classes of 45 min. duration, while teachers of other departments are allotted 18 classes of equal duration per week.

Table No. 2.3.1

Year	2011-12	2012-13	2013-14	2014-15
No. of working days	259	261	244	254
No. of teaching days	131	128	146	161
% of Teaching Days	50.58%	49.05%	59.84%	63.39%

- **Time Table (for regular classes)** for every academic year is prepared, notified in the notice boards, and distributed among students on the day of commencement of classes of each session.
- **Evaluation (Mid-Term and Annual Test)** is done in accordance with the university guidelines. The Annual Test is conducted in the month of February for

3rd Year, March for 2nd Year, and April for 1st Year students. In addition to that, all departments arrange for class tests of 25 marks for each paper twice in a year, in the months of September/October and December.

- After evaluation the evaluated scripts are shown to the students and the errors and deficiencies are pointed out by the teachers. Guidelines are also given to improve the quality of answers. Occasionally, model answers are also provided in some departments.
- **University Question Papers** of the previous years are supplied to students in the form of booklets as published by the university. The college Library has also archived question papers of the previous years. They are also trained to solve the questions.
- The progress in performance of each student in the examinations is analysed and explained in the Parent-Teacher meeting. Exchange of opinions is done for the improvement of the performance of students.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

The IQAC was set up in November, 2013 with the objective of introducing a mechanism for consolidation and enhancement of the quality of service provided to the stake-holders of the institution, to generate awareness about innovative methods of teaching/learning, implementation of the same, followed up by collection of feedback about the effectiveness of the innovations applied and finally to institutionalize them as an organic process of institutional quality assurance.

- For the development of the institution, the IQAC prepares a perspective plan on the sustainability of the ongoing programmes, as well as on academic and infrastructural growth, financial planning and enhancement of facilities provided to the different stake-holders of the institution.

- The proposals are placed in the meetings of the Governing Body, which accepts, approves and implements these recommendations for the enhancement of overall quality.
- Some of the recommendations of the IQAC that have been approved and implemented by the Governing Body in recent times are as follows:

Introduction of new academic programmes, conducting seminars including departmental seminars, workshops and extension lectures, construction of the Science Block, construction and development of laboratories, development of seminar room and departmental rooms and cubicles, measures for faculty improvement, development of digital teaching-learning technology, increase in the number of ICT enabled classrooms, CCTV network covering strategic locations of the college, procurement of software for computerization of office and training of office staff for the utilization of the same, procurement of software for computerization of the library network, training of library staff and data entry, communication networking among several sectors in the institution, conversion of the campus into a wi-fi enabled zone, commissioning of INFLIBNET-NLIST, publication of journals, etc.

- Apart from that, the IQAC has had an active involvement in the process of creation of awareness regarding the evolving concepts and technologies in the area of teaching-learning as well governance. It has succeeded in developing a system of quality assessment through systematic feedback and appraisal.
- The IQAC has also been encouraging the faculty members to develop their academic careers in accordance with the requirements of the prevailing Career Advancement Schemes. Teachers are also motivated to present papers in different inter-departmental and departmental seminars organized in the college and outside.

- The active involvement of teachers in research activities is further ensured by the IQAC. The outcome has been evident from the number of proposals of Minor Research Projects submitted and accepted over the last 3 years.

Table 2.3.2(a): List of Minor Research Projects Submitted/Pursued by Faculty Members:

SI	Name of Teacher	Subject	Title of Project	Status/Year
1	Kakoli Sen Banerjee	English	Leaner Autonomy in English literature Classroom	Submitted in 2010
2.	Dipa Chakraborty	Philosophy	Quine's Theory of Naturalised Epistemology in the light of pre and post Quine's period	Continuing since 2015
3.	Ajoy Choudhary	Hindi	Nagarjun ke Upanyaso me jan-andolon	Continuing since Jan,2015
4.	Kakoli Sen Banerjee	English	Survey of Reading methods and non Standard scaffolding in English language and literature teaching in the distant mode of learning, developing	Continuing since Mar,2015

			an effective learner	
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Table 2.3.2(b): List of Workshops, Seminars, Extension Lectures organized by IQAC:

SI	Broad Subject	Subject/Topic/Title	Name of Resource Person	Date
1	Teaching Improvement	Workshop on uses of Audio-visual Aids for teachers	Mr. Biswajit Dey, P.N. Das College	24.03.2015
2	Health Awareness	Thalassaemia Awareness and detection programme	Prof. Niloy Kar Choudhury, Barrackpore Rastraguru Surendranath College	09.04.2015
3	Quality Improvement	Overall Quality Improvement in Higher Educational Institution	Prof. Soumitra Sreemani	07.5.2015
4	Social Awareness	Stress Management	Dr. Subhranshu Aditya and Smt. Sahana Nag	17.09.2015
5	Teaching	Workshop on uses	Sr. Biswajit Dey	7.8 2015

	Improvement of Audio-visual Aids for teachers			
6	Space Science	A Journey to infinity	Prof. Bablu Biswas	28.8 2015
7	Skill Development	Computer skill Development Programme for non-teaching staff	Sr. Biswajit Dey	
8	Language and Literature	Hindi Diwas	Prof. Ajoy Choudhary	14.9.2015
9	Social Awareness	Food Habit and Cancer	Dr.Sankar Kumar Nath	23.9.2015

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among students?

All possible efforts are made to make the teaching-learning process student-centric to the extent it may be done with the available infrastructure. The institution endeavours to ensure a healthy academic and moral development of its pupils in a safe and congenial environment. Right from the entry into the college a student is guided and motivated to explore the potentials in him/her and channelize them in the most fruitful way as a morally upright, socially responsible and professionally sound human resource.

Learner-centric educational approaches are followed through appropriate methodologies.

- Industrial visits for firsthand experience are organized for Commerce students.

- Project works given by departments such as Geography, Physical Education, etc.
- Audio-visual aids like Film as teaching aid is used in departments like English, Bengali, Geography, Political Science and History.
- Students are encouraged and motivated to prepare departmental wall magazines.
- Field works are conducted in departments like Geography.
- Use of ICT as learning resource by the students of several departments. Use of Smart Boards.
- Conversion of the college into a wi-fi enabled campus for students and staff.
- Increased number of computers in the computer centre, departments and the library.
- Provision for elementary and advanced level computer training at an extremely nominal cost.
- Organization of departmental and state/national level seminars, where students are motivated to present papers. Organization of seminar classes, where students are encouraged to give power point presentations.
- Students are encouraged to participate in Group Discussions, Debates, Extempore Speech and such other cultural competitions and activities.
- Organization of Mock-Parliament for students.
- Organization of interactive sessions like Bhasha Dibas (21st February), Hindi Diwas (16th September), etc.
- Organization of Career Fairs.

Interactive Learning is promoted through regular teacher-student interaction in between the classes and at the end of classes, group discussions, seminars. Of late the college has evolved a system in which every department organizes at least one departmental seminars in an academic year. The institution has encouraged teachers to prepare a reasonable portion of their course modules through computers and present

them with the help of power point. Students are also encouraged to discuss and share their problems with their teachers.

Collaborative Learning is largely done through project works field works during which small collaborative groups work together to complete an academic task. The departmental wall magazine also provides a platform for collaboration and in some cases collaborative groups are framed to prepare in 'one-group-per-month' basis.

Independent Learning is promoted in various ways. Students are given study materials, questions and website references in order to enable them to develop their knowledge and skill to handle academic issues independently. Teachers stay in close touch with the wards in this matter to assess the improvement done as well as to assist them when required. However, this methodology is mostly applied for advanced learners.

The institution provides support structures and systems to teachers and students to develop skills like interactive, collaborative and independent learning, to the best of its infrastructural capacity. The institution also ensures that educational technology like computers and laptops, internet, printers, LCD projectors and other audio-visual teaching aids are effectively used.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among students to transform them into life-long learners and innovators?

- The College provides open access to educational and life-long learning opportunities by inculcating healthy habits like, discipline, leadership, entrepreneurship, etc. thereby contributing to the social, cultural, and economic development of our region.
- Organizing seminars and lectures based on curricula.
- Students are encouraged to solve question papers of previous years.

- Participation in mock-parliament.
- Correlation of theoretical classes with study tours -- Visit to industries for experiential learning (Department of Economics).
- Project based work for preparing the students for the job markets (included in the curriculum of Commerce).
- Mechanism to encourage students to participate in community services through extension programmes to develop innovative, creative, value-based education for inculcating social responsibilities and good citizenry amongst its student community.
- Mechanism for participation of the students in various cultural and sports activities to foster holistic personality development of students.
- The students are encouraged to participate in inter college debate/quiz competition/seminars/discourses so that their communicative skills, knowledge and critical thinking are enriched.
- Students are also motivated to do creative writing for the departmental wall magazine as well as the college Magazine.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Example, Virtual laboratories, e-learning -- resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The college is very open to e-learning and enables accessing of e journals and e books. But the thrust area is still teacher-centric where student is treated as a sensitive human being and groomed and nurtured really, rather than virtually.

- In order to provide latest information, teachers and students collect information from the internet. All the departments are equipped with computers and internet facility.
- Lecture method of teaching is supplemented by interactive method, audio-visual aids, organizing seminars based on the curriculum, project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus. Websites like NPTEL, tutorialspoint.com are consulted for collection of study materials.
- In addition to conventional classroom teaching, students are encouraged to spend some time in the Computer Centre to familiarize themselves with the modern methods of learning.
- The college Library has been computerized and commissioning of INFLIBNET N-LIST has been done with the help of which students enjoy access to more than 97,000 books and 6,000 e-journals.
- The faculty can also access smart class room for ICT enabled teaching-learning method. Furthermore, there are 6 ICT enabled classroom to blend conventional teaching with modern technological innovations.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

There are avenues for the teachers and students to keep pace with new developments in their subjects:

- Students are assigned various creative tasks, such as writing articles and matter for wall magazine and college magazine, interacting with resource persons during seminars, workshops etc. The students are encouraged to present seminar papers on recent developments. Such interactions are mutually beneficial to the students and the faculty.
- The departments of Geography and Economics conduct field work and excursions.
- Department of Commerce and Geography conduct project work included in their curriculum. The department of Geography also organizes study excursions.
- The College library has subscribed to various journals related to different subjects. In addition to this, books and magazines are purchased by the College on a regular basis for knowledge up-gradation. Newspapers and Internet are used on daily basis to keep track of latest advancements in a particular field. INFLIBNET N-LIST has added a treasure-house of books and journals.
- The institution has arranged for expert presentations by faculty members from reputed institutes like Jadavpur University, Calcutta University, Visva Bharati University, Vidyasagar University, etc.

- The faculty keeps pace with recent developments in their disciplines participating in national and state level seminars, workshops, summer schools, refresher courses and orientation programmes.
- They are also invited to be Resource Persons for various Seminars & Workshops. These interactions strengthen the involvement of teachers in curricular activities, the benefits of which are passed on to the students ultimately.
- Continuous involvement in research work with teaching, as research is complementary to teaching and helps the faculty to keep pace with the recent developments in the various subjects. Some of the faculty members are engaged in active research work like Ph.D. and M.Phil. programmes as well as Minor Research Projects.

Table 2.3.6(a): Seminars/Workshops organized by various Departments.

Name of Department	Thrust Area/Topic/Title and Level	Sponsoring Agency	Date
Dept of History	The Sources Of Local History, State Level Seminar	U.G.C	26.11.2011
Dept of English	Narrative, Narration and Quest for Identity in Indian writing in English, State Level Seminar	U.G.C	17.12.11
Dept of Bengali	Sardhasatabarshiki –te Rabindranath: Nana Dristikon, State Level Seminar	U.G.C	20.01.2012
Dept of Physical	Physical Education as Social Process Of Growth, State Level Seminar	U.G.C	18.02.2012

Education			
Dept of Commerce	Indian Accounting Standard: Convergence IFRSs, National Seminar	U.G.C.	17.02.12 & 18.02.12

Table 2.3.6(b): List of Faculty Members who have participated in Seminars/Workshops organized by other professional bodies.

Name of Teacher	Department	Thrust Area/Topic/Title and Level	Venue and Date	Sponsoring Agency

Apart from that some departments organize extension lectures, interdepartmental seminars, group discussions, etc. to augment teaching-learning.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

- **Academic Support-** Academic supports are offered in terms of Classroom teaching,

Tutorial class (100% of the students) and Remedial classes (15-20% of total students), Counseling classes (20-25% of the total students), Class test (100%), Evaluation of answer script (100%), Rectification of answers of the students as per the model answer (100%), guidelines provided for presentation of papers in the seminars and workshops (UG 5%, PG 100%).

➤ **Psycho-social support-** Departmental heads and other faculty members provide Psycho-social support when the students of the concerned departments (10-15% of the students) face any psychological and social problems. Sometimes, the departments seek help from allied departments like Philosophy, Education, etc. in regard to the provision of support. A psychological counsellor has been appointed to offer counselling and support to students in need of the same. 50 students have been offered such support in the current academic year. In some cases financial support is also provided to help students purchase books. Help, in the form of donating books is also extended to students from economically backward families.

➤ **Guidance Services:** Professional counselling, mentoring and academic advice is imparted to the students by the faculty members. The computer centre takes the responsibility to equip the students in computer application to make them capable of facing the competitive job market.

The college conducts a Course in Communicative English (50-100 students per session).

Students are also helped to develop soft skills to meet the challenges of the market and the broader society.

Professional counselling through several reputed agencies has also been done in the recent years.

Students are also offered counselling /mentoring/ advice to participate in sports and cultural and co-academic activities at university, state & national levels.

UGC Sponsored Coaching for Entry Level Examinations in different Government and Non-Government Services especially for the SC/ST/OBC (excluding creamy layer), minorities and economically backward students have been offered. The programme started from December, 2011 and the Classes Started from January, 2012, for General Papers and Topics for Competitive Exam like West Bengal School Service Commission, Public Service Commission, Railway Recruitment exams, Staff Selection commission,

etc. and was completed in July, 2012. About 101 students participated in the programme. About ten teachers and Resource persons were engaged in the programme and 288 classes were taken.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative learner-centric educational approaches are followed by faculty members through appropriate methodologies.

- Industrial visits for firsthand experience are organized for Commerce students.
- Project works given by departments such as Geography, Physical Education, etc.
- Socio-economic surveys are conducted by some departments.
- Audio-visual aids like Film as teaching aid is used in departments like English, Bengali, Geography, Political Science and History.
- Students are encouraged and motivated to prepare departmental wall magazines.
- Field works are conducted in departments like Geography.
- Use of ICT tools like photocopiers, scanners and printers as learning resource.
- Use of LCD projectors and Smart Board by the departments.
- Conversion of the college into a wi-fi enabled campus for students and staff.
- Increased number of computers in the computer centre, departments and the library.
- All departments are equipped with computers and internet facilities.
- Use of websites like NPTEL, and commissioning of INFLIBNET N-LIST whereby students and teachers are encouraged to make full use of e-resources.

- Purchasing text and reference books in the central and departmental libraries.
- Motivating the faculty members to participate in refresher course or orientation programme, seminar, workshop and conferences, research work and publication.
- Organization of departmental and state/national level seminars, where students are motivated to present papers. Organization of seminar classes, where students are encouraged to give power point presentations.
- Interdisciplinary and interdepartmental teaching is promoted and encouraged.
- Supply of study materials and lecture hand-outs to students both in English and vernaculars.
- Encouragement is given to students to solve questions papers of previous years with active guidance from faculty members.
- Students are encouraged to participate in Group Discussions, Debates, Extempore Speech and such other cultural competitions and activities.
- Organization of Mock-Parliament for students.
- Organization of interactive sessions like Bhasha Dibas (21st February), Hindi Diwas (16th September), Rabindra Jayanti, etc.
- Organization of Career Fairs.

Impact: Teaching and learning innovation is incorporated have brought qualitative changes in the delivery of content.. The innovative approaches of learner-centric education have helped teachers to gauge their capacity to grasp the content being delivered and thereby identify both weaker and advanced learners and adopt appropriate measures to cater to their particular needs. On the other hand, technology has changed the way teachers teach, offering educators effective ways to reach learners quite effectively, and playing effective roles as advisors, experts, and facilitators all at the same time.

2.3.9 How are library resources used to augment the teaching-learning process?

➤ The Central Library, the core Learning and Teaching Resource Centre of the college, with 13485 books, 16 periodicals, and CDs, supports teaching, learning and research across a wide range of all conceivable disciplines.

- The teaching-learning process is augmented by recommending reference work, accessing internet facilities to students.
- Facilities like the use of reference books and accessing internet facilities are also extended to students. The library uses various ICT tools like computers, photocopiers, scanners, printers, etc. to help students.
- The library also has Wi-Fi connection. The library has joined the N-LIST programme (conducted by INFLIBNET) since 2015. 6,000 + e- journals and 97,000 + e books can be availed by this.
- Books and magazines are purchased by the College on regular basis for knowledge up-gradation.
- The information regarding new arrivals is also given through the Library notice board.
- A separate periodical section has been created in the library.
- The library has installed library software KOHA compatible with Z39.50. This has helped in better acquisition, circulation, cataloguing, book reserves, bibliography services, etc.
- Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
- Question papers of previous years have also been archived.
- Daily newspapers are displayed on a separate desk.
- A Suggestion Box has been set up at a conspicuous location in the Library.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

- As far as the internal organization is concerned the faculty members try to finish teaching well ahead of the close of each session but often due to unavoidable circumstances such as election processes related to Panchayet, Assembly and Parliament Elections teaching days are curtailed and the affiliating university changes its schedule, then the institution faces the challenge of completing the curriculum in the imposed abbreviated time frame.
- But as the institution faces this situation quite frequently extra classes are arranged to take care of the same. Remedial classes are also conducted for slow learners.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

- The institute monitors and evaluates the quality of teaching learning through IQAC which collects feedback from all stakeholders and on the basis of such feedback, monitors and evaluates the quality of teaching-learning. These are analyzed and evaluated. The outcome of the feedback analysis is informed to each teacher for future improvement and encouragement.
- Further assessment of the quality of teaching-learning is done through Parent-Teachers Interaction, Tutor-Ward Interaction, analysis of Class Test/Mid-Term Test/Annual Test/University Examination results.

- Monitoring of students' attendance by the departments and the Principal and the communication of the same to guardians.
- Monitoring of teachers' appraisals by the Principal.

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

The College Governing Body prepares the requirement of teachers on the basis of workload and submits application to the Director of Public Instruction, Govt. of West Bengal, for sanctioning additional posts for different subjects. Teachers (Faculty members) are selected according to UGC norms. The West Bengal College Service Commission (WBCSC) recommends teachers for Grant-in-aid colleges. On the basis of their recommendations, the college appoints the teachers. In addition to that, the college appoints full-time unaided teachers on the basis of Selection Committees constituted by the Governing Body of the college as per Government and University guidelines. During the last four years, the college appointed 02 teachers on the basis of WBCSC recommendation. Moreover the college has, over the years, recruited 21 management appointee teachers obeying UGC guidelines, 8 of whom were given approval by the Govt. of West Bengal as Part Time Teachers in the year 2009-10. The Govt. pays a consolidated monthly salary to these teachers. The rest are paid from the college fund. As the staff pattern shows, the number of sanctioned posts also falls far short of the minimum required strength in many departments. The college, therefore, recruits management appointee Guest Lecturers on the basis of interviews conducted and panels prepared in terms of regulations of the government and the parent university.

The following tables show i) Qualifications of the teaching staff (Table 2.4.1a) and b) the number of substantive posts, the no. of faculty in position and number of vacancies against the courses (Table 2.4.1b) as on 31.11.2013.

Table 2.4.1 (a): Qualifications of the teaching staff:Permanent Full- Time Teacher

	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
D.Sc/D.Litt	00	00	00	00	00	00	00
PH.D	01	00	01	02	03	01	08
M.Phil	00	00	00	00	00	01	01
PG	00	00	02	00	03+1	01	06+1

Govt. Approved Part-Time Teachers (Permanent):

	Male	Female	Total
D.Sc/D.Litt	00	00	00
PH.D	00	00	00
M.Phil	00	00	00
PG	03	03	06

Management Appointee Part Time Teachers (Permanent):

	Male	Female	Total
D.Sc/D.Litt	00	00	00
PH.D	00	01	01
M.Phil	01	01	02
PG	02	05	07

Table 2.4.1(b): Vacancy position in substantive teaching posts:

No. of Substantive Posts Sanctioned	No. of Posts filled up	No. of posts vacant
19+1(Librarian)	14+1	05

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

New courses have been introduced in Sanskrit (General), Education (Honours), Geography (Honours), Computer Science (General), Physics (General) and Chemistry (General). The first three courses commenced in the year 2013-14, while the rest were introduced in 2015-16. The extension of affiliation in Computer Science, Physics and Chemistry were given by the University after the admission process had started for the session 2015-16. Therefore, no admission could take place during the current session.

However, the institution has already completed the process of interviews regarding the recruitment of guest faculty in the said subjects in terms of the regulations of the government and university. One new post each has been sanctioned for Geography and Education by the Govt. of West Bengal, and requisition has been sent to the West Bengal College Service Commission. It is expected that recommendations regarding the same and subsequent filling up of the vacancies in the two departments will be completed during the current academic year. No post has yet been sanctioned in Sanskrit. But recruitment of guest faculty has been done by the college and payment is being made from college fund. During the last three years the college has recruited two faculty members, one in Economics and the other in Physical Education following recommendations from the WBCSC. Thus two long-standing vacancies in substantive posts were filled up. There is still a vacancy position in the Department of Economics, requisitions for which have been forwarded to the WBCSC several times over the last few years. The West Bengal College Service Commission is now conducting interview process and the college is expecting early filling up of the vacancies.

Apart from these, the college has appointed 10 class-basis management appointee faculties on the recommendation of the Selection Committee constituted by the Governing Body of the college comprising of External Experts (University teachers) in terms of the university regulations.

In addition to that, the college takes the help of highly qualified guest faculties from different universities and institutes of repute to teach the new and existing programmes as in the Departments of Geography, English, Commerce, etc. A good number of experienced and highly qualified visiting guest teachers from different Universities and reputed institutions teach some relevant portions of these subjects. Retired Faculty members are also approached to extend their support to the departments and college is now getting such support from 06 retired teachers. Presently, besides 6 (8 were

appointed of whom 2 have resigned subsequently) Govt. approved Part time teachers, the college has appointed more than 10 class basis teachers as per UGC guidelines to meet the shortfall in the requisite number of faculty members.

Table No. 2.4.2 (a) List of Govt. Approved Part Time Teachers:

Subject	Name of the Teacher	Qualification	Date of Appointment
Education	Debosree Bhattacharjee (Das)	M.A.	24.11.2009
Political Science	Sukumar Sarkar	M.A.	11.11.2002
Political Science	Sangita Dey	M.A.	28.08.2008
Geography	Rajarshi Ghosh	M.A.	18.11.2008
Philosophy	Suchandra Choudhury	M.A.	01.10.2004
Commerce	Mrinal Dutta	M.Com.	01.07.2005

Table No. 2.4.2 (b) List of Management Appointee Teachers:

Subject	Name of the Teacher	Qualification	Date of Appointment
Bengali	Dr. Patralekha Nath	M.A., Ph.D.	21.12.2010
Bengali	Saptarshi Maity	M.A.	10.01.2011
Bengali	Avishek Gupta	M.A.	01.11.2011

History	Sayan Choudhury	M.A.	01.11.2011
Education	Pritha Das	M.A.	18.11.2013
Education	Debolina Giri	M.A.	16.09.2013
English	Mrittika Malakar	M.A.	02.09.2013
English	Oindrila Sengupta	M.A.	08.11.2014
Geography	Surupa Sadhu	M.A.	18.11.2013
Sanskrit	Archita Banerjee	M.A., M. Phil.	18.11.2013

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Year	Refresher Course	Orientation Programme	Winter/Summer School	Short Term Course	Total
2011-12	01	00	00	00	01
2012-13	04	00	00	00	04
2013-14	02	00	01	00	03
2014-15	02	02	02	01	07

• **Teaching learning methods/approaches-** The Orientation and Refresher Courses which are part of a standard procedure for screening are measures to enhance innovative teaching skills of a teacher. These courses are developed and conducted by Human Resource Development Centres of various universities and teachers avail Duty Leave to attend them.

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning:

Training Programmes organized by the college:

Teaching- Learning Methods and Approaches			
Sl.	Topic	Resource Person	
1	Teaching strategies, Learning styles, best practices in college teaching	Kakoli Sen Banerjee, Assistant Professor, English, P.N. Das College	18.09.2015
Handling new curriculum			
1.	Workshop held at the time of revision of syllabus.	“Workshop on Clarification of WBSU Undergraduate syllabus and evaluation pattern in English” Suman Ranjan Bandyopadhyay Dept. Of English, P.N. Das College	05.10.2015

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research

grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The College encourages research aptitude among teachers and students in all possible ways.

- In addition to the IQAC, a Research Promotion Cell has recently been constituted to motivate the teachers for academic advancements, and help them to apply to funding agencies like UGC for research projects.
- The management has encouraged and has given enough opportunities by providing study leave to complete Ph. D & M. Phil. research work.
- Leave is granted to faculty members for participating and presenting research oriented papers in seminars and conferences and attending training programmes.
- Necessary infrastructure and fund is made available for the organization of National/State level Seminars and Lectures.
- Computer training courses are conducted on regular basis to help faculty members acquire necessary computer skills.
- Computers, internet and INFLIBNET-NLIST facility are extended to faculty for enrichment.
- A research oriented journal with ISSN numbering has been planned by the institution.

Table 2.4.4: Faculty engagement in research activities:

	2011-12	2012-13	2013-14	2014-15

No. of faculty members engaged in research activities	04	04	06	07
Amount of Research Grant received from UGC (in Rs.)	NIL	NIL	NIL	Rs. 6,20,000/-
Research/Seed Money Grant received from the college (in Rs.)	NIL	NIL	NIL	NIL

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes. The college has already introduced the system of evaluation of every faculty member by the students. Filled in Feedback Forms, with a list of questionnaire related to various aspects of the college, like the performance of individual teachers, the amenities and services at the Library, canteen facilities and the services of the office, are received from students of the first year once after two months of commencement of classes and then at the end of the session. Similar forms are received from 2nd and 3rd Year students at the time of filling up of forms for the university examinations. Adequate measures are

taken to maintain the secrecy of the identity of the respondent. These forms are subsequently analysed by the authority and the departments to assess the performance of each teacher, the staff in the library and the office. Necessary advices are then given to the concerned teacher/staff for further improvement and encouragement.

In addition to that, evaluation is conducted by external peers as well. Recently the institution has started evaluation carried out by noted academician and Retired Principal, Barrackpore Rastraguru Surendranath College, Dr. Ajoy Kumar Mukherjee.

Impact: In accordance with the inputs from students, college authority motivates teachers for better teaching more industriously with the adoption of methods of student-centric learning such as participation in interactive teaching, tutorial, greater participation in interaction outside the class room. Teachers who perform well also feel encouraged to teach better in future. The office and library staff are also motivated to provide better service to the stake-holders.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1. How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- Detailed information regarding the evaluation method, including reforms, if any, and Schedules of Examinations is made available to the faculty and students through

institutional notification, academic calendars, teacher-student interactions and by holding respective departmental parent-teachers meeting.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college is affiliated to the West Bengal State University and abides by the rules framed by the University for holding exams at UG level. The University has introduced weight age on internal assessment from the session 2009-10. 80% marks are awarded by the internal examiners based on the regular performance and attendance of the students. For the rest 20%, a viva voce is conducted. Regarding holding of theoretical papers, the college follows the rules set by the University. Any reform or modification is brought to the notice of the authority and steps are taken to inform all.

At college level, about two months before the commencement of examinations, tests are held following the University pattern and the scripts are evaluated and shown to the students. This acts as a preparatory test for them.

The college has a Central Examination Committee for holding of the University examinations. It is through effective management of all members that fair conduct of examination is possible. Finally, the teachers are assigned evaluation duties by the University and its one of the rules that no teacher gets to check the scripts of students of his college. Efforts to publish the results at the earliest are made. If the students are not satisfied with the marks they obtain they can apply for review.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

➤ This is implemented through academic curriculum and notification through college Website/Prospectus and institutional notification. The amended rules and regulations of the University are also notified through teacher-student interactions of respective Departments post-graduate.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- For **formative evaluation** the College has its own process of internal assessment system through class tests, tutorials, mid-term tests and annual tests. The students are then advised and counselled to rectify their shortcomings. The College arranges for remedial classes for the academically weak students to help them overcome their drawbacks and prepares them to do better in their university examinations.
 - Other evaluation methods like Quiz, Presentation, Project Work, Field Study, etc. are also applied for the regular monitoring and assessment of the development of the students.
 - Although the scores of the formative assessments, like Class Tests and Mid-Term Tests, do not impact the summative evaluation, the scores and assessment scripts are shown to each pupil for encouragement and self-assessment.
 - Two months prior to the final examinations of each year, conducted by the affiliating university, the college conducts the Annual Test which works as the preparatory test. The teachers evaluate the papers and the scores and assessment sheets are shown to the pupils.
- There is no scope of **summative assessment** at the college level since it is conducted, at the end of every academic year, by the university.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages

assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)

- Other than the practical examinations, there is no major significance of the internal assessment system at the UG level except for the fact that the internal examinations conducted by the college work as an effective mechanism of evaluation of the formative development of the student as well as preparatory tests that benefit them in getting equipped for the university tests.
 - Results of class tests, Mid-term and Test Examination and annual examination are regularly displayed in the College notice board and also in the departmental notice board.
 - The students are addressed individually regarding their performance in internal examinations of the College.
 - The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.

2.5.6 What are the graduate attributes specified by the College/ affiliating university? How does the college ensure the attainment of these by the students?

In order to equip the pupils with certain specific attributes that are desirable for meeting the requirements of the globalised cultural and commercial milieu, the institution has included some add-on programmes. As such, a pupil graduating from the college is supposed to possess

- Soft skills for meeting social requirements;

- Communication Skills for global requirement;
- Compulsory Computer Literacy;
- Social and ethical values of high standards;
- Application skills;
- Problem-solving skills;
- Team-work skills etc.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

Be that as it may for the college examinations, the university rules accommodate audit of university examination results. The students may also request for review of their answer scripts in university examinations through RTI.

- The college does not have any system for redress of grievances as to assessment. However, the answer scripts are shown to students and in case of any doubt, teachers are always available for discussions and necessary clarifications. Moreover, in cases where the examinee is not satisfied with the evaluation, s/he can approach the faculty members of the respective department, and if any anomaly is found, the same is immediately rectified and the corrigendum is noted in the official award list of the college as well as that with the department.
- In case of University Examination, if the students are not satisfied with their results they can apply for review of results as per university guidelines. These applications, forwarded by the Principal, are sent to the university. After review,

fresh mark-sheets are provided to the students by the university through the college showing increase/decrease/no change in marks. In case of further discrepancy between the students' expectations and marks obtained, students are allowed to apply to the University under the prevailing RTI Act to show them the answer scripts.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If yes give details on how the students and staff are made aware of these?

- For UG courses, when the course content is prepared by the Boards of studies of the University it is prepared with a clear statement of Learning Outcome for some departments only and these are placed in the workshop of the concerned department for discussion and its finalization. After approval by the University Executive Council, the syllabus is uploaded on the University Website with a clear statement of the Learning Outcome. A copy of the course content with the learning outcomes is made available to the students and the staff to make them aware of it.

- The mechanisms by which the institution makes students aware of the learning outcomes are:
 - In the Introductory Programme for fresh entrants, the students are made aware of the prospects of higher education.
 - The departments inform the students about the potential of the respective subject and the job prospects therein.

- These are further discussed during the progress of the programmes by faculty members of respective departments.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The college has a comprehensive mechanism in place for the regular assessment of the progress in performance of a pupil:

- Regular evaluation is conducted in the form of class tests, mid-term tests, and annual tests and the results of the same are communicated to the students through notification in the college notice board.
- Students are also shown their answer scripts in tutor-ward interactions of the respective departments. The faculty members explain the deficiencies and the scope of improvement to each student.
- Furthermore, the guardians are also made aware of the progress of their wards in the Parent-Teacher interaction. This has enabled the parents with an effective feedback tool for the assessment of the academic development of their wards.
- The regularised system of evaluation has also helped the teachers with an objective and measurable feedback in respect of the effectiveness of the teaching-learning-evaluation process. It has also helped them to evolve effective and innovative methods of instruction.

Furnished below is a list of the programme-wise results of last four years of the students. The table also shows the pass percentage, numbers of 1st class in final examinations:

COURSE	2011-12	2012-13	2013-14	2014-15
BENGALI(H)	97%	100%	100%	97%
ENGLISH(H)	88%	100%	91%	100%
POL.SC(H)	100%	100%	100%	100%
HISTORY(H)	100%	100%	100%	100%
EDUCATION(H)	Not started	Not started	No 3 rd year	
GEOGRAPHY(H)	Not started	Not started	No 3 rd Year	
B.COM(H)	100%	86%	100%	100%
B.COM(G)	96%	94%	100%	50%
B.A.(G)	76%	89%	93%	93%
B.Sc(G)	100%	33%	50%	33%

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The strategies of teaching, learning and assessment and its structuring are determined by the learning outcome and these strategies of this institution are integrative in order and consistent. They are designed in a way to ensure that the learning outcomes are successfully achieved.

- Classes are held strictly as per schedule. Learner-centric methods of teaching, like use of computers and internet, use of audio-visual aids, provision of lecture notes and hand-outs, are implemented to facilitate optimum student participation.
- The college allows space in the curriculum for students to learn in different ways. It also ensures that there is essential balance between lectures, seminars, and independent and collaborative learning activities in the programme, providing for generating a desire for enquiry and research among the students.
- The assessment strategy also provides the students opportunities to self-monitor their own work and that of the peer. In case of inability of a student to achieve learning outcome, remedial coaching, counselling classes, are adopted to improve the situation.
- The administration conducts reviews of the regularity of classes, internal assessment, and students' attendance in classes, to ensure that the desired learning outcome is achieved.

2.6.4 What are the measures /initiatives taken by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- Since the institution enjoys minimal autonomy regarding the structuring of the syllabi for UG Courses, the college engages itself in combining teaching according to the syllabus with certain value added programmes to ensure that the pupils get quality education and also acquire skills to suit the requirements of the society as well as the job market. The syllabus is revised in a time interval by the UG Board of Studies of the University considering the current social and economic relevance for the courses offered.

- Some of the departments in their course curriculum have introduced project works that are supervised by the faculty members. Moreover, nearly all the departments have initiated the organization of departmental seminars to facilitate the presentation of papers by the students.
- The Computer Centre of the college offers basic courses in computer application, as well as advanced courses at a nominal cost. This enables the students to learn the use of computers for their specific vocations. Separate computer facility is provided to students of Commerce, Education and Geography. Students are also encouraged to use the internet facility available in the college to supplement the class room teaching.
- The laboratories and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively.
- The College Magazine and Departmental Wall Magazines provide them platform to give expression to their innovative and creative ideas.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Data from various sources are collected and analysed to assess the progress of students and the learning outcomes:

- Results of the University Examinations, Periodical Assessments and Class Tests conducted by the Departments, the Evaluation of oral skill through collaborative

presentation of any topic work as an important data base for the assessment of student performance and learning outcome.

- Feedback from stakeholders are collected and analysed.
- Data collection on placement is in the process of the institution.
- Student progression to PG level and success in National and State level Examination is taken into consideration.
- Information collected from the Alumni Association, and personal/ departmental communication the student learning outcomes are collected and future planning is done accordingly.
- A regular contact with ex-students through telephone, internet and face book is maintained and they are encouraged to come and talk to the present students so that an academic exchange between past and present students is maintained.
- The data collected is reviewed by the Principal and the Career Counselling Cell. The IQAC is also consulted when required. The trends in Campus recruitment form the

parameter for future interface sessions with employers.

- The collected data are also analysed in the departmental review meetings, and the meetings of the Academic Sub-Committee and the Teachers' Council.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

- By monitoring the student's tutorial performances, project work and seminar presentation and College and University Examination results the institution ensures the achievements of learning outcomes.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

- The institution and the faculty members assess/evaluate the students on the basis of class test mid-term/periodical examination and test examination. The institution frames a time period within which the results of different examination are to be announced this is notified in the college notice board and web-site. After the results are over the departmental faculty members show the assessed answer scripts to the students pointing out the deficiencies of the answer and assist the students to formulate the model answer as per the university guideline provided at the final examination of the university.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION.

3.1 Promotion of Research

3.1.1 Does the Institution have recognized research center/s of the affiliating University or any other agency / organization?

The Institution doesn't have any research center recognized by the affiliating university or any other agency / organization. Though the Institution is planning to begin its Research Cell that will monitor, supervise and guide all who are involved in research work.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is the composition? Mention a few recommendation made by the committee for implementation and their impact.

The Institution takes special care for the staff and sometimes students to participate in state level, national and international seminars and workshops and consistently encourages teachers to contribute in the research process and outcome. The institute has formed its research committee which would provide valuable suggestions and insights and thus, promote and monitor the quality of research.

The members of the research committee are as follows.

Chairperson : Dr. Sharmila De, Principal, P. N. DAS college. Palta.

Convenor : Dr. Basumita Tarafdar.

Member : Dr. Sutapa Bhattacharya

Member : Dr. Sakhawat Hossain

Member : Dr. Mohsin Mallik

Member : Dr. Madhuchanda Lahiri.

Recommendation of the Research Committee:

The Committee aptly recommends the faculty members to participate in state level, national and international seminars and consistently encourages them to present papers on various theoretical and empirical aspects on the concerned subjects. Various departments usually take initiative to organize seminars/ Workshops/ Invited speech to create interest on the relevant areas among the students. Faculty members usually receive research grant from University Grant Commission (UGC) in the capacity of minor research project scheme.

3.1.3 What are the measures taken by the Institution to facilitate smooth progress and implementation of research schemes ?projects?

- *Autonomy to the principal investigator.*
- *Timely availability or release of resources.*
- *Adequate infrastructure and human resources.*
- *Time off, reduced teaching load, special leave etc to teachers.*
- *Support in terms of technology and information needs.*
- *Facilitate timely auditing and submission of utilization certificate to the funding authorities.*
- *Any other*

Being an undergraduate college the college hardly has any provision for research by the students.

Thus in the college the faculty members are encouraged to involve in research activity by providing the adequate infrastructure. The head of the Institution usually takes immediate steps to circulate the information regarding research grant funded by UGC and asks supporting staffs to make payment on the expenditure incurred by the principal investigator. The college has procured modern equipment, updated the library facility and subscribed the research journals to improve the quality of research. Research projects have been going on, in the college for the last few years. Three minor research projects are completed and submitted with proper utilization. Three minor research projects are ongoing in three different departments, another three projects have been applied for in the xii plan. The principal investigators usually enjoy full autonomy to utilize the sanctioned grant properly. The teachers enjoy number of special leaves which are properly monitored and supervised by the Principal, during the tenure of completion of proposed research work. The faculty and researchers are sincere in submitting their annual reports and utilization certificates in time to the funding authorities.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institution always motivates the students for higher education. Various departments of the college organized national/ international and state level seminars to create interest among students. Students also avail an opportunity to meet with the distinguished eminent personalities across the country. They can get access to interact with the researchers to receive satisfactory clarification corresponding to their relevant queries. Moreover, at present the students are

constantly motivated to take up projects for their classroom term papers and short dissertations. They have full access to our archives, library, reference books, and the websites. Students also undertake survey and field work supported by their respective departments and the faculty.

3.1.5 Give details of the faculty involvement in active (guiding student research, leading research projects, engaged in individual/ collaborative research activity, etc.)

A number of our faculty members have already completed their Ph.D and some of the faculty members are involved in research activity at their own level. Two of our faculty members have completed their Ph.D while in service. In addition , faculty members from Mathematics, Commerce, Hindi and English are currently pursuing their Ph.D and one from the department of Philosophy has applied for it.

Beside the active engagement in research, one of our faculty members, our principal Dr. Sharmila Dey has supervised student for submitting their thesis in the Ph.D programme.

Faculty members are actively engaged as principal investigator of the minor research projects solely funded by UGC in their areas of interest. The list of completed and ongoing research projects are as follows.

THE TABLE FOR THE MINOR RESEARCH PROJECT IS AS FOLLOW
:

TITLE OF THE PROJECT	Name Of the Principal Investigator	TENURE	DEPARTMENT	STATUS
Study of the role of Kolkata corporation in environmental protection and development	Dr. Sutapa Bhattacharya	2007-2009	Political Science	Completed
Patterns of urban growth under a colonial rule in India in the late 19 th century.	Dr. Soumitra Sreemani.	2009-2011	History	Completed
Promoting learner Autonomy in English literature classrooms.	Smt. Kakoli Sen Banerjee	2009-2011	English	Completed
Evolution of Epistemology in the Pre and Post Quine period in the light of Naturalised Epistemology	Smt. Dipa Chakraborty	2015-2017	Philosophy	On-going
A survey of reading methods and non- standard scaffolding in English language and literature teaching in Distant mode of learning.	Smt. Kakoli Sen Banerjee	2015-2017	English	On- going
Nagarjuna ke upanyas me jan andolan.	Sri Ajay Choudhury	2015-2017	Hindi	On- going

3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/ organized by the institute with focus on capacity building in terms of research and imbining research culture among the staff and students.

Apart from UGC sponsored seminars, Workshops/ training programmes /sensitization programmes are organized by our college recently and in recent past. It is noteworthy to mention that 'The Itihash Sangshad' for three consecutive days – on 24th, 25th, 26th of January 2014, which invited participants and scholars from the national as well as international level had been organized by the college very successfully. Workshops regarding AIDS, organized by RedRibbon was held. Sensitization programme regarding Thalassemia was also organized and held by the college. Programme on Stress Management was held recently. A workshop on Computer presentation which was specially designed for teachers and our non-teaching staff. A seminar on 'Space Science Today' was held presently. Programme on 'Hindi Divash' was held recently. A sensitizing programme on Mathematics was specially beneficial for our students. At present the college has chalked out a number of workshops and Sensitization programme that would be beneficial for our students, teachers and non-teaching staff. The programmes are currently organized by the college.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

As stated earlier our college doesn't have any research center but our faculty members are involved in the research at individual level. Following is the detail along with research areas and expertise field of the different faculty members.

SUBJECT	SPECIALISATION	TEACHER CONCERNED
BENGALI	Political writing in Bengali Literature from 1947-1980.	Dr. Basumita Tarafdar
BENGALI	Folklore in Bengal.	Dr. Shakawat Hossain
BENGALI	Indigo Revolution in Bengali Literature.	Dr. Patralekha Nath.
POLITICAL SCIENCE	Political mobilization and Class conflict.	Dr. Sutapa Bhattacharya
POLITICAL SCIENCE	Tribal Development in Bengal.	Dr. Thakurdas Tudu
ECONOMICS	Financial Market.	Dr. Madhuchanda Lahiri
PHYSICAL EDUCATION	Creativity, Motor creativity, Intelligence and Physical Fitness.	Dr. Ajit Das
MATHEMATICS	A study on Statistical and other convergences.	Sri. Bablu Biswas.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Despite its unavailability of a research center, the faculty members usually organized national/ state level seminars. In these connection distinguished scholars are invited to participate in the seminars. This makes a platform to interact with the students to exchange ideas from which students are motivated and benefitted. Though the college which is located in the interior of the district and serving the backward community, makes sincere efforts in inviting eminent scholars and researchers and teachers to interact with staff and students in order to bring about an all-round development in the academics as well as in thoughts and aspirations of the entire college.

Personalities of eminence are also invited to bring forth an interest in the environment and ambience. Programmes like Nature Study and plantation is done regularly to bring about an awareness in nature, Personality from forest department and gram panchayat in the district also helps the college in

maintaining and caring for its natural amenities which the college can proudly boast of.

3.1.9 What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The faculty involved in research has been permitted to enjoy a limited numbers of sabbatical leave for research activities. Dr. Mohsin Mallik, from the department of Commerce was on leave under the FIP scheme of UGC for his doctoral work, which he completed successfully. All Teachers pursuing their Ph.D, were given leave for the course work, and field work required for their enrollment and progression in the doctoral programme. The limited leave allowance of course indirectly inspires us, since the college gives us the space and time to work in the premise itself without any impending disturbances. We usually visit the libraries of various research institutions during the leave.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/ advocating/ transfer of relative finding of research of the institution and elsewhere to students and community (lab to land).

The awareness about the latest research findings is usually shared among the faculty members and students of the concerned departments. Practically students receive a hint about the interesting results obtained from the research. They are informed officially in a class assembly or departmental seminars, and they become aware about the applicability of the latest findings. The research proposal

related to the study of a specific community highlights their socio-economic status from which some policy measures can be suggested for their well –being.

3.2 RESOURCE MOBILISATION FOR RESEARCH

3.2.1 What percentage of total budget is ear marked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

There is no such provision of receiving grant from college for research purpose. The faculty members receive grant from UGC purposively for research seminar etc.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The institution has no provision to provide seed money to the faculty members for research.

The college at present is thinking of providing seed money to a few researches and thus empowering them with better power of imparting knowledge and skill.

3.2.3 What are the financial provisions made available to support student research projects by students?

As per university syllabi/ curriculum, the students of Geography honours and pass, Education honours, Commerce, Physical Education have to submit projects and survey reports under the supervision of the respective faculty members, but they don't receive any grant or funding from any other organization .Sometimes

the college arranges for funding of the field study, survey and travel regarding the said purpose from the college fund itself.

3.2.4 How does the various departments/ units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing inter-disciplinary research?

As the college has only undergraduate courses, there is no provisions for research work for the students. Faculty members of different departments frequently interact among them to enhance the quality of research. For example the faculty of Mathematics frequently interacts with faculty of Commerce and Economics to enquire about the relevant information regarding statistical data, for their departmental activities. The department of Philosophy and Education exchange ideas and information for their upgradation and enhancement of teaching learning abilities. Frequently the departments of English and History also collaborates with each other and inter department teacher exchange is also encouraged by the institution. Departments of Bengali and Sanskrit also work in close proximity. This exchange of ideas and information which takes place in the institution helps the student community greatly. It is better to mention that though faculty members priorities their own discipline as major research area in spite of that they always share their opinions and views among the interdisciplinary subject experts and classes.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students.

Basic research facility is available in the Laboratory based departments. The concerned department has a well set up laboratory with modern equipments having compatibility with the UG syllabus as recommended by the affiliated University. The department of Geography and Computer are fitted with modern and latest software needed for the teaching of various experiments and information in the classroom. The institute boasts of several projectors , Laptops for all faculty, a number of computers in the departments and office and laboratories, Smart Board, Wifi connection in the departments and office and library. All these equipments are used in the departments regularly for classroom teaching and projects by students and faculty, making the classes interactive and informative. The department of Physical Education is also well fitted with modern equipments needed for the department, and the the students. The Library has a commendable number of books and journals which the students can easily access. Recently it is in the process of being digitized. Interested students are always motivated to avail the instruments within laboratories during the practice session and beyond the session if required. The institution is careful in purchasing the new equipments in addition with the existing ones, keeping compatability with the revised syllabus. The institution is sincere in enhancing the number of equipments and instruments to meet up the ever increasing demand of the students according to the availability of fund contributed by the UGC.

3.2.6 Has the Institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes, give details.

Our college has been established in the year 1962. The college has gradually extended its base since inception. It has grown in the terms of , number of

departments, subjects, faculty, students and infrastructure. To update its existing curriculum and build its academic assets, the college generally applies for development grant on several important aspects to the UGC during the various plan periods. The institute has never received any grant from the Industry. Being a college in this backward, rural area of Bengal, the college had received grants from the MLA funds, and the state government a couple of times to improve on the infrastructure and build more classrooms for students. The alumni and local people association also contributed in building a seminar hall for the college for enhancement of learning and research.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and competed projects and grants received during the last four years.

The faculty members usually submit proposals to the UGC for the minor research projects during various plan periods. The UGC has sanctioned the various proposals and provided the requisite fund. The details of the grant received from the UGC during the last four years are enlisted below:

Nature Of Project	Duration Year. From, To	Title of the Project	Name of the funding agency	Total Grant, Sanctioned	Total Grant, granted	Total grants received till date.
Minor Project	2007-2009	Study of the role of Kolkata Municipal Corporation in Environmental protection and Development	U.G.C	10000/-	10000/-	10000/-
Minor Project	2009-2011	Patterns of Urban growth under a colonial rule in India in the late 19 th century.	U.G.C	107000/-	107000/-	107000/-
Minor Project	2015-2017	Evolution of Epistemology in the pre and post Quine period in the light of Naturalised Epistemology.	U.G.C	300000/-	250000/-	250000/-
Minor Project	2015-	A survey of	U.G.C	180000/-	140000/-	140000/-

Project	2017	reading methods and non-standard scaffolding in English Language and literature teaching in Distant mode of Learning.				
Minor Project	2015-2017	Nagarjun ke upanyasa me jan andolan	U.G.C	140000/-	100000/-	100000/-
Major Project	NIL	NIL	NIL	NIL	NIL	NIL
Any other (Specify)	NIL	NIL	NIL	NIL	NIL	NIL

3.3 RESEARCH FACILITIES

3.3.1 *What are the research facility available to the students and research scholars within the campus?*

Being an undergraduate college, curriculum of the courses prescribed in the syllabus does not have any area related to research. Laboratory based subjects have some orientation to run different experiments. Students analyze the results

of the experiments. Moreover the Geography department has intensive field work where students are required to hold survey and extensive study of the data to write their papers.

3.3.2 What are the Institutional strategies for planning , upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging area of research?

The basic infrastructure available for the students is almost sufficient for the undergraduate students and yet the institution continuously upgrades in courses, infrastructure, material production , technology supported classroom teaching etc to give optimum support to our student community who come from an underprivileged background of the society. Students have full access to utilize the available resources in a systematic way. Besides, a room has been allotted to the research committee with internet facility to facilitate the researchers. Presently the institute has taken the initiative to form a research committee to enhance the research quality. The research committee has rightly pointed out the justification of e-journal. Fortunately the college has taken the measures in incorporating the access of e-journal for all disciplines.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes, what are the instruments/facilities created during the last four years?

The college has never received any special grants / finances from the Industry but has received grants from the State Government, MLA funds to build classrooms and other infrastructures in order to carry out the research work properly.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

The college does not arrange for any research facilities in other research centers or Laboratories, but the student scholars or teachers can arrange for any appropriate facilities or research centers to carry out their individual researches. The college takes the full initiative in facilitating the work and helping the scholars with any documentation required for working in the centers or laboratories.

3.3.5 Provide details on the library/ information resource center or any other facilities available especially for the researchers.

Our Library is fully computerized, and the software KOHA is used as our library software. Using this software, data entry work of library books has been achieved. The library does pest control and de-dusting on a regular basis. Books binding for the old, rare and physically damaged books have been done. The library has also installed Catalogue Card Printer (Dot-Matrix). It also generates Computer catalogues. Five Computers were made available in the library with internet and Lan facilities. Reference services are rendered to the students for their advanced studies. All kinds of referral services are provided for the staff and students of the college. The college has newly introduced INFLIBNET facility for accessing e-journals.

The central Library has a vast collection of specific and general books; automation of the Library is in process and is expected to be completed soon through the installation of the library Automation Software (KOHA). The library maintains a Notice Register which showcases notices related specifically to the library. Printer and Scanner facilities are available, reprographic facility is

provided for students and staff through digital photocopy machine. Attendance Register for both students and faculty is maintained separately. A feedback book has also been introduced for both teachers and students. The library also has requisition books, Suggestion box to implement and improve facilities. The library also has a digital photocopy and scanning machine to provide printing services directly from the desktops and through the use of pen drives. Reference books on all subjects, magazines, books for competitive examinations, atlas, albums, Encyclopedia Britannica Yearbook are available. Information Deployment and Notification are also put up on the Library Notice Book. Newspapers are displayed on a separate rack. To facilitate the mobility of differently able students, a ramp has been installed. A Wheel-chair is also to be procured. For visually-challenged students, the college plans to purchase books in Braille and Braille related software.

3.3.6 What are the collaborate research facilities developed/ created by the research institutes in the college. For eg. Laboratories, Library, instruments, computers, new technology etc.

There is no collaborative research facility developed and created by the research institutes in the college. Though collaboration with different colleges, Universities and other agencies have been significantly done in connection with the UGC sponsored State and national level seminars held in the 9th, 10th, and 11th plan. Mahadevananda Mahavidyalaya, Rashtraguru Surrendranath college, Orient Blackswan, Indian Accounting Association Kolkata Branch; Acharya Prafulla Chandra College, Pachimbanga Itihas Samsad, Rishi bankim Chandra College, Naihati etc.

3.4 Research Publication and Awards:

3.4.1 Highlight the major research achievements of the staff and students in terms of

- *Patents obtained and filed (process and product)*
NIL
- *Original research contributing to product improvement*

The research study conducted by Dr. Soumtra Sreemani, department of History under UGC scheme on Bengal's settlement issues which gave rise to a different city of Kolkata. The study aims at investigating some treat about the living and economic condition of Bengal post partition, in respect of her neighboring states like Bihar and Orissa. It is observed that partition brought about a degenerative economy and the infiltration in Bengal resulted in deep anguish of developmental drawbacks in which the cultural capital, Kolkata suffered the most.

Any research study tries to add some value to the existing knowledge or practice. Likewise the findings of the study by Dr. Sreemani might help the government in formulating policy and taking appropriate measures ato uplift the socio-economic condition and well-being of the state.

- Research studies and Surveys benefitting the community or improving the services.

Professor Kakoli Sen Banerjee of the department of English, conducted her research under UGC support, which aimed at the learners in the college of the districts of West Bengal, who are hugely underestimated in their undergraduate studies due to their lack of exposure especially when studying English as an honors degree. She investigated on the issues of pedagogy which exposed the fact that language cannot be learnt but should be imbibed in order to appreciate Literature. For this the underprivileged lot should be subjected to the practice of self access study habits rather than stuffing their intelligence with verbose literary and linguistic matter that they cannot hold.

This study could lead to a through that would benefit our society especially the student community of the districts who are basically the first generation learners. The insight can be a valuable tool for the government to bring about a difference in the classrooms of the colleges in the interior of the West Bengal.

Professor Kakoli Sen Banerjee is working on her second project on adult female learners in respect to distance learning in the state of West Bengal. This project is also under the UGC support and its finding are in process.

. Research inputs contributing to new initiatives and social development.

Human development report on the role of Kolkata Municipal corporation in environmental protection and development, by

Sutapa Bhattacharya of the department of Political science conducted the research under UGC support. The study basically measures the extent of capability or functioning of the municipal body and other government organizations, within the specified region. In other words the study attempts to assess how a state can be corrected of its malpractices and would be less deprived in reaching the desired level of their potential. In a way through this initiative resultant effect of different policy measures taken from overall development has been probed with the human development approach. It addresses several government and civic communities by measuring developmental index. The findings are expected in shaping up the future course of action for further development initiative regarding the issue of environment in the state.

Professor Dipa Chakrabarty , of dept. of Philosophy is currently working on a research project under the U.G.C grant support. The project is based on Natural Science of epistemological investigation, that will benefit the modern scientific innovation in recent times, in our country.

3.4.2 Does the institute publish or partner in publication of research journal(s)? if 'Yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The institute is in process of publication of the research journal with an ISSN number. The institute has produced college journals consistently where teachers have contributed with highly introspective writings.

3.4.3 Give details of publications by the faculty and students:

** { Refer to the list of publications and awards as given in the Departmental profile at the end of the report. Attach at the end with departmental evaluation.}*

3.4.4 Provide details (if any) of

- *Research awards received by the faculty*

NIL

- *Research received by the faculty from reputed professional bodies and agencies, nationally and internationally*

NIL

- *Incentives given to faculty for receiving state, national and international recognitions for research contributions.*

NIL

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface.

The college has not established any institute – industry interface as the college did not possess the departments of the science stream so far. However, as the science stream has been sanctioned in the current session with physics, chemistry and mathematics as the general subjects, we intend to chalk out strategies for establishing interface with the industry as soon as possible.

The college -other institute interface is established through the placement Cell of the College. The Cell organizes seminars and workshops by different agencies in the industry to provide technical learning and service-oriented skills to the students. One such seminar was organized by a well-known computer institute for making the students aware of the advantages of possessing basic computer skills. Also another seminar will be conducted by the reputed institute RICE on the 08th of Dec, 2015 to impart knowledge to the students on the intricacies of cracking the question papers of government jobs.

A few departments of the college also plan educational tours to reputed and /or historical buildings/houses from time to time so that the students get exposure to relevant areas.

Table 3.1: Educational Tours by the Departments

Serial No.	Departments	Educational Tours Conducted	Year
1.	Department of Bengali	KrittibasOjha's House at Fulia (birthplace) to study his house, library, etc of the person who	2011

		translated Ramayana into Bengali.	
2.	Department of Bengali	House of Sarada Ma, JoraSanko Thakur Bari and Indian Museum	2015

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

All the faculty members of the Institution are free to provide consultancy services on an honorary basis. No extra effort is made to advocate and publicize their expertise. However, their expertise is widely known through various sources like the college website, various organizations/ institutions so as to avail of their services on an honorary basis.

It is a policy of the institution to promote consultancy services to institutes in the local area with an aim to reach out to the community at large. The teachers of the institution have expertise in various fields and offer their services to neighbouring schools and colleges.

The consultancy services generally benefit the universities, schools and colleges of the region. Teachers act as external examiners for practical subjects not only in the affiliating University, but also for other autonomous institutions and other institutions; acts as judges for cultural as well as sporting events of the local institutions and so on. Teachers in their individual capacities also offer consultation to regional, national and international academic and administrative bodies.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The IQAC and the Research Committees of the institution always encourage the faculties to extend consultancy services. They are provided with on-duty leave, if required for offering their service.

No revenue is generated from consultancy by the institution, as much of the consultation offered is gratuitous and therefore, free of cost. Any honorarium received from the beneficiary agency by the faculty members through consultancy on individual basis is not shared by the college, as these activities are undertaken mostly outside the college hours and after completion of all assignments allotted by the institution.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last few years.

The broad areas and major consultancy services provided by the institution during the period

Table 3.2: Consultation Services Provided by the Faculty

S.No.	Area of the Consultancy	Faculty /Department providing the service	Year
1.	Member, Board of Studies, WBSU	Dr. SharmilaDey Principal and HOD, Department of Physics	2012 till date
1.	Member, Board of Studies, NSOU	Prof. KakaliSenBannerjee Deptt. Of English	2012
2.	Content Developer, Linguistics, BhairabGanguli College Centre, Vidysagar University.	Prof. KakaliSenBannerjee Deptt. Of English	2009-10; 2012-13
3.	Paper Setter of Vidyasagar University	Faculty of Economics and Commerce Departments	2012-13; 2013-14

4.	Life Member of Paschim Bangal Itihaas Samsad	Prof. Sakhawat Hossein Department of Bengali	2012
5.	Examiner of SSC	Faculty of the Department of History.	2002 till date
6.	Associate NCC Officer	Prof. Sanjib Dhar, Department of History	Since 1996 till date
7.	Life Member of Itihaas Samsad	Prof. Sanjib Dhar, Department of History	Since 2002
8.	Takes classes in Cantonment Area on Military Subject	Prof. Sanjib Dhar, Department of History	Every Year in the month of Dec - Jan
9.	Member, Board of Studies, Department of Commerce, WBSU.	Prof. Amal Kumar Bhakat Deptt. Of Commerce	2012-13
10.	Co-ordinator of Remedial Classes	Prof. T. Tudu Department of Political Science	2010-11; 2012-13; 2013-14.
11.	Examiner, SSC, Southern Region	Faculty of Philosophy	2008 till date
12.	Judge, Youth Parliament N-24 Prgs conducted by the Government of West Bengal	Prof. Dipa Chakroborty Department of Philosophy	2012
13.	Examiner under Cambridge University, U.K. for Business	Prof. Kakali Sen Bannerjee Deptt. Of English	2011-16

	English		
14.	Examiner, SSC, Southern Region	Prof. KakaliSenBannerjee Deptt. Of English	2008-13
15.	Examiner, Madrasa Board of West Bengal	Prof. KakaliSenBannerjee Deptt. Of English	2013-14; 2014-15
16.	Examiner, Madrasa Board of West Bengal	Prof. DipaChakroborty Department of Philosophy	2014-15

3.6 Extension Activities and Institutional Social Responsibility

3.6.1 How does the institution promote institution –neighbourhood – community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

To promote institution- neighbourhood – community, the college organizes various programmes throughout the year. The Institution has a strong NCC unit. Though the NSS unit has not yet been sanctioned but it has started functioning from this session with one of our faculty acting as the Programme Officer. These units are involved in various community works around the year contributing to good citizenship. Student volunteers of the Student's Union are also involved in different community services contributing to the holistic development of students. Students of Department of Geography serve the community through various social surveys which throw light on the vulnerable sections of the society.

The total authorized intake capacity of NCC for both the combined male and female group is 125. This Senior Division is divided into Male and Female wings. The

enrolled NCC cadets for the female section of the senior wing are 30 while the corresponding figure for the male section is 95 for the current session. The course period is 03 years. After 02 years they appear for the B-certificate exam and after the completion of the 3rd year, sit for the C-Certificate examination. They have to attend various camps during the course period like National Integration Camp (NIC), trekking camp, Army Attachment Camp, Combined Annual Training Camp, Basic Leader Camp (BLC), Paragliding, Water-Rafting and Republic Day Camp. Their regular activity is to practice parade and they also participate in State and National level parades on Independence Day, Republic Day aiming to develop a sense of national integration among students. Every Year on Independence Day cadets perform tree plantation programme in the local villages in and around the college. They also undertake cleanliness drive in and around the college surroundings on 23rd January every year (Swachh Bharat Abhiyan). According to the performance of the cadets, rank is awarded. The C-Certificate holder cadets get facilities/preferences in different jobs like they are exempted from appearing for the written examinations of CISF, RPF,BSF, State Police, Army etc. The cadets also participated and performed in the celebrations associated with the World Yoga Day. The cadets also provide voluntary services in all the programmes conducted by the college, like manning the gate, distribution of refreshments and snacks and many others. The cadets also provide voluntary services to the various local puja pandals in and around the college. Besides, people from the neighbouring community , students from different school are invited to the college in different programmes to make a strong attachment with the college.

The enrolled students of the soon-to-be-sanctioned NSS unit also participate in and observe different activities and programmes as part of its regular activities. Moreover, the NSS and NCC units of the college are committed to stand with the community at times of harsh conditions such as natural calamity, flood etc.

Red Ribbon Club worked for building awareness among the students, faculty and the local people regarding HIV/AIDS through presentations in the form of seminar as well as through audio-visual display of menace of the dreadful disease by using popular folk songs (baulgaan).

The Students' Union of our college also works within the neighbourhood community, to raise the scientific and health awareness among common people.

The Department of Geography regularly organizes study tours to the local community areas to promote Institution- Community network and community services.

College has also organized seminar and workshop to promote awareness among the students regarding Thalassaemia and performed blood screening.

The college will also organize a gynecological check-up of local women population and female students by the renowned gynecologist Dr. Mrs. BanashreeBhadra of Kalyani Hospital early next year.

Table 3.3: Extension Activities undertaken by the College

S.No.	Date	Event
1.	2011	Seminar on 'HIV/AIDS Awareness'
2.	September, 2014	Seminar on Thalassemia Detection and Thalassemia Screening Programme.
3.	15 th August, every year	Tree Plantation by the NCC cadets in the college premises.
4.	21 st June every year	Celebration of 'World Yoga Day'
5.	19.07.15	Seminar on 'Stress Management'
6.	16.09.15	Seminar on 'Space Science Today'

7.	23.09.15	Seminar on 'Cancer Awareness'
8.	Early next year	'Free Health Check-up' for women by Gynecologist

3.6.2 What is the institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

- The college encourages the students to get involved in various social movements/ activities through participation in numerous activities organized by NCC. For this, the college circulates a form during the Admission procedure of the students to the First-year Class.Regular activities and annual special camps are being organized by the NCC unit wherein they learn to take up social responsibilities and become responsible citizen of the country. The NCC cadets are given basic military training in small arms and parades in special camps to make them good citizens of the country.
- The college has also set up an NSS unit from this session which is waiting for sanction from the concerned University authorities. But the enrolled students along with their Programme Officer who is from the Department of Physical Education, have already started their good work like embarking on cleanliness drive of the college campus,
- Different departments, committees, units and wings organize seminars, discussions, workshops and also celebrate important days of national and international importance like

Table 3.4: List of Important Days Celebrated

Important Date	Importance	Conducted by
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21 st June	World Yoga Day	Department of Physical Education
14 th September	Hindi Divas	Department of Hindi
15 th August	Independence Day	NCC through tree plantation programmes and hoisting of National Flag.

- The students/ faculty members who participate in extension activities are granted leave-on-duty/ attendance for the missed classes.
- Our Institution has several bodies constituted with departmental teachers to supervise the student activities inside and outside the campus. The teachers always guide and accompany the students in their involvement in various social movements and activities for promoting citizenship roles.
- The college NCC and NSS units are guided by two college teachers who are whole-heartedly involved with student's social activities;
- The various committees like cultural sub-committee, Seminar sub-committee and Campus Development sub-committee work together to work out fruitful methods of promoting Institution- neighbourhood- community network.

3.6.3 How does the institution solicit stakeholders perception on the overall perception and quality of the institution?

The institution gives due importance to the stakeholders perceptions on the performance and quality of the institution.

- A Students' Feedback System has been introduced to evaluate the students' satisfaction level. The students of each department have been provided with the

feedback Performa and their evaluation about the teaching learning process and infrastructure of the college helps us to upgrade our system.

- Feedbacks from the parents are taken through 'Parent- Teachers Meet' in each department. This is a very helpful method of understanding the parent's views on the performance of the institute and also the poor performance or absence of their wards in the college exams.
- Teachers of each department regularly inform the parents over phone from the college office regarding the absence of their wards from classes not appearing in the college exams and also for any other reasons.
- Our institution has a strong Alumni Association. Feedback from alumni through meeting with alumni association is collected to upgrade the teaching- learning process. The Alumni Association has donated the total amount for the construction of an auditorium in the first floor of the Nihar Ranjan Basu Memorial Building within the college campus.
- Our college runs Tutorial Classes after the scheduled classes to help the weaker students.
- Each class has students' representatives of the elected students' union. They are free to discuss with the HODs and Principal of the college regarding the academic issues of the students.
- Teachers' Council Meetings are held regularly to take important academic decision and to resolve different academic issues for the smooth functioning of the college.
- The Governing Body consists of teaching, non-teaching staff representatives and General Secretary of Students' Union. They participate actively in discussions

regarding performance and quality related matters pertaining to the functioning of the college.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Provide the budgetary details for the last four years, list the major outreach and extension programmes and their overall development of students.

Our institution provides strong support to plan and organize various extensions and outreach programmes. Students are encouraged to make communication with people, to serve the society and are trained to be responsible citizens. Teachers are intimately involved in the coordination of different programmes.

However, the college does not have any separate budgetary allocation for the extension and outreach programmes taken on a small scale. The expenses are incurred from the College General Fund, as and when the need arises.

The expenses incurred on the following Extension and Outreach Programmes were met up from the General Fund of the college.

Table 3.5: List of Extension and Outreach Programmes conducted from the College General Fund

S.No.	Year	Type
1.	2011	Seminar on AIDS Awareness
2.	2014-15	Seminar on Thalassemia Awareness and its Screening
3.	2014-15	Seminar-cum-Workshop on World Yoga Day
4.	2015-16	Seminar on Stress Management

5.	2015-16	Seminar on Space Science Today
6.	2015-16	Seminar on Cancer Awareness
7.	2015-16	Gynecological check-up of local women
8.	2015-16	Distribution of Medicines.
9.	2015-16	A Socio-economic study of the local tribal population vis-à-vis their academic qualifications and henceforth providing financial and other incentive with an aim to improve upon these parameters.

3.6.5 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower student from underprivileged and vulnerable sections of society?

The vulnerable sections are those who face discrimination and these include women, scheduled castes, scheduled tribes, children, aged, disabled, people living with HIV/ AIDS etc. Following activities have been organized by the college to ensure social justice:

- The Department of Geography has organized a number of social surveys and educational tours to study social discrimination and ensure social justice:

Table 3.6 Social Surveys undertaken by the Department of Geography

S.No.	Year	Class	and	Venue	Purpose
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		Section		
1.	January 2009	2 nd General	Year, Village: Mohanpur Mouza: Babanpur Distt.:24-Parganas(N)	Socio-Economic Survey
2.	January 2010	2 nd General	Year, Mouza: Biranput &Junput Block: Contai Distt: East Medinipur	Socio-Economic study and physical survey of land-use and its changing pattern
3.	January 2011	2 nd General	Year, Mouza/ Village: Elahigang Block: Lalbag Dist.: Murshidabad	Socio-economic study, Physical and Land use survey, Landscape survey and Tourist Survey
4.	January 2012	2 nd General	Year, Village: Sewli Mouza:EastKanthalia Block: Barrackpore(2) Distt.:24-Parganas(N)	Socio-economic survey; Study of changing pattern of land use from agricultural to settlements.
5.	February 2013	2 nd General	Year, Mouza/ Village:Kasbagram (Tribal People) Distt.: Birbhum	Socio-economic survey; Study of pattern of land use
6.	February 2014	2 nd General	Year, Mouza/ Village:Kenduadihi (Tribal People) Mukutmanipur Distt.: Bankura	Socio-economic survey; Study of pattern of land use

7.	March 2015	2 nd Year, Honours	Block: Ghatshila Distt.: East Singhbhum State: Jharkhand	Physical features; Social, Economic and land use study; Study of Tourist flow.
8.	May 2015	2 nd Year, General	Village: Telinipara (Tribal People) Sewligram Distt.:24-Parganas (N)	Socio-Economic Study and Physical Survey

- The college had organized a one-day seminar-cum- workshop on Thalasemmia and its awareness in the session 2014-15.
- The college had organized a one-day seminar on Stress Management on 19.07.2015. Teachers from other colleges and nearby schools also participated. The seminar discussed a host of issues which leads to an increase in the level of stress affecting the present urban population. The students and faculty members of this college and also those present from other local schools benefitted immensely as they gained knowledge as to the possible ways in which the impact of these stress factors can be minimized.
- To inculcate general awareness among the students of our college as well as those from nearby schools such as K.V. Air force, Shantinagar Boys and Shantinagar Girls Schools, regarding the status of space research in the present times, a Seminar on Space Science Today was organized on 10.09.2015.
- The college organized a seminar on Cancer and Food Habits on 23.09.15 so as to disseminate knowledge about this dreaded disease amongst the students of our college and also those of neighbouring institutions.

- P.N.Das College also conducted a socio-economic survey of the tribal people of Adivasipara in the Mohanpur Gram Panchayat area on 24.11.2015 to collect data on economic status and educational qualification attained by these people. The college also provided incentives in the form of stationary items like books, notebooks, pens; permission for using college library along with few others according to the different levels of education attained by these people.
- A day-long gynecological check-up of the local women population and female students of the college will be conducted by the college within its campus early next year. The check-up will be done by the renowned gynecologist of the Kalyani Hospital, Dr. (Mrs.) Banashree Bhadra.

3.6.6 Reflect on the objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement student's academic learning experience and specify the values and skills inculcated.

Along with academic learning, students are encouraged to participate actively in the extension activities organized by the different units of the college. The NSS activities under the guidance of the college provide diversified opportunities to students to develop their personality through community service. These activities help to inculcate in them awareness about social responsibilities. 'Shramdan', in cleaning activities are regularly organized in the campus and in different places to give the message to other students and to the community regarding cleanliness. The practice of NCC develops qualities of character, courage, discipline, spirit and ideals of selfless service among the students and encourages the students to choose a career in armed forces. The various social surveys conducted by the different departments help the society become aware of the problems faced by the economically and socially weaker sections of the society and help and guides the concerned authorities to chart the necessary course of action. Thus, the different extension activities and social survey activities enable the students to

communicate with the society, make them aware of the social realities around them, build among them the spirit of social service and thus enrich themselves as a good citizen and contribute in the process of nation building.

The institution also enriches itself by playing its social responsibility by reaching to the weaker and underprivileged sections of the society.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

Following are the few activities undertaken by the college to ensure the participation of the local people:

- Departments like Geography directly reach to the village people to establish a communication with them and also gather various data which is later analyzed.
- The gynecological check-up of the women coming from the economically weaker sections of the society as also those belonging to the socially backward strata like the ST and SC people residing in the adjoining areas of the college, have been planned to be conducted in the month of January/ February which is sure to benefit the local people. Free medicines are also designed to be distributed to them. People from nearby locality feel enthusiastic to check their health status and to get advice about their health.
- The testing of water samples is also planned to be carried out by the Department of Economics with the collaboration of UNICEF which has already been applied for. This will generate mass awareness among the

residents of the wards where the testing will be done. People will be informed by the survey team about the potential dangers from drinking contaminated water which they were consuming unknowingly for years.

People can then use the water from those tube wells very consciously by filtering them properly before use. The ward councilors will also be informed about the situation and the steps that will be needed to be taken.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

No such relationships were forged with local institutions for working on extension activities.

3.6.10 Give details of awards received by the institution for extension activities and/or contributions to the social/ community development during the last four years.

No such awards were received.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives – collaborations, research, staff exchange, sharing facilities and equipment, research scholarships etc.

At present the college has no official collaborations with research laboratories and industry for research activities. Some faculty members being the research scholars of other universities get support to use the institutes of other universities. The faculty

members may also apply smoothly for research scholarships individually to different funding agencies.

A few departments of the college have so far organized some UGC- sponsored National and State Level Seminars, Workshops and other colleges or institutions. These events serve as common platforms for interactions between the faculties, experts of other institutes, research scholars and students.

Table 3.7: List of Collaborations

S.No.	Organized by the Department	In Collaboration with	Type	Year
1.	Department of Commerce	Indian Accounting Association	UGC- Sponsored National Seminar	2012
2.	Department of Bengali	Rishi Bankim Chandra College for Women	UGC- Sponsored State Seminar	2012
3.	Department of History	Paschim Banga Itihas Samsad	ItihasSamsad	2014
4.	Department of English	Acharya Prafulla Chandra College.	UGC- Sponsored State Seminar	2011

3.7.2 Provide details on the MOUs/ Collaborative arrangements(if any) with institutions of national importance/ other universities/ industries/ corporate entities etc and how they have contributed to the development of the institution.

There are no MOUs or official collaborative arrangements of the college with Institutions of national importance/ other universities/ industries or corporate entities. However, the faculties on their part as well as the Departments interact frequently with

other research institutes in order to enrich themselves academically through exchange of new ideas and thoughts in their respective subjects. Some of the institutes which are accessed by the faculty of various Departments are listed below:

Table 3.8: List of Institutes Accessed by Different Departments

Department	Other Institutes accessed by the Faculty
English	British Council, National Library, University of Calcutta Central Library, Institute of English, Kolkata, Netaji Subhash Open University
Economics	Indian Institute of Management, Indian Statistical Institute, University of Burdwan, National Library
Mathematics	Indian Statistical Institute, University of Calcutta Central Library

3.7.3 Give details (if any) on the industry- institution –community interactions that have contributed to the establishment /creation/ up gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz., laboratories/ library /new technology/ placement services etc.

The industry- institution- community interactions have not contributed to the establishment/ creation/ up gradation of academic facilities, student and staff support or infrastructure facilities of the Institution as the college did not possess the science departments till the beginning of this session. However, the exchange of new ideas and thoughts by the faculty as a result of the interactions get disseminated among the students leading to overall knowledge up gradation.

3.7.4 Highlight the names of eminent scientists/ participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Table 3.9: List of Eminent Scientists/ Participants visiting the College

S.No.	Eminent Academician / Scientist/ Visitor	Affiliation	Purpose of Visit	Year
1.	Prof. Bhabatosh Banerjee	President, IAA Research Foundation	Inauguration of UGC sponsored National Seminar organized by the Department of Commerce	2012
2.	Dr. R.K. Bal	Former President, IAA; Professor, Utkal University	Keynote Address, National Seminar in Commerce	2012
3.	Dr. Sunil Kumar Gandhi	Secretary. IAA, Kolkata	Special Presence, National Seminar	2012
4.	Prof. A.K. Basu	Prof. Department of Commerce, University of Calcutta, President, IAA, Kolkata Branch	Chairperson, National Seminar	2012
5.	Prof. Ashish K. Bhattacharyya	CA; Director IMI, Kolkata, Former Professor, IIM, Kolkata	Invited Speaker, National Seminar	2012
6.	Prof. Uttam Kr Dutta	Prof. Department of Commerce and Management, WBSU	Chairperson, National Seminar	2012
7.	Dr.(CA) Satyajit	University of Kalyani	Invited Speaker,	2012

	Dhar, Department of Business Administration		National Seminar	
8.	Dr.(CA) Prithul Chakraborty	Prof. Centre for Management Studies, JIS College of Engineering	Chairperson, National Seminar	2012
9.	Prof.(CA) Shubhayam Basu	Ananda Mohan College	Invited Speaker, National Seminar	
10.	Dr. Malayendu Saha	Prof, University of Calcutta	Chairperson, National Seminar	2012
11.	Prof. K.C. Paul	Prof, Department of Commerce and Farm Management, Vidyasagar University	Invited Speaker, National Seminar	2012
12.	Dr. Jayati Gupta	Associate Professor, Former Head, Department of English, WBSU	Speaker, State level UGC- Seminar	2011
13.	Arpita Banerjee	Reader, Institute of Kolkata, English Studies Consultant, British Council, Coordinator English Language, NSOU.	Speaker, State level UGC- Seminar	2011

14.	Dr. Sipra Mukherjee	Associate Professor, Department of English, WBSU	Speaker, State level UGC- Seminar	2011
15.	Dr. Sharmistha Chatterjee Srivastava	Associate Professor, Alia University	Speaker, State level UGC- Seminar	2011
16.	Dr. Indrani Chowdhury	Associate Professor, Vidyasagar University	Speaker, State level UGC- Seminar	2011
17.	Dr. Debarati Banerjee	Associate Professor, Vidyasagar University	Speaker, State level UGC- Seminar	2011
18.	Dr. Partho Ganguly	Associate Professor, Sanskrit College, Kolkata	Speaker, State level UGC- Seminar	2011
19.	Dr. Ratanlal Chakroborty	Former Faculty, Dhaka University	Speaker, Paschimbanga Itihas Samsad	2014
20.	Prof. Anita Bagchi	Faculty North Bengal University	Speaker, Paschimbanga Itihas Samsad	2014
21.	Prof. RubiMaloni	Faculty, Mumbai University	Speaker, Paschimbanga Itihas Samsad	2014
22.	Prof. Sujata Mukhopadhyay	Faculty, RabindraBharati University	Speaker, Paschimbanga Itihas Samsad	2014
23.	Prof.	Faculty, Rajshahi	Speaker,	2014

	Chittaranjan Mishra	University, Bangladesh	Paschimbanga Itihas Samsad	
24.	Dr. Amitrasudan Bhattacharya	Retd. Prof. ViswaBharati University	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011
25.	Dr. Sraboni Pal	Professor RabindraBharati University	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011
26.	Dr. Mohini Mohan Sardar	Professor, WBSU	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011
27.	Dr. Barun Kumar Chakroborty	Retired Professor, Kalyani University	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011
28	Dr. Satrajit Goswami	Associate Professor, Rishi Bankim Chandra College for Women	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011

29	Dr. Pranab Dasgupta	Associate Professor, Rishi Bankim Chandra College for Women	Speaker, State level UGC- Seminar organized by the Department of Bengali	2011
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3.7.5 How many of the linkages/collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated-

No MoU has been signed with any other Institute. Some examples of informal linkages that enhanced or facilitated the following are given below:

- a) Curriculum Development/ Enrichment: Curriculum development at the UG level is a collective process under the leadership of the University. The teachers of the college who are BoS members actively take part in the development of the curriculum. They express their opinions during introduction of the new curriculum or for amendment / change of the existing curriculum.
- b) Internship/ On-the-job training: No such scheme exists.
- c) Summer placement: None
- d) Faculty Exchange and Professional Development: Though there exists no formal agreement for the exchange of faculty with any other institution but the following faculty members have rendered their teaching services to other institutions:
 - 1) Prof. Kakali Sen Bannerjee takes classes in NSOU as Visiting Guest Lecturer, English Language and Literature.

2) Prof. Kakali Sen Bannerjee and Prof. Dipa Chakroborty have respectively taken English and Philosophy classes in other colleges.

e) Research: Some of the faculty members have done and / or are doing research work in collaboration with other national institutes. These have resulted in quite a few collaborative research projects and several publications in national and international journals. These have been presented below:

Table 3.10: List of Research Projects undertaken by the Faculty and the Funding Agency

S.N o.	Faculty	Title of the Project	Duration	Funding Agency
1.	Dr. Soumitra Sreemani	Pattern of Urban Growth under Colonial Rule in India in the Late 19 th Century.	18 months	UGC
2.	Dr. Sutapa Bhattacharya	A Study of the Role of Kolkata Municipal Corporation in Environmental Protection and Development	02 years	UGC
3.	Prof. Kakali Sen Bannerjee	Promoting Learner Autonomy in English Literature Classrooms	18 months	UGC

4.	Prof. Dipa Chakroborty	Quine's Theory of Naturalized Epistemology in the Light of Pre- and Post-Quine Period.	O2 years	UGC
5.	Prof. Kakali Sen Bannerjee	A Survey of Reading Methods and Non-Standard Scaffolding in English Language and Literature Teaching in the Distant Mode of Learning	O2 years	UGC
6.	Prof. Ajay Choudhury	Nagarjun ke Upannyasomein Jan Andolan	O2 years	UGC

f) Consultancy: A number of teachers have provided their expertise and consultancy services to external agencies. A detailed list has been given in Table 3.12.

g) Extension: The Institution has successfully organized several extension activities in collaboration with various activities. These are given below:

Table 3.11 Extension Activities through Collaboration

S.No.	Extension Activity	Collaborating Agency
1.	NCC Special Camps	3 rd Bengal Battalion NCC, Serampore
2.	Seminar on ' Awareness regarding AIDS Prevention and Measures to Control'	Red Ribbon Society

3.	Seminar on Thalassemia and Screening Programme	Thalassemia Screening Society
4.	Test of Water Sanitation in Shantinagar, Palta	UNICEF (applied)

A large number of faculty members are also engaged with other agencies and provide extension services for the upliftment of the weaker sections of the society and/ or medically challenged people.

Table 3.12: Faculty Members providing Extension Services

S.No.	Faculty	Department	Agency	Services Rendered
1.	Prof. Dipa Chakroborty	Department of Philosophy	Contributer, 'Bodhana'	An NGO of the Government of West Bengal that looks after the needs of the Spastic Male Child
2.	Prof. Mrittika Malakar	Department of English	Member, 'Lalan Academy'	Strives to preserve the Folk Art of Bengal
3.	Dr. T. Tudu	Department of Political	Member, All India Santali Writers'	Strives to promote and

		Science	Association	preserve writings in Santali language
5.	Dr. Madhuchhanda Lahiri	Department of Economics	Member, 'SrishtiSamaj'	A welfare wing of NTPC, Kahalgaon, Bihar that looks after the economically and socially backward women folk of the villages in and around the NTPC project in Bhagalpur district.
6.	Dr. Shakhawat Hossein	Department of Bengali	Member, Krishnanagar Centre for Social Studies and Research (KCSSR)	Provides financial assistance and also donates books, clothes to the poor and the needy.
7.	Dr. Sharmila Dey	Principal and Department of	Member, Kalpana Chawla	To promote the progress and

		Physics	Centre for Space and Nano Sciences.	uphold the cause of space, nano and other related sciences.
8.	Dr. MadhuchhandaLahiri	Department of Economics	Member, 'Chetana'	Works for the development of scientific temperament and the creation and spreading of scientific knowledge and awareness amongst the local children of Kahalgaon , Bhagalpur.

h) Publication: The Institution has collaboration for printing of the Academic Journal of the College.

i) Student Placement: The college has not been successful in arranging any Campus Recruitment Programmes for the students. But the Placement Cell of the College advises the outgoing students as also other students regarding any job

opportunities in the market. It also provides any new information on career opportunities on the college notice board.

j) Twinning Programmes: None

k) Introduction of new courses: This is subject to the permission from the affiliating University, West Bengal State University.

1) Honours stream in Geography was introduced in the academic session: 2013-14

2) Honours stream in Education was introduced in the academic session: 2013-14

3) General stream in Sanskrit was introduced in the academic session: 2013-14

4) New Science stream has been introduced with Physics, Chemistry and Mathematics as the subjects in general stream from the current session 2015-16.

l) Student Exchange: None

m) Any Other: Nil

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages / collaborations.

The college has linkages in curricular aspects, in extension activities and for research funding. The college has not established any linkages / collaborations in exchange of academic expertise and research activities.

3.7.7 Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

No.

CRITERION IV:

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Depending upon the student strength and funds generated through fee collection, a budgetary allocation is made every year for infrastructure improvement. The Governing Body sanctions the same after observation and assessment.

A part from that request for financial aid is made to MLA and MP for infrastructure development.

The college acknowledges the financial aid from UGC an State Government for infrastructure and campus development .

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The college campus measures 5.2 acres. There is a separate Science building which has laboratories as well as classrooms. The laboratories are well equipped. The Central Library is in a separate building. The Honours Departments have been allotted with departmental rooms and cubicles for the general Departments are under construction. Each department has a departmental library. All the full time teachers have been allotted a personal laptop to enable them to pursue research work as well as to prepare presentations for interactive teaching. The campus is wi-fi enabled.

The college has six LCD projectors and a smart classroom. There are 27 personal computers for different departments and office use.

The entire college is ensconced in a cover of greenery, from sprawling lawns to landscaped gardens and tall trees. Added to that is a beautiful water body embanked with trees and decorative plants. There are trees and plants of medicinal importance which are being organised to form a herbal garden.

The college has one seminar room with a seating capacity of sixty.

The college library has 13485 books and recently has registered under NLIST enabling the members of the staff and students to access over 97000 e books and 7000 e journals. The library has acquired KOHA software and complete computerisation and digitalisation of the library is under process. Apart from this the library has subscription for other journals and periodicals. There is reprography facility in the library. The library is wi-fi enabled.

The classrooms are spacious with proper lighting and ventilation. There is a central computer facility. The laboratory has 10 computers and a technical staff has been employed by the college for training the students and willing staff members. Also the practical classes are held by various departments in the laboratory.

There is a common room each for boys and girls with indoor game facilities like table tennis, carrom.

A canteen for serving refreshment to the students and staff is available and provision for Cheap Store has been made.

The college has a Physical Education Department . The departmental teacher organises and decides on the participation of students in various competitions at different levels.

The various facilities available are volleyball, football , athletics and cricket.Students are trained in kabaddi ,kho kho etc.

The college also has a gymnasium and an instructor has been employed by the college for guidance.

Classrooms: The college has 20 classrooms.

Technology enabled learning facility: One classroom is digitally enabled with a smart board. There are 6 LCD projectors which are used by the teachers for instruction through modern aids.

Seminar Hall: One seminar room with seating capacity of 60.

Laboratories: A computer Science laboratory , and a well equipped Geography Laboratory are present in the college. Recently the college has obtained affiliation in Physics, Chemistry and Computer Science and laboratories have been equipped according to the syllabus.

Tutorial Rooms : The college has no separate tutorial room, however the general classrooms are used for holding tutorials.

Botanical Garden or Animal House: There are trees and plants spread all over the campus and they are being labelled for identification. There is also a garden with plants of medicinal importance.

Extracurricular Activities:

Sports: The students of the college earn laurels in sports. The college football team was adjudged best in the district in 2003. The college cricket team won the finals in the tournament organised by the West Bengal State University in 2009, 2010. The Women's Athletic team was declared champion by the West Bengal State University in 2010,2011 and 2012.

Apart from this 4 students represented the University football team. In a nutshell it can be mentioned that the college not only stresses on academic but also extra curricular activities of the students.

Auditorium: The college received grant for construction of Auditorium from UGC during the XI th plan and has the building under construction.

Ladies Hostel: A ladies hostel with a boarding capacity of 12 has been built with financial assistance from UGC. Another ladies' hostel with a capacity of 13 is under construction

NCC: The college has one NCC unit under 3 Bengal Battalion with 125 cadets and one ANO.

The students are enrolled for B and C certificates.

The unit offers various training programmes and promotes adventure activities. Many training camps, Army attachment camps and basic leadership camps are organised by the NCC. The NCC unit organises youth exchange programme and blood donation camps.

The cadets participated in World Yoga Day held at Serampore, Hooghly on 21st June.

Cultural Activities: The college celebrates its foundation day on 20th August every year. A variety programmes is organised with active participation from students and staff members.

Also the birth anniversary of Rabindranath Tagore, Rabindra Jayanti is celebrated. Apart from this annual function is held each year.

This year World Yoga Day was celebrated in the college.

Health and Hygiene:

The college has no health home of its own but the students are under Group Personal Insurance Coverage of National Insurance by paying an annual fee of Rs 16/- only.

Also the college is in contact with the State Students Health Home wherefrom the students can take advantage of the services offered.

The college provides pure drinking water to students and staff members.

Recently a drive to declare the college plastic free has been initiated. The college campus, classrooms and toilets are regularly cleaned.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The college was founded in 1962 and started with a built up area measuring 15 sq m.

Presently the college has 5 blocks which house 20 classrooms, a gymnasium, a seminar hall, geography department, central library, physics

and chemistry laboratories, computer science laboratory, ladies hostel, a canteen, cheap store and an indoor sports complex under construction. Total built up area of the college is 2881 sq m.

The details of the infrastructure development is as under:

Sl. No	Infrastructure Development	Amount Spent RS.	Comments if any
	Session-2011-12		
1	Building	6,00,000	
2	Furniture	33,707	
3	Equipment	12,04,731	
4	Computer	13,81,312	
5	Library Books	5,13,611	
	Session-2012-13		
1	Building	10,83,758	
2	Furniture	1,08,310	
3	Equipment	11,91,926	
4	Computer	5,30,708	
5	Library Books	1,73,435	
6	Boundary Wall	33,87,144	
7	Tube well	1,91,340	
	Session-2013-14		
1	Building	58,24,417	
2	Furniture	98,292	
3	Equipment	4,31,622	
4	Computer	24,100	
5	Auditorium	20,00,000	
6	Library Books	1,06,706	
	Session-2014-15		
1	Building	22,96,443	
2	Furniture	2,58,798	
3	Equipment	4,95,737	
4	Computer	1,64,251	
5	Gymnasium	4,49,000	
6	Library Books	3,58,424.00	

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In addition to the above, maintenance and upgradation of existing infrastructure, purchase of furniture, electrical gadgets, computers , laptops and equipments for teaching and learning.

4.1.4 *How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities? There is a ramp at the entrance of the library and the academic building for the benefit of students with disabilities. Also a provision of wheel chairs has been kept for the students with disabilities. The classes are arranged on the ground floor of the college.*

There is a ramp at the entrance of the library and the academic building for the benefit of students with disabilities. Also a provision of wheel chairs has been kept for the students with disabilities. The classes are arranged on the ground floor of the college.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy Constant supply of safe drinking water**
- **Security**

Hostel: The college has one ladies' hostel with a boarding capacity of 12 and a new block is under construction.

There is provision of 24 hours water supply. At present there being no boarder, no further arrangement has been initiated but arrangements of recreational facilities and security shall be made when necessary.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college doesnot employ any medical practitioner but in case of emergency arrangements to call a doctor are made. There is a provision for first aid in the college campus to meet minor accidents.The students pay a nominal fee of Rs 10/- to enrol under the Students' Health Home scheme and Rs 16/- annually for medical insurance.

4.1.7 Give details of the Common Facilities available on the campus—spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The number of rooms in the college is insufficient and so separate rooms for Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance cannot be provided.

The IQAC functions from the IQAC office. The college has a canteen and a cheap store, recreational facilities are available in the Boys and Girls Common Room.

Provision for safe and cold drinking water has been made for the students and staff.

Auditorium is under construction.

UNIT	LOCATION	TEACHER IN CHARGE
IQAC	IQAC Office	Prof. A.K. Bhakat
Women’s Cell	Philosophy Department	Prof. D. Chakroborty
Grievance Redressal	Economics Department	Dr. M. Lahiri
Career counselling	English Department	Prof. K.S. Banerjee
Canteen		Dr. T. Tudu
Cheap Store		Prof. A Choudhary
Boys Common Room		Prof. S. Dhar
Girls Common Room		Dr. B. Tarafdar
Students Aid Fund	Office	Sm. P. Acharya

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The college has a Library Committee comprising of the following members:

Sri P. Pramanick, Librarian

Sri T. Karmakar, Library Staff

Prof. S. Dhar, Associate Professor

Prof. D. Chakroborty, Assistant Professor

Prof. A. Choudhary, Assistant Professor

Dr. M. Lahiri, Assistant Professor

Prof. S. Biswas, Part Time Teacher

The Library Committee meets regularly to discuss the steps needed to be taken for smooth functioning of the library. The decision for purchase of new books according to the demand of students and the syllabus, and the decision to procure library fittings and fixtures is taken and forwarded to the Principal for necessary action. Also The committee also meets to frame new rules when situation demands. The committee stresses the need to improve services offered to the students and staff members.

The decision for library automation and digitalisation was taken and the same was placed before the Principal. Subsequently demand for registration under NLIST was taken and the same was implemented at the earliest.

In the beginning of every Academic year, the freshers are given a brief introduction on the library facilities and the rules and regulations of the Library,

The new arrivals are displayed regularly. There is reprography facility in the library which users can take advantage of. There is also a provision to download and print text materials.

Also there is a Departmental Library for lending and issuing of Books.

4.2.2 Provide details of the following:

Total area of the library (in Sq. Mts.)

Total seating capacity

Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Total area of the library: 10.93 sq.m.

Total seating capacity: 40 students and 10 teachers

Working hours: The library remains open on all working days from 10.30 A.M. to 4.00 P.M. from Monday to Friday and from 10.00 A.M to 2.00 P.M. on Saturday. The library remains open before and during examinations from 10.30 A.M. to 4.00 P.M. from Monday to Friday and from 10.00 A.M to 2.00 P.M. on Saturday.

The library remains closed during vacation.

There is a big reading room to cater to the needs of both students and teachers. There is an IT zone for accessing e resources. Wi-fi facility is available in the library.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library committee holds meeting at regular intervals to decide on the purchase of new books, new strategies to be adopted for smooth operation of the library. As the decision to procure new books is taken either after receipt of grant from UGC/ State or from college fund, a requisition list is requested from all the departments. Upon receiving the same and keeping in mind the budgetary allocation the list is finalised.

The journals are subscribed following the suggestion of the subject teachers. Recently, in 2015-16 the library acquired the software KOHA (open source Integrated Library System) and the complete upgradation to the new management system is in progress. Also registration under NLIST has been done in 2015-16.

Particulars	2011-12		2012-13		2013-14		2014-15	
	Number	Cost	Number	Cost	Number	Cost	Number	Cost
Text Books + Reference	1460	4,97,512.00	684	1,56,778.00	1128	91,374.00	1090	3,43,858.00
Journal and Periodicals	12	12715.00	12	13,105.00	14	11670.00	13	10750.00
Newspapers		3384.00		3552.00		3672.00		3816.00
Total		5,13,611.00		1,73,435.00		1,06,706.00		3,58,424.00

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house/remote access to e-publications**
- * **Library automation**
- * **Total number of computers for public access**
- * **Total numbers of printers for public access**
- * **Internet band width/ speed** **2mbps** **10 mbps** **1 gb**
(GB)
- * **Institutional Repository**
- * **Content management system for e-learning**
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**

4.2.4 Library management and facilities

S.No	Facility	Remarks
1.	OPAC	Yes
2.	Electronic Resource Management package for e-journals	Yes
3.	Federated searching tools to search articles in multiple databases	No
4.	Library Website	Webpage in college website
5.	In-house/remote access to e-publications	Yes
6.	Library automation	In progress
7.	Total number of computers for public access	4
8.	Total numbers of printers for public access	1
9.	Internet band width/ speed <input type="checkbox"/> 2mbps <input type="checkbox"/> 10 mbps <input type="checkbox"/> 1 gb (GB)	100 mbps
10.	Institutional Repository	No
11.	Content management system for e-learning	No
12.	Participation in Resource sharing networks/consortia (like Infflibnet)	Yes

Particulars	2011-12		2012-13		2013-14		2014-15	
	Number	Cost	Number	Cost	Number	Cost	Number	Cost
Text books +Reference	1460	4,97,512.00	684	1,56,778.00	1128	91,374.00	1090	3,43,858.00
Journal and Periodicals	12	12715.00	12	13,105.00	14	11670.00	13	10750.00
Newspapers		3384.00		3552.00		3672.00		3816.00
Total		5,13,611.00		1,73,435.00		1,06,706.00		3,58,424.00

4.2.5

Provide details on the following items:

- * *Average number of walk-ins*
- * *Average number of books issued/returned*
- * *Ratio of library books to students enrolled*
- * *Average number of books added during last three years*
- * *Average number of login to opac (OPAC)*
- * *Average number of login to e-resources*
- * *Average number of e-resources downloaded/printed*
- * *Number of information literacy trainings organized*
- * *Details of “weeding out” of books and other materials*

- **Average number of walk-ins:** 30 per day
- **Average number of books issued/returned:** 15
- **Ratio of library books to students enrolled:** 12:1
- **Average number of books added during last three years:** 731
- **Average number of login to opac (OPAC):** N.A
- **Average number of login to e-resources:** Record not available
- **Average number of e-resources downloaded/printed:** Record not available
- **Number of information literacy trainings organized:** To be organised after automation process is completed
- **Details of “weeding out” of books and other materials:** Weeding out of books has been scheduled. The courses that are no longer a part of curriculum and the books of very old edition have been isolated for consideration.

4.2.6 Give details of the specialized services provided by the library

- * *Manuscripts*
- * *Reference*
- * *Reprography*
- * *ILL (Inter Library Loan Service)*
- * *Information deployment and notification (Information Deployment and Notification)*
- * *Download*
- * *Printing*
- * *Reading list/ Bibliography compilation*
- * *In-house/remote access to e-resources*
- * *User Orientation and awareness*
- * *Assistance in searching Databases*
- * *INFLIBNET/IUC facilities*

- * **Manuscripts:** N.A.
- * **Reference:** Provided by the Librarian and Library staff from time to time
- * **Reprography:** Available
- * **ILL (Inter Library Loan Service):** No
- * **Information deployment and notification (Information Deployment and Notification):** In the library, there is a board for display of notice.
- * **Download:** Students and staff members can download text
- * **Printing:** No
- * **Reading list/ Bibliography compilation:** No
- * **In-house/remote access to e-resources:** Yes ,through INFLIBNET NLIST
- * **User Orientation and awareness:** To be introduced after computerisation
- * **Assistance in searching Databases:** To be introduced after computerisation
- * **INFLIBNET/IUC facilities:** The college has recently registered under NLIST and the list of users is being prepared for registration of members.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library staff help the students and the teachers to locate the books. Recently the library is being computerized. The catalogues for various subjects are made available to the teachers. Also the central library guides the teachers on issues of departmental library.

The college authority is planning open access to all the students and an orientation programme for students is being organized.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

There are no visually challenged students in the college. For the physically handicapped students a ramp has been constructed at the library entrance.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Till now there has been no feedback mechanism exclusively for the library. However the general format for feedback has questionnaire on the library facilities.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio
- Stand alone facility
- LAN facility
- Wifi facility
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other

The students, staff and faculty members are provided computing facility through a good numbers of computer systems and an equal number of allied accessories and internet connectivity along with the Wi-Fi enabled campus.

Computers and Laptops configuration:

Sl. No.	Model	RAM	Mother Board/ Processor	H.D.D	CD/DVD	Monitor	Total no. of comp./ Laptop
1.	Computer	4 GB	Intel Core i3	500GB	LG DVD	19 "	14
2.	Computer	4GB	Intel Core 2 Duo	500 GB	LG DVD	19"	2
3.	Computer	2GB	Intel Dual Core	500GB	DVD	19"	3
3.	Computer	4GB	XEON	1 TB	DVD	19"	1
4.	Computer	1 GB	Dual Core	500 GB	DVD	16"	1
5.	Computer	1 GB	Dual Core	250GB	DVD	16"	2
6.	Computer	1 GB	Dual Core	160GB	DVD	16"	3
7.	Computer	1 GB	Dual Core	80 GB	DVD	16"	1
8.	Laptop	4 GB	Core i3	500GB	DVD	15"	18

Computing Facilities:

Facilities	Details(number of items)
Computer-student ratio	1:33
Stand-alone facility Yes	No
LAN facility Available	Yes
Wi-fi facility available	Yes
Licensed software Available	<ol style="list-style-type: none"> 1. MapInfo Professional (Geography) (1) 2. Windows XP Professional (1) 3. COSA (1) 4. Windows 7 (Home Basic), 32 Bit (7) 5. Accounting Management System (1) 6. Students Management System (1) 7. KOHA (Library Software) (1) 8. Quick Heal Antivirus Server Edition(1) 9. Quick Heal Antivirus Pro (6)
Server	<ol style="list-style-type: none"> 1. Windows 2003 Server, R2, X32 Ed(1) 2. Windows 2003 Server, R2,X64 Ed(1) 3. Linux Server
Number of nodes/ computers with internet facility	13 (will be increased)
No. of students using computer	All students
Printers (quantity) a. Dot Matrix (1) b. Leaser (5)	<ol style="list-style-type: none"> a) WEP (LQ DSI 5235-HGS-USB) b) HP Laserjet P 1007(1), HP Laserjet Pro MFP M128fn(2), HP Laserjet P 1008 (2)
Scanner	4

4.3.2 *Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?*

On the campus:-

- ❖ Central Computer Facility for the staff and students.
- ❖ Laptops are provided by the college to the Principal, All Permanent teachers, NAAC co-coordinator, Head clerk, Accountant.
- ❖ Broadband internet connectivity is made available in each department and Computer Laboratories under BSNL educational plans.
- ❖ Wi-Fi facility is available in limited areas in the campus.
- ❖ Internet and computer access is available to the staff and students.
- ❖ Students are allowed to use INFLIBNET, N-LIST e-resource facility which is available in the library.
- ❖ The faculty avails INFLIBNET, N-LIST e-resource facility in respective departments.

Off the campus:-

- ❖ The students who are going to participate in external events like seminars, conferences, competitions and study tour are provided data card from the college.
- ❖ The faculty members are allowed to use the Laptops outside the campus for academic purpose.

4.3.3 *What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?*

The existing IT infrastructural facilities in the college are not adequate in comparison to the growing need of the college with the introduction of new subjects. Therefore, the college authority has paid special attention to improve the IT infrastructural facilities.

a) Plans for Deployment and Up- gradation.

- Providing more computers and accessories
- To increase the internet speed.
- Introduction of virtual class room
- ICT enabling in all classrooms
- Computerization of office has been implemented

b) Strategy for Deployment and Up-gradation.

- ❖ The college has introduced new subjects to start a full -fledged pure science stream. For this purpose new software and equipments have been purchased.
- ❖ Due to introduction of new IT syllabus , software, computer capacity have been upgraded and purchased .
- ❖ The college also has a mission to achieve a fully computerised library and for that required software and accessories have been purchased .
- ❖ To increase the ICT enabled classrooms the number of computers ICT based equipments are being increased .
- ❖ Need of users is topmost priority.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year	Allocation and Expenditure	
	Allotted(Rs.)	Actual Expenditure(Rs.)
2011-2012	14,00,000	13, 81, 312
2012-2013	550000	5,30,708
2013-2014	1,00,000	24,100
2014-2015	1,50,000	1,95,194

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- ❖ The college has provided separate computers/laptop to all most departments with internet facility.
- ❖ Internet facility is used by the staff and the students for referring study materials, online journals and publications through Central Computer Facility.
- ❖ To explain difficult topics, faculty follows PowerPoint presentation.
- ❖ Video conferencing with national and international researchers using Skype.
- ❖ Editing pictures with Adobe Photoshop.
- ❖ Online downloading research material.

- ❖ LCD facility, interactive boards (01), are made available as per the requirement. Digital cameras to be procured shortly.
- ❖ The teachers make use of digital classrooms to teach e-materials, PPTs.
- ❖ Broad Band internet and Wi-fi facilities are provided to the faculty and students.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- ❖ There are 6 digital classrooms which are made available to the students for the practice of paper presentations and seminars.
- ❖ It is decided that students give Power Point presentation in their seminar. Certain topics related to the syllabus to be allotted to the students for paper presentations.
- ❖ Students are motivated to enrich their seminars with help of materials downloaded from educational web-sites.
- ❖ Facilities in the library is provided for the sake of students to refer various e-journals, educational sites to enhance the knowledge.
- ❖ Online feedback facility to be introduced.

4.4 Maintenance of Campus Facilities

This institution always plans ahead to ensure that its infrastructure development keeps pace with its academic growth and that the available infrastructure is optimally used. Additions are made and existing ones are augmented whenever need arises.

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)

The College has duly constituted Purchase Committee to supervise all the purchases of the college.

- The Principal holds a 'Pre-budget' allocation meeting with the management, purchase In-charge.
- The management instructs purchase committee to collect the requirements for the coming year.
- The purchase committee collects the requirements from HOD's, Head clerk and IQAC and Librarian.
- Stock verification is done.
- Once the needs are identified for annual maintenance the estimation is sought for 'Budget allocation.'

- Based on need assessment for effective/proper maintenance of equipments, furniture's, laboratories, classrooms, staff-rooms etc., budget provisions are optimally allocated on the basis of priority.
- The budget allocated for the purchase of equipments, furniture or any other needs is monitored by the respective Maintenance committee and Purchase committee.
- Regular meetings are held with the purchase in-charge to ensure proper utilization of funds.
- If there is any deficit due to overspending on a particular head, it is adjusted by diverting funds which had been remained unutilized before.

The budgetary details of expenditure of last 4 financial years are as under:

Maintenance Heads:

Sl. No.	Head	Year	Allocated Amount in Budget (Rs.)	Utilized Amount
1	Building	2011-12	6,00,000	6,00,000
		2012-13	0.00	0.00
		2013-2014	1,50,000	10,30782
		2014-2015	5,00,000	1,02,550
2	Furniture	2011-12	20,000	0.00
		2012-13	20,000	38,818
		2013-2014	40,000	0.00
		2014-2015	60,000	10,595
3	Computer	2011-12	20,000	0.00

		2012-13	20,000	0.00
		2013-2014	75,000	0.00
		2014-2015	1,50,000	30,943
4	Other equipments	2011-12	40,000	19,886
		2012-13	30,000	17,920
		2013-2014	1,15,000	11,150
		2014-2015	1,55,000	89,599

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

- ❖ The College has maintenance committee consisting of reliable and conscious personalities who keeps a check on the maintenance and upkeep of the College equipment and facilities.
- ❖ The College Building committee, Computer and teaching aids committee and HODs also monitor the infrastructural and other requirements of the College and give recommendation to do the needful.
- ❖ Stock verification is done annually.

- ❖ The lists of equipments for repair are enlisted. The repairs of instruments, lab apparatus, the maintenance committee makes required arrangement.
- ❖ Lab equipments are periodically upgraded.
- ❖ The college appoints contingent staff to maintain college premises, garden etc.
- ❖ Though the College has no electrician, there are some local electricians to care of all the electrical needs as required.
- ❖ Also Annual maintenance contract (AMC) is signed for sensitive equipment such as Water Purifier, Generators, Server, Some software's etc.

4.4.3 How and with what frequency does the institute take up calibration and precision measures for the equipment/ instruments?

The College takes up calibration and precision on a regular basis to measure the equipment/ instruments on the advice of respective departments.

- ❖ Calibration is done annually by stock verification.
- ❖ Laboratories are maintained by efficient persons under the supervision of their respective HODs.
- ❖ The laboratory equipments are regularly serviced and repaired when needed.
- ❖ The Technical staffs are engaged for maintenance of computers and its networking.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipments (voltage fluctuations, constant supply of water etc.)?

The College has formed a separate maintenance committee who keeps a check on the maintenance and smooth running of the College equipment and facilities. According to

the suggestion of other responsible committees, maintenance committee has adopted the following steps:

- i) Annual Maintenance Contracts (AMCs) for sensitive equipments.
- ii) The College has two Diesel generator sets of 20KVA and 35 KVA for round-the-clock power back up that ensure uninterrupted supply of power.
- iii) For any variation in voltage which is likely to affect computers, UPS is Used which takes care of any minor variation in input voltage.
- iv) Computers are updated with anti - virus software to protect them from malicious viruses.
- v) For maintaining ground water level there is a Rain Water Harvesting system along with a pond within the campus.
- vi) For Constant supply of water good number of overhead tanks and distribution network throughout the campus has been provided.
- vii) The college provides purified drinking water through some well conditioned water purifier all over the campuses.
- vii) Adequate budgetary allocation is provided for regular maintenance of the instruments.

Safety and security measures in campus and hostel premises

- The campus is well covered by guard wall.
- 24 x 7 security deployment for supervision.
- All strategic points are under CCTV surveillance.
- All sensitive areas including Libraries are equipped with Fire Extinguishers.

Criterion V

Student mentoring and support

5.1.1 Transparency and accountability

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institute publishes prospectus annually.

The prospectus is issued at the time of issue of admission forms. This year since the institution adopted complete online admission, the prospectus was made available on the college website.

The prospectus covers all the important information required for the prospective candidates before admission as well as for the students who actually get admitted to the college.

Information on the History of the college, the subjects offered and various combinations that can be opted for, admission rules are made available. The subject wise intake capacity is declared. A brief introduction of the faculty and other staff members, academic matters and all facilities or amenities available is given.

Academic calendar for the session is also provided.

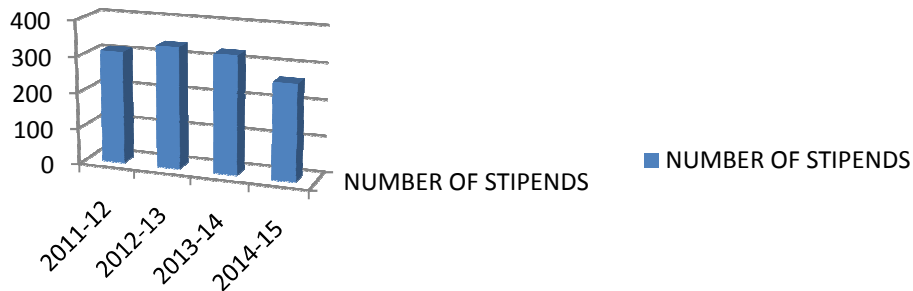
Every year the entire matter to be published is prepared and scrutinised for any modification to be made. The college adheres strictly to the rules and regulations mentioned in the prospectus.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college fee structure includes an annual fee of Rs 20.00 as Students' Aid Fund. Applications are sought from students coming from economically backward families and the amount collected through Students' Aid Fund is distributed among the eligible students. The number of students who have been offered financial assistance during the last four years is listed below

YEAR	NUMBER OF STIPENDS
2011-12	311
2012-13	336
2013-14	327
2014-15	265

NUMBER OF STIPENDS



The financial aid is disbursed after completion of the session and before filling up of University Examination forms. In addition to this, the teachers personally help students who cannot afford to pay examination fee. The Teachers' Council has decided to develop a Students' Aid Fund. Also the Governing Body has resolved to give fee waiver to students who have excellent attendance.

The IQAC has started a mentoring unit. Each teacher is allotted a fixed number of students. The teacher interacts with the each student of the group personally to discuss various issues starting from academic affairs to matter the student needs guidance. This also helps to build a strong bond between the learners and the teacher.

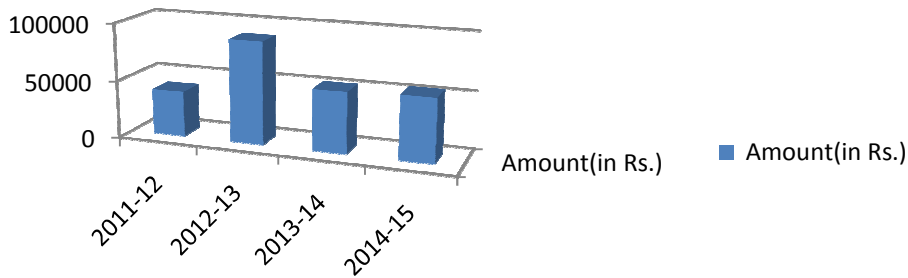
5.1.3 What percentage of students receive financial assistance from state

government, central government and other national agencies?

Minority Scholarship from State Government

Year	Amount(in Rs.)
2011-12	39600.00
2012-13	88846.00
2013-14	52650.00
2014-15	54600.00

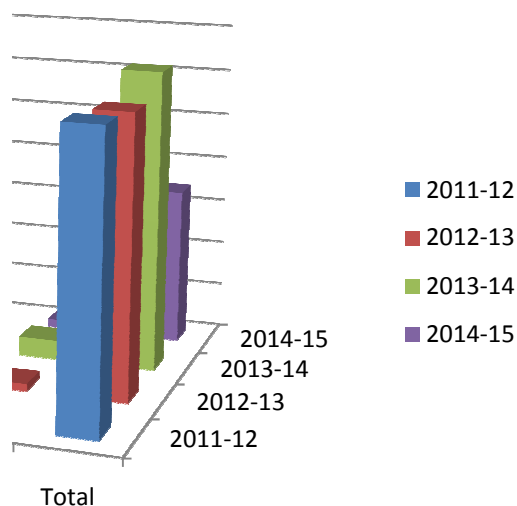
Amount(in Rs.)



Students from SC/ST/OBC communities apply for scholarship through the college. However the aid is transferred directly to the student's bank account. The college has a record of the number of students who applied for the scholarship.

Year	SC	ST	OBC	Total
2011-12	305	02	04	311

2012-13	293	02	08	303
2013-14	303	01	21	325
2014-15	160	03	09	172



NAAC for Quality and Excellence in Higher Education

Manual for Self-study Report
Affiliated/Constituent Colleges

In addition to this stipend for wards of Bidi Shramik is also offered by the Government.

On an average, more than 40% students avail of the financial aids offered by the college and government taken together.

5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections Students with physical disabilities Overseas students Students to participate in various

*competitions/National and International Medical assistance to students:
health centre, health insurance etc.*

Organizing coaching classes for competitive exams

Skill development (spoken English, computer literacy, etc.,)

Support for “slow learners”

*Exposures of students to other institution of higher learning/
corporate/business house etc.*

Publication of student magazines

(a) Students from S.C / S.T, OBC and economically weaker sections

The reservation rules are strictly maintained. The students from SC/ST/OBC category apply for minority scholarship of the Government through the college.

The State Government has a scheme for girl students. The eligible students are identified and their applications for Kanyashree (name of the scheme) are submitted to the authority.

Also the economically backward students who do not avail any scholarship are provided stipend by the college authority.

(b) Students with physical disabilities

The college has a ramp in the main block and one in library building. There is only one physically handicapped student and he is allotted classes on the ground floor.

There is no visually handicapped student.

(c) Overseas students

We do not have any overseas student.

(d) Support to Students to participant in various competitions / National and International

The students participating in various competitions are provided with financial assistance if required. Students of our college participant in various Sports Activities and bring awards for the college.

e) Medical assistance to students: Health centre, health insurance etc

By paying an annual fee of Rs 10.00 students become members of Students Health Home Scheme. They can avail the benefits of the facilities provided at a nominal cost.

Also the students are covered under accidental insurance at the institution on payment of Rs 16/- annually.

(f) Organizing coaching classes for competitive examinations

There is a UGC sponsored unit for Entry in Services. The classes for competitive examinations are held as and when funds from UGC are available under this head.

(g) Skill development (Spoken English, Computer literacy etc.):

The college has a computer centre where willing students can take basic computer course at a nominal fee. No certificate course is undertaken.

(h) Support for slow learner: The College offers Remedial classes to slow learners under UGC Remedial Coaching. Apart from this, since the student teacher ratio is low, personal care is provided to every student. Class tests are held to evaluate the progress of students.

- (i) **Publication of student magazines:** The students magazine is published annually. The students of different departments also put up wall magazines.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college is organising various programmes which students are encouraged to attend. This gives them an update of the recent developments in the state and nation. Attempts are made to encourage the students to attend some basic skill programmes in the college like computer literacy. Students are encouraged to write articles and publish wall magazines.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * additional academic support, flexibility in examinations***
- * special dietary requirements, sports uniform and materials***
- * any other***

The college authority encourages the students to participate in the cultural programmes. Many students participate in sports events at various levels. They are provided with travel allowance and diet during the days of events. If the days of the events clash with the college exam dates they can be given a chance to sit for the examinations at a convenient date. They are provided with sports uniforms. The various equipments for practice are purchased by the college.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, GATE / CAT / GRE / TOFEL / GMAT / Central /State services,

Defence, Civil Services, etc.

The college has a career counselling Cell. Ms. K Sen Banerjee, Assistant Professor in English, is in charge of the cell. The various job openings and information on higher education is made available on Students' Display Board. Since the college does not offer Post Graduate courses information on NET/SLET/GATE is not available.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic and personal counselling: The teachers interact with students to identify their strong and weak areas and suggest some remedial measures. The teachers help to bring out the best in them. Often students come to teachers with personal issues and need someone to share their feelings with. Teachers try to be empathetic and guide them to find the best solution.

Career counselling: There is a career counselling cell in the college. However after regular interaction with the students, the teachers can guide them to choose the right career.

Psycho-social: Many students face social problems that affect their psychological health. Such students are called and a thorough discussion cum counselling is done.

5.1.9 Does the institution have a structured mechanism for career guidance

and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The college does not have any structured mechanism for career guidance and placement of students. However there is a career guidance cell. Details of job opportunities are displayed on a board placed at strategic position.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the college has a grievance redressal cell. The following are the members of the cell

Members of Grievance Cell

- 1.Sri. Sanjb Dhar Convenor
- 2.Sri. Suman Ranjan Bandhopadhyay
- 3.Sandip Halder
- 4.Sri. Mohasin Mallick
5. Sri. Rajarshi Ghosh
- 6.Ajoy Chaudhari

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a Women's Cell comprising of the following members

1. Smt. Kakoli Sen Banerjee Convenor
2. Smt. Basumita Taraffder
3. Smt.Sutapa Bhattachariya
4. Smt. Dipa Chakraborty
5. Smt. Madhuchhanda Lahiri
6. Smt. Mritika Malakar

Till date no case of sexual harassment has been recorded.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Anti ragging Cell:

The college has an Anti ragging cell comprising of the following members:

- 1) Sm. Dipa Chakraborty, Convenor
- 2) Dr. Sanjib Dhar
- 3) Sri Amal Kr. Bhakat
- 4) Sri Suman Ranjan Bandyopadhyay

5) Sm.. Kakoli Sen Banerjee

6) Sri. Sukumar Sarkar

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The following welfare schemes are made available to the students

Stipend and scholarship to economically weak students

Book bank

Computer literacy programme

Seminars for awareness

Students' Aid fund

Remedial Coaching

Health Home

Medical Insurance

Health check ups

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The college has an Alumni Association but it is not registered.

5.2. Student Progression:

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
• Campus selection	

The college does not have any formal mechanism to record the progression to higher studies.

However various departmental teachers have information on their ex students.

Only the students who get government jobs have their names recorded as their documents are verified by the college.

Number of students who got government jobs in:

2011: 08

2012: 11

2013: 05

2014: 25

Student progression	%
UG to PG	Approximately 5%
PG to M.Phil.	Data not available
PG to Ph.D.	Data not available
Employed	Data not available
• Campus selection	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

COURSE	2011-12	2012-13	2013-14	2014-15
BENGALI(H)	97%	100%	100%	97%
ENGLISH(H)	88%	100%	91%	100%
POL.SC(H)	100%	100%	100%	100%
HISTORY(H)	100%	100%	100%	100%
EDUCATION(H)	Not started	Not started	No 3 rd year	
GEOGRAPHY(H)	Not started	Not started	No 3 rd Year	
B.COM(H)	100%	86%	100%	100%
B.COM(G)	96%	94%	100%	50%
B.A.(G)	76%	89%	93%	93%
B.Sc(G)	100%	33%	50%	33%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Students are encouraged by the teachers to progress to higher level of education. However a good percentage of students are first generation learners and come from economically backward sections. These students prefer to take job after graduation. The classes held under Entry in Services help such students.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Special support provided to students who are at risk of failure and drop out

The mission of the college is to provide education to the local students. Many students start college but due to economic hardship tend to take up job. Such students are contacted and convinced to complete the course and financial assistance is extended towards them when they appear.

5.3 Student participation and activities

5.3.1 Details of the achievements of Games and Sports of the students during last four years (Inter college/ Inter-University/ Inter-District/Inter-State/ National Level)

Achievement of Games and Sports By The Students During Last Five Years

Our institution offers Physical Education as a subject since 2004.

The students of this college participant in different competitions and events at various levels and bring laurels to the college.

Annual Report of Achievements on Games& Sports

A tabular sheet show below.....

Sl. No.	Name of Students	Sports Name	College Level Status	Inter -college Level Status	Inter-University Level Status	All India University level Status
2010-2011						
1	College Team	Cricket	-	-	Champion	-
2	College Team	Football	-	-	Semi-Final Holder	-
3	College Team	Volley Ball	-	-	Captain	-
4	Athletics	Athletics	-	-	7 medal	-
5	College Team	Football	-	Captain	Captain	-
2011-2012						
1	KabirMondal	Gymnastics	Champion	Champion	Champion	6th
2	Sharodindu Khan	Football	Selection	Captain	Captain	-
3	SarbaniSengupta	Volley Ball	Selection	Champion, Captain	Captain	Participant
4	Purnima Mallick	Javelin & Discus	Selection	Champion	Champion	-
5	Champa Das	Shut Put, Discus	Selection	2 nd Position	Participant	-
6	College Team	Cricket	Selection	Champion	Champion	-
7	College Team	Football	Participant	Runner-up	Participant	Participant

2012-2013						
1	Purnima Mallick	Javelin & Discus	Champion Individually and team Champion	Champion Individually and team Champion	Champion Individually and team Champion	-
2	Cricket Team	Cricket	Participant	Champion	-	-
3	Football Team	Foot ball	Participant	Runners	Participant	-
4	Kajal Mallick	Athletics(100 , 200 mts. run and Long Jump)	Champion	1st position in 100,200mts run and 2 nd position in Long Jump	-	-
5	Mallicka Mondal	Athletics(400,800 mts. run)	Champion	Champion	Champion	6 th
2013-2014						
1	Biswajit Das	Athletics(400,800 mts. run)	1 st	1 st	2 nd	-
2	Mallicka Mondal	Athletics(400,800 mts. run)	1 st	1 st	1 st	1 st
3	Purnima Mallick	Javelin & Discus	3 rd	3 rd	Champion Individually and team Champion	Participant
2014-2015						
1	Biswajit Das	Athletics(1500mts. run)	1 st	2 nd	-	-
2	Mallicka Mondal	Athletics(200,400 mts. run)	1 st	1 st	Champion	Participant
3	Papy Debnath	Athletics(800,1500 mts. run)	1 st	3 rd	3 rd	-
4	Puja Das	Athletics(100 , 200 mts. run and Long Jump)	1 st	2 nd	-	-
5	Sajal Biswas	Athletics(400 , 800 mts. run)	1 st	3 rd	3 rd	-
6	College Women Team	Athletics	-	Champion	-	-

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

No major feat worthy of mention has been achieved by any of the students during the last four years.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college is going for its first cycle of accreditation and till date no feedback from graduates or employers has been obtained but it has been noted and brought into effect as early as possible.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The students publish a magazine annually. Apart from that students are encouraged to publish wall magazines. Write ups on different topics of interest are covered in the magazines. The students treat this as a group task and this inculcates the habit of working in a group, expressing themselves and respecting the thoughts of others.

5.3.5. Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college has an elected Students' Union. Each year election procedure is carried out in accordance with the orders from Government quarters. The college has an elected Students' Union . Class representatives are elected by single non transferable vote and

there is one class representative per 25 students. Even for a single female student, a seat is reserved.

The Governing Body of the college constitutes Election Committee. The Principal is the President of the committee.

The following are the various portfolios:

The Students' Union acts as a liaison between administration and the students. They look after the interests of students and communicate to the authority any demand or suggestion that comes from students quarters.

The funding comes through the union fee collected at the time of admission.

The various activities are Annual Sports, Annual magazine publication, Fresher's welcome, Saraswati Puja, Annual Fest, Cultural programme etc.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Various academic and administrative bodies that have student representatives on them.

Governing Body

Admission Committee

Election Committee

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution?

The Head of the institution ensures that the former faculty members are invited to every program of the college. Their valuable suggestions are sought for. Recently steps are taken to invite the alumni members to the college.

Recently the college authority has taken initiative to contact the alumni members and encourage them to participate in the welfare programmes for the college. The college authority is in constant touch with the retired faculty members and ensure their participation in college programmes.

CRITERION VI

GOVERNANCE AND LEADERSHIP

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 *State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?*

Education plays a key role in realisation of the country's potential for development.

Vision of the institution: To achieve excellence while emphasizing the empowerment of the weaker sections of the society through knowledge that makes them a workforce suitable in the national platform

Mission of the institution: Swami Vivekananda said that use of higher education is to find out how to solve the problems of life. A nation progresses in proportion to education spread among the masses. Our mission is to make quality education available to all sections of society and to make the students committed to various social causes

Objective: To promote higher education and to make the students ready to face the challenges of outer world.

The college was established in the year 1962 by some local visionaries to offer higher education to the students of the locality, most of who come from economically weaker sections. Since then the college has been serving the needs of the local students who cannot afford to go to distant colleges for education.

Though the college admits students who did not excel in the school leaving examinations, the authority doesnot leave any stone unturned to provide them with the best possible education and extra curricular activities. The college has classrooms with audio visual facilities, a library that is being computerised and is well equipped, a gymnasium. Recently affiliation for Physics, Chemistry and Computer Science has been obtained from the University.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Governing Body is the top management of Government aided colleges.

It comprises of the Principal, two University nominees, two government nominees, four members of the teaching and two members of the non teaching staff, a student representative, a representation from local government and eminent personalities of the locality. The college administration divides the total affairs of the college into various committees. The Finance Committee comprises of the members of the Governing Body. The other committees like Admission Committee, Academic Committee, Library Committee, Purchase and Repair Committee, Examination Committee, Research Cell,

Women's Cell, Grievance Redressal Cell are formed from within the staff members. Some committees have students representation as well. The committees meet at regular intervals to discuss the affairs of college and any matter that needs attention. The proposals passed in the meeting are forwarded to the Governing Body for approval.

6.1.3 What is the involvement of the leadership in ensuring :

- ***the policy statements and action plans for fulfillment of the stated mission***
- ***formulation of action plans for all operations and incorporation of the same into the institutional strategic plan***
- ***Interaction with stakeholders***
- ***Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders***
- ***Reinforcing the culture of excellence***
- ***Champion organizational change***

The policy statements and action plans for the fulfilment of the stated mission

The resolutions adopted in the Governing Body are implemented by the Principal. It is the duty of the Principal to see that the decisions taken by the management are complied with. The Principal is responsible for academic and administrative affairs of the college as well as acts as a liaison between the Government and the Institution,

College Service Commission and the Institution. The decisions and observations of each committee are placed before the Principal.

The College has a number of shortcomings, the biggest being shortage of classrooms. For an educational institution to excel it is necessary that college offers courses in maximum number of subjects and the subjects that are in demand. Though the college wishes to introduce biological sciences, Post graduate course and a few other courses the space limitation has become a barrier. This needs special attention. Another drawback that the college is suffering from is a drop in the number of students. The reasons have been analysed and steps have been taken to improve the scenario.

The college is excelling in Games and Sports but does not have a good playground. There is an empty space at the back of the college and steps need to be initialised to utilise it.

The IQAC of the college as well as different departments organise seminars where eminent speakers deliver lectures. Many teachers have completed minor research projects; there are some ongoing projects and some teachers have applied for MRP recently. The college authority encourages the quality improvement of faculty.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The proposals for improvement come from the IQAC and different committees which are placed in the Governing Body meeting by the Principal. The decisions taken in

Governing Body are informed to all staff members. The committee members ensure that the decisions of the management are being followed. The Principal monitors the whole process and in the next meeting of the Governing Body a report is placed.

6.1.5 *Give details of the academic leadership provided to the faculty by the top management?*

The top management of the college, the Governing Body, has four members of the faculty who represent the teaching staff and are elected by the Teachers' Council. All the committees of the college have representation from the teaching faculty. A senior teacher is selected as the Convenor, this being true for all committees. The Admission Committee takes decision on the modalities of admission and prepares a roster for distribution of the duties. The Academic Committee prepares the Academic Calendar, prepares the routine, distributes the work load judiciously, holds tests, prepares the results. All the committees function independently. The Examination Committee takes note of the circulars and notices of the University and makes arrangement for smooth running of the University and college examination. The Library committee decides on matters related to the Library. The management encourages the involvement of the staff members and other stakeholders in the affairs of the college.

6.1.6 *How does the college groom leadership at various levels?*

The Governing Body and the Principal believe in independent functioning of the committees. The various committees reflect the opinion and suggestions of the college as a whole, brought forward by the Convenor of the Committee. The Principal presides the meetings of the committees and encourages the active participation of all members.

6.1.7 *How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?*

There are 16 academic departments in the college. Each of the department is headed by a senior teacher. At the onset of academic session the academic committee comprising of senior teachers from all departments meets to prepare the academic calendar. Any notification received from the parent University is brought into discussion. The decisions of the Academic Committee are placed in the departmental meetings. The teachers of each department meet to distribute the work load and the syllabus. The framework for the academic session is drawn. The departments function independently and keep the Principal informed of their decisions.

6.1.8 *Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.*

To promote participatory management a number of committees have been formed which take up discussions on the respective agenda.

List of committees and their functions

Academic Committee : To monitor the academic affairs and suggest measures for improvement of the same

Routine Subcommittee : Preparation of routine

Research and Development Subcommittee : To encourage for research activities, submission of Research Projects and organize seminar/workshop.

Finance Committee : To prepare and make budgetary allocations

Building Committee : To monitor building and constructions.

Anti -ragging Subcommittee : To ensure that the freshers feel safe and secure in the college

Library advisory committee : To ensure efficient library services to users

Cultural and magazine

Subcommittee: To organize cultural programme and publish college magazine

Examination Committee: To ensure smooth conduct College and University examinations

Purchase Committee: To take decisions on purchase of various equipments, furniture and other necessary items

Sports and Gymnasium Committee: To promote games and sports

Service book

Subcommittee : To update the service book of staff members

Provident Fund Subcommittee : To update the PF of the employees

6.2 Strategy Development and Deployment.

6.2.1 Does the Institution have a formally stated quality policy?

How is it developed, driven, deployed and reviewed?

The college has an Internal Quality Assurance Cell that works towards maintaining and lifting the quality of education. The proposals for academic development are taken in Academic Committee meeting and are forwarded to the Principal for perusal. The IQAC,

in its meetings, stresses on improving the standard of teaching learning and on the support system available to the students like Library, Cheap Store etc. Such proposals are placed in the Governing Body meetings and Governing Body after scrutinising makes necessary arrangements for implementation of the same. The Governing Body has representation from the students and the students' representative makes sure that the decisions are percolated to the students.

In every meeting of IQAC, the proceedings of last meeting are read out and the progress is reviewed. The IQAC Coordinator motivates and drives all members of the staff to contribute towards the development of the institution.

6.2.2 *Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.*

The most important issue that needs to be addressed by the institute at this hour is the decrease in the number of students enrolling for degree courses. This has been elaborately discussed in different committees and a number of steps have been initiated targeting at better results and better opportunities to the entrants, making the college atmosphere attractive and friendly.

The students are being motivated to attend seminars on current issues. They are also encouraged to participate in activities like debate, cultural programmes, sports, gymnasium activities. Teachers are using ICT based teaching aids to make the lessons

interesting. The library is being computerised. There is reprography facility in the library. The campus is wi-fi enabled.

The teachers also mentor their students. Collectively all these efforts have positively affected the students and we hope that our institution will gain a very good position in a very short time.

6.2.3 *Describe the internal organizational structure and decision making processes.*

The college management for government aided colleges refers of the Governing Body which comprises the President, Principal, four members from teaching and two members from non-teaching staff, one students' representative, two nominees each of the parent University and Government (according to the new statute 3 nominees are to be introduced), eminent members of the local governance.

Governing Body being a statutory body, all policy matters are discussed in the Governing Body meeting, resolutions are taken and later implemented by the Principal.

6.2.4 *Give a broad description of the quality improvement strategies of the institution for each of the following*

- *Teaching & Learning*

- *Research & Development*

- *Community engagement*

- *Human resource management*

- *Industry interaction*

Teaching and Learning:

Teachers prepare Academic Calendar at the beginning of the Academic session.

As the number of permanent and part time teachers is low and the college runs 16 departments, a number of Guest Lecturers have been employed by the college so that the classes are not hampered. The departments are provided with departmental libraries and book bank. The college library has 14385 books and has registered under UGC-NLIST. Six classrooms are ICT enabled and teachers are motivated to take at least a fixed number of classes using audio visual aids. For this a training has been initiated by the college IT staff (casual).

Teachers attend Orientation and Refresher Programmes to upgrade themselves. Students are encouraged to attend various discussion meetings.

Research and development:

The college has a Research and Development cell. Many teachers have applied for Minor Research Projects this year. A few teachers have ongoing and completed MRP's. Teachers have also registered for Ph. D programme and one teacher has recently been awarded Ph. D degree. Apart from this teachers attend seminars, workshops, present

papers and publish articles in journals. Recently IQAC has suggested to offer seed money to teachers to promote research.

Community engagement

The college NCC unit engages in a number of community programs like organising blood donation camps, plantation of trees etc. The college organises free medical check up camps at intervals for the local community. Recently the college organised an outreach program , a seminar on “Space Science Today” where science students from neighbouring schools were invited. The college has organised a Cancer Awareness program for the local community. There is a plan to campaign against use of plastic in near future. The college has agreed to NREGA plantation drive under the Panchayat which will ensure plantation of 100 trees in and around the college.

Human Resource Management

The college has 14 Teachers against permanent vacancy, 7 part time teachers and 13 management appointed teachers. This has resulted in a healthy teacher student ratio. The appointment of teachers against substantive post is done on the recommendation of West Bengal College Service Commission, part time teachers have been appointed as per Government rules and the salary is received from the Government. However the Guest Lecturers are appointed by the college after declaration through advertisement and in presence of University experts. The salary is borne out of college fund.

Similarly the college office is under staffed and so the college has employed 7 casual staff.

The duty roster is maintained by the Principal.

Industry interaction: Till date there has been no interaction with industry except that some local employers have visited the college to discuss various job opportunities. Recently there was an introductory seminar on Pradhan Mantri Kaushal Vikas Yojana by a company and many students were motivated.

6.2.5 *How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?*

The Principal discusses the state of affairs in the Governing Body meetings. The admission profile, the results, other issues like fee structure, student's affairs are all communicated to the Governing Body. After analysing the same steps are suggested for improvement. The guardians are contacted to discuss the progress of their ward. The Principal is available in the college on all working days and any suggestion from the stakeholders, be it local community or guardians or alumni are welcome.

6.2.6 *How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?*

The college management believes in decentralisation of power and autonomy in decision making of various committees. The Governing Body and the staff council in its meeting has constructed different sub committees for smooth function of the administration and to maintain academic atmosphere. The Principal is the ex officio President of all Committees. The various committees are Academic Committee, Finance Committee, Purchase and Repair Committee, Examination Committee, Library Committee, Research Committee, PF Committee, College Development Committee, Career and Counselling Cell, Women's Cell, Grievance Redressal Cell. Each committee has a Convenor and members from teaching and non-teaching staff members. Some committees have representation from students as well.

The meetings are held regularly and the resolutions adopted are placed to the Principal for implementation who makes necessary discussions in the Governing Body. Basically the development of the college is a process where each member of the college has the right to offer valuable suggestions. The measures taken are discussed and reviewed in the next meeting.

6.2.7 *Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.*

Resolutions: Revision of fee structure of students
Request to the local MLA for financial aid under MLA LAD.
Submission of Letter of Intent to NAAC.

Application for affiliation of Physics, Chemistry and Computer Science

Initiation of Online admission

Appointment of Bursar

Appointment of Officer in Charge, NSS Unit

Status:

The fee structure has been revised

A grant of Rs. 7,00,000/- received under MLA LAD

LOI submitted but IEQA rejected

Affiliation from West Bengal State University in the three subjects received

Complete online admission in the session 2015-16

Bursar has been appointed

Officer in Charge, NSS Unit appointed.

6.2.8 *Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?*

The college has not applied for autonomy.

6.2.9 *How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?*

There is a grievance redressal cell in the college. The Principal personally meets the students regularly to enquire about their progress and redresses any complaint they make. There has been no formal written complaint till date.

6.2.10 *During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?*

Yes, a writ petition was filed by Prof. M Mallick in 2014 regarding CAS under old regulations but the same was withdrawn on 04/08/2015.

6.2.11 *Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?*

The college has introduced a formal feedback mechanism. The students are provided with a feedback form per teacher and are asked to give their feedback on teaching learning, library and other facilities. The results are being analysed and the Principal is planning to take necessary measures to address the weaknesses.

6.3.1 *What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?*

To enhance the professional development of the teaching staff the following steps are taken:

Encouraging the teachers to attend Orientation and Refresher Courses,

Encouraging teachers to attend workshops and seminars

Motivating teachers to organise seminars and workshop

Promoting research and submission of Minor Research Projects

Issue of laptops to prepare lesson

Registration with NLIST

Wi fi enabled zones

Arrangement of computer guidance to teachers to enable them to use audio visual aids

To enhance the professional development of non-teaching staff computer orientation programme by staff of the college has been started.

6.3.2 *What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?*

The college has introduced KOHA software for the library and arranged for training of the library staff. Training for faculty members to enable ICT based teaching has been arranged. The Government has introduced computerisation of Salary Accounts and for that the Accountant has received training at the Treasury Office.

The Principal meets the staff members on a regular basis to discuss their duties and offers assistance to the members who need the same.

6.3.3 *Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.*

The teachers are required to maintain Self Appraisal Report which is counter signed by the Principal at the end of every month. In addition to this the UGC Career Advancement scheme ensures that weightage is given to multiple activities. The API is calculated by the IQAC and forwarded by the Principal for career advancement.

6.3.4 *What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?*

The performance appraisal and the Academic Performance Index are evaluated and placed before the Screening Committee for career advancement. The report is then placed in the Governing Body before sending to the Director of Public Instruction for approval.

6.3.5 *What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?*

- The welfare schemes available to the teaching and non-teaching staff:
- Gymnasium and Yoga training
- Advance of salary in case of late receipt of pay packet from government
- Subsidised canteen facility
- Wi fi enabled regions
- Issue of laptop to each faculty member
- Provision of emergency loan from the Provident Fund
- Ex gratia to casual staff
- Festival advance to teaching and non-teaching members

6.3.6 *What are the measures taken by the Institution for attracting and retaining eminent faculty?*

The college authority tries to create a cordial working atmosphere and teachers are motivated to carry out research activities, publish their work. All possible co operation is made available to them. The teachers are free to discuss the shortcomings they face and the authority ensures that they are overcome.

6.4 Financial Management and Resource Mobilization

6.4.1 *What is the institutional mechanism to monitor effective and efficient use of available financial resources?*

The Finance Committee of the college prepares the annual budget where allocation to all the spheres are made. This budget is placed in the Governing Body for approval. After approval the Principal along with the Bursar of the college work towards the implementation of the budget. Any fund received from the State Government or UGC or any other funding agency is notified to the Bursar. The Bursar is responsible for planning the distribution of the same in consultation with the Convenor of the Finance Committee.

The Accounts department maintains all records of the transactions. The bills submitted are verified by the Accountant, Bursar and then placed before the Principal for approval.

6.4.2 What are the institutional mechanisms for internal and external audit?

When was the last audit done and what are the major audit

objections? Provide the details on compliance.

The audit of P.N.Das College is being done every year by govt. appointed External auditor. The accounts are audited up to the financial year ended 31/03/2015. The key figures as per audit report during period of four years from 2011-12 to 2014-15 are given below:

Statement of Expenditure				
PARTICULARS	2011-12	2012-13	2013-14	2014-15
	Rs.	Rs.	Rs.	Rs.
Grants Exp.(Recurring)	23695	272769	24775	81545
Grants Refunded to UGC(unutilized amount)	0	0	345646	0
Interest on Unutilized fund (paid to UGC)			68709	0
Seminar Exp.(UGC)	255330	38500	0	158786
Salaries(Grant-in-Aid + Guest)	12491775	12896592	16640740	16803815
Maintenance	8315	56738	11150	131137
Development Works(Repairs & Maint. Of Build, Painting Works, Soil Testing ,& renovation of Canteen, Vehicle Shed , Toilet Block etc. Aquaguard Fitting)	611571	0	1030782	102550
Books & Journals	513611	173435	106706	358424

Scholarship(Disbursed to Students of minority classes)	39600	23100	29100	10500
Electricity/Generator Running Cost	119265	130054	188543	145540
Fixed Assets(Land, Building)	1500000	4470902	7550000	2745443
Equipments(Including Computer , Furniture & tube well)	2619750	2022284	554014	918786
Payment to State Govt(50% Share of Tuition fees)	0	370106	467819	360541
Payment to University(Exam, Form, Reg & Mig, Centre)	814073	945337	784455	946730
Salary Adv.(paid to T.S and N.T.S Staff)	527200	531500	124000	180000
Festival Adv.(to be refunded from T.S and N.T.Staff)	158000	313000	157000	364000
Student Union for Various Social Activities(College Social etc)	200702	72668	167240	170000
Golden jubilee Celebration	142910	69000	11300	0
NCC	41190	33390	0	59550
NAAC	0	0	0	28090
Geography Excursion	45541	50000	46865	0
Fixed Deposit	0	5500000	0	0
On-line admission	0	0	0	65169
Other Exp.	629283	683587	931511	566301

Research Work(MRP)	0	0	41882	490000
Student Support	24425	0	0	0
TOTAL:- As per receipt and Payment A/c	20766236	28652962	29282237	24686907
* Painting, Extension Activities and False Ceiling Works done by PWD of Rs.600000 has been capitalised in (2011-12)				
* Extension activities of college Building done by PWD of Rs.274417 has been capitalised in (2013-14)				
* Repairs & maintenance of Rs.95960 spent out of UGC Fund shown in UGC Other Exp. Head(14-15)				

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

State Govt. Aid, UGC grants and tuition fees are the major source of institutional funding. Audited statement of Receipt and Payment along with reserve fund for the last four years available with the institution are given below:

PARTICULARS	2011-12	2012-13	2013-14	2014-15
	Rs.	Rs.	Rs.	Rs.
Fee Receipts	4980698	5194855	4407897	4168248
State. Govt. aid(Salary)	1463224	1276528	1700358	15841221
	3	2	8	
UGC & State grants	1013411	1172500	2521621	1881511
	2			
Scholarship(Minority)	50400	36000	29400	12600
U. Exam. Grants.	80418	50880	72840	109915
Donation	260244	364008	30820	355256
Rent(from Lease hold Land)	0	0	30000	0
Phy-Education(Received From WBSU)	10000	0	0	0
Scrutiny Fees	34595	11100	0	0
Festival Adv. Refunded by Staff	139400	309900	159700	239800
NCC(received from Dept.)	41190	33390	0	64650
MRP/Research Work(UGC)	0	0	41882	490000
Fixed deposit(Maturity)	0	2110000	0	0
Mis receipt(Sale of Add.Forms, Bank Int etc.)	425762	1159906	294620	187946
Total	30789062	23207821	24592368	2335114
				7

In addition to this an amount of Rs 7,00,000/- (Rupees seven lakh only) has been received as MLA LAD Fund through Block Development Officer.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?

Yes, the institution has an established Internal Quality Assurance Cell (IQAC) from Nov, 2013 as per NAAC guideline. The IQAC has become an integral part of the institution's quality enhancement and sustenance, channelizing all efforts and measures towards achieving academic excellence. The IQAC has been entrusted with the overall development and also holistic quality improvement in overall functioning of the institution.

b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

Since our institution and the IQAC as well, believe in participative approach in decision making it becomes easier to implement those decisions. All proposals put forward by the IQAC have been approved by the governing body. The institution is trying to implement the long term plan as approved by the governing body. Quite a good number

of such plans have already been implemented or are in the process of being implemented.

c. Does the IQAC have external members on its committees? If so, mention any significant contribution made by them.

Yes, the IQAC have external members on its committee.

At present the composition of our IQAC is as follows:

- Chairperson: Principal of the college
- Administrative staff: 01
- Faculty: 05
- External community representatives: 02

Coordinator: Faculty member

Contribution of the external members

Presently , the external members in the IQAC, Smt. Manju Basu, Hon'ble Member of the West Bengal State Legislative Assembly and Prof. Shefali Bidyanta, Dept. of Philosophy, Mahadevananda Mahavidyalaya have rendered significant contributions, prescribed valuable suggestions and supported all developmental activities in favour of the institution.

Smt. Basu, being a local public representative puts forth important suggestions and proposals reflecting the needs and aspirations of the local community. Recently she has arranged for the development of the college ground and construction of concrete roads

surrounding the ground by donating around Rs.7 Lakh from her MLA LAD fund. She has pledged to contribute further to implement the long term plans of the college.

Prof. Bidyanta provides important suggestions and suggests means to achieve them. Formation of different subcommittees and prescribing their functions are significant contribution of Prof Bidyanta. She Plays an important role regarding the quality assessment programmes.

d. How do students and alumni contribute to the effective functioning of the IQAC?

General secretary of the elected students union is the ex-officio member of the governing body of the college. He gives important suggestions and recommendations about the academic, infrastructural and overall quality enhancement of the college. These suggestions and recommendations are placed in the IQAC meeting by the chairperson of the college.

Members of the alumni regularly interact with the faculties and give their opinions about qualitative improvement in the functioning of the college. Feed back from the alumni, particularly regarding syllabus, subject combinations and about requirement of introduction of new subjects helps the IQAC in its functioning.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

Principal and Coordinator IQAC work as interface between the IQAC and the departments. Most of the IQAC members are also active members of different

subcommittees and academic departments. They maintain liaison between the IQAC and different subcommittees and academic departments. IQAC frequently sits with different constituents of the institution for effective implementation of the IQAC program. For this purpose the Principal frequently convenes staff meeting involving all teaching and nonteaching members.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The institution has an integrated framework for quality assurance of both academic and administrative activities.

- All academic and administrative activities are planned for in the governing body meeting and IQAC meeting.
- A budget is prepared by the finance committee and placed for approval in the governing body meeting that supports implementation of the approved plans.
- Assessment of self appraisal report by the principal and IQAC as promotional support, prescribed by the Govt. Order.
- Academic audit performed by peer review mechanism introduced recently to be performed on annual basis.
- Feedback mechanism
- Preparation of SSR, which reflects the academic and administrative performance.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact.

The college organises seminars and workshops frequently which are attended by all the staff. Teachers are encouraged to attend orientation programmes, refresher courses, and off the campus workshop and seminars as well. Besides the college organises training to faculty for taking ICT enabled classes. Job related computer training has also been started for non teaching employees. These trainings and seminars/workshops enable both teaching and non teaching staff to perform better.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

PEER review: the college has evolved a mechanism of peer review conducted annually. The IQAC and members of other department conducts academic audit of another department and the reports are placed in the academic subcommittee meeting for consideration. The college has started doing this work very recently.

Teachers' performance appraisal: Teachers regularly fill up their time of arrival and departure, class allotted and class taken. It is submitted to the principal at the end of each month for assessment.

Feed back: Feedback from students and guardians are taken and analyzed at the IQAC meeting. Corrective measures are taken where there is scope of improvement.

Academic audit by IQAC, governing body and academic subcommittee: There are six external members in the governing body including the president of the governing body. Independent assessment of academic activities are made by them. They also suggest ways and means to improve academic performance. Similarly, in the IQAC meeting and academic subcommittee meeting academic performance appraisal are taken up.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The governing body and IQAC of the institution comply with the regulatory requirement of external quality assurance agencies such as:

- U.G.C
- Higher Education Department, Government of West Bengal
- West Bengal State University, the affiliating university

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of the structure, methodology of operations and outcome?

- There is a Teachers' Council and IQAC to review the teaching learning process from time to time. The academic subcommittee sees to it that there is no deflection in curriculum delivery from the academic plan that has been decided during the starting of the session, unless it is specifically required.

- Periodic assessment of academic plan is done in the academic subcommittee meeting.
- Extension Lectures and workshops are arranged in consultation with the IQAC.
- The system is heavily reliant on the performance indicators provided by the NAAC. Prospects for improvement in teaching and learning, requirement for facility augmentation, additional manpower requirement etc. for the departments, are well studied by Academic subcommittee, IQAC, Finance Committee and Teachers' Council.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The communication about the quality assurance policies is carried out through the:

- Website
- Prospectus
- Personal interaction
- Notice board
- Assembly of 1st Year students at the beginning of the session
- Class teachers
- IQAC contact persons
- Discussions, talks, seminars, etc.

CRITERION VII

Innovation and Best Practices

7.1 Environment consciousness

7.1.1 Does the Institute conduct a green Audit of its campus and facilities?

There is no system of conducting green audit in the Institution but the environment of the institution is eco- friendly. Environmental planning is concerned with society's collective responsibility in preserving our Earth resources. Environment refers to the physical and biological system which provide our basic life support and which contribute to our psychological well-being. Planning is a generic activity of purposeful anticipation of provision for the future. The ultimate aim of environment planning is to help us to achieve the sustainable growth of the society with appropriate life-support.

Environmental planning is always concerned with a number of issues that need to be addressed all the time. Environmental planners are also constantly working with the context of policy agendas formed at various tiers of society. Our campus boasts of a very robust natural environment with plenty of greenery and natural amenities. Steps are been taken to be more eco-friendly and sensitive to serious environmental issues. Expenditure is incurred to retain an environmental friendly campus by maintaining the already green campus and planting more trees every year. The campus has very old and tall hard wooded trees and trees like neem, aloe vera and others that has medicinal value. This not only enhances the greenery of the place but also is home to a large breed of birds and other animals. The campus also has a large pond with fish and other amphibians that balances the ecological scale of the place. The forest department has been approached to help us out in the matter of the same in past as well as present times. The college has appointed a gardener who tends the trees and plants, looks after the garden and helps the other members too to maintain a clean and eco friendly atmosphere. He works for the betterment of our green campus under the supervision of all the staff and students.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly environment?

- Energy Conservation
- Use of renewable energy
- Water Harvesting
- Check dam construction
- Efforts for carbon neutrality
- Plantation
- Hazardous waste Management
- E-waste management

The college campus is totally eco friendly. For this the committees , Principal of the college, Students of NCC and NSS and Nature club volunteers, and the whole staff is committed, and because of their involvement and commitment the campus can soon claim to be polythene/plastic free zone. We do not burn our waste papers. This apart , the institution has taken several other steps to make the campus eco friendly.

Energy Conservation.

The college campus is too hot and humid in summer and monsoon. Though some classrooms are airy and well lighted some do need artificial lights during day time. The Institution is trying to do away with orthodox lighting system and has installed a number of improved electrical appliances and wires. It is also trying to install CFLs in the class rooms. This would certainly help a lot in conservation of electricity.

Use Of Renewable Energy.

The college has no provision for using renewable resources so far but we have proposal of using solar energy for those lights that we will use throughout the night in the campus.

Water Harvesting.

The college has a big pond to preserve rain water through the drainage system .

Efforts for Carbon Neutrality

The college at its own responsibility towards a healthy environment and clean atmosphere has taken up certain preventive measures to check the emission of carbon dioxide. The college has planted different types of plants specially palms are planted inside the college campus to check the carbon dioxide ratio in the atmosphere and also towards beautification of the college campus. We have separate cycle , motorcycle garage and parking for students and staff. We also have separate car parking area for staff.this helps to keep the campus clean as much as possible. The corridors and staff rooms, and office have waste bins and the campus also has waste bins in various places which are cleaned regularly under the supervision of the staff. Areas are marked as “ No Smoking Zone” especially the canteen and the corridors of the college premise, in order to keep staff and students healthy and away from the hazardous effect of passive smoking. Dry leaves and waste papers are not allowed to be put on fire. The leaves are buried in the pit and the papers are disposed off. We have presently started a Nature Club that deals with the natural surrounding, and inhabitants. They are also involved in the ecological concerns of the place and campus. Our club members that includes teachers and students and the NSS group are chalking out plans to campaign in the surrounding bananchal based villages to make the villagers aware about the importance of forest, trees, and general hygiene in our daily life.

Plantation

Expenditure and expenses are incurred to keep the environment green. Since the college is blessed with a large campus which is open and not congested with brick and mortar, and is surrounded by tall trees that must have taken years to grow, it takes special care to look after these natural amenities and preserve them throughout the year. For this purpose the college has appointed supportive staff who work whole heartedly. A space has been specially allotted for plants of medicinal value and we are also clearing a part of our field for a kitchen garden. The principal takes special care and has assigned responsibilities to the group to look after the growth of the plants, the garden and keep the college green and clean. The college has organized programmes for planting new saplings and trees, and is going to organize more in recent times to inculcate the tradition among its students.

Hazardous waste management/ e-waste management.

The college has an agreement with local hawkers of waste purchasers , who visit the college once or twice a month to collect the waste from the computer laboratories, and they also buy off the e-waste in a very nominal rate.

7.2 INNOVATIONS

7.2.1 Give details of the innovations introduced in the last four years which have created a positive impact on the functioning of the college.

The college has been scaling new heights for the last few years under the able supervision of our principal, staff and cooperation from our student and local body. The UGC funded amenities' and the motivation and desire to improve and develop has led the college to adopt several steps towards innovations which helps in self development as well as smooth functioning of the college. These innovations are mainly in academics, administration

and imparting of knowledge and other works that helps to build the college as a whole.

Feedback mechanism

Students at various level, especially the third year students give the feedback about the teachers at the end of the session. Students of all the departments are expected to do so for all the teachers concerned of their class. Besides, informal interactions between the students and the teachers, HOD, principal about issues pertaining to class, lessons, method or quality of teaching is also encouraged. Teachers are constantly encouraged and counseled by the departmental heads, and the principal regarding measures to improve subject understanding and teaching skills. There is also a feedback system about the service of the non-teaching staff and the Library , by the students and the guardians. Each year each department holds a parent – teacher meeting after the first Unit test to discuss various problems regarding the learner and his college. This meeting is also concerned with the teachers' and the department's efforts, services and suggestions to make our teaching learning situation better and helps us to reach the required and desired benchmark.

Computerization of Administrative Block

The college has done away with the orthodox system of working in the office. The college administration block has been fully computerized. The administrative staff had been given formal training by Mr Biswajit De a faculty of the college, to understand the technicalities of the computers and how it works.

Computerization of the library

The college has made the library largely computerized by using the software KOHA. It is on its way of becoming digitized and soon we will be using technology to issue books through the help of the network. Our library has vast number of books which at present can be accessed through the network. There are computers in the library for the students to browse if they need to search for books or any other information regarding studies and their college.

Zero – Balance Accounts

The college has been able to provide the staff with the facility of a zero-balance bank account in the nationalized bank in the locality. This has made it easy for the staff to avoid any manual efforts on the part of the college office so that it can concentrate on other developmental features. The admission procedures are entirely done on on-line methods, that includes the collection of admission fees, buying forms etc, all done through network with the help of the bank.

Academic Innovation.

The Institution has introduced many new innovative practices to help the students in their pursuit of attaining quality education. We have been granted funds from the UGC to buy computers, projectors and smart board so that we can hold classes with the help of technology that would create interest and optimum information in the classroom. Regularly classes are held through the help of Power Point Technique which at present has created an ambience of interest. This has also motivated students to browse the net for their own benefit, to produce works after research. Teaching methods are upgraded and discussed in departmental meetings so that it can be upgraded, improved regularly. Moreover the college has introduced remedial Classes for the students. This has helped them to

cover up their back log, if any. They get a chance to brush up their skills and improve on it. Apart from this the teachers regularly take special classes for students who are below average and have problems following lessons in the regular classes. Needy students are always helped with study materials and books from the book bank. Efforts are taken to enhance their attendance, and their pass percentage. The college also has several rank holders and thus is always careful about the care, effort and help that the students can receive from our end.

The college has specially arranged for classes for the students of Physical Education and also other students who show the talent for Games and Sports. There are special classes, specialized training and every help for enhancing the skill in the students. The college has built auditoriums, gymnasiums, prepared grounds for holding the training in the campus.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and /or contributed to the quality improvement of the core activities of the college.

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems. The insistence on students' participation in academic and administrative matters has improved the quality of the education and administration in the college. The students come forward to maintain the best practices evolved through academic and administrative systems. The administration in the institution is maintained by the involvement of the staff at every level. The pedagogic activities are improved, upgraded and the teaching learning situation is highly supported by technology and innovative teaching methods. The examinations of the college and of University are held quite smoothly by

the active participation of the staff. At present the college serves as the zonal center for University examination scripts distribution for a number of subjects and with the support of the staff the work is successfully carried out. The teachers are also highly supportive to the extra academic needs of the students by offering those reading materials and tutorials.

Best Practices

1. Title of the Practice

- a. Fully Computerization of the Administrative block and the Library
- b. Enhancement of Games Sports and Physical Education and Introduction of the various coaching classes leading to success in the field of Physical Education and thus improving the scope of jobs for students.

2. Goal

The main objective of the institution is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curricular activities and aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence the main objective of the P.N.DAS College is to transform the students into well meaning citizens through well prepared socially committed patterns of instructions. The college aspires to have transformational impact on students through comprehensive education, and Physical Education through Games and Sports, by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resources to face contemporary challenges. The college has been facilitating young adult learners with opportunities to hone their ethics and the potential leadership qualities. To sensitize learners towards inclusive social concerns , human rights, gender and environmental issues is also the mission of the institution.

Today civilization is based on fast technology and digitization, information are received, given and available by the click of the mouse. Thus it is imperative that we should also work towards this global development and introduce our staff and students to this kind of enhancement and progress. All of us are responsible for optimal utilization of technology and to serve the society better. The college aspires to use technology to provide easy and secure service to all the stakeholders by way of computerization of the administrative block and the Library.

Since the inception of P.N.Das College, the institution has been serving as an institution of higher education in WestBengal. There are reservation policies of the government for boosting the backward classes of the nation since independence. Our institution is situated in the panchayat area and specially serving the backward classes. As an institution we have the responsibility to look after the students and educated youths belonging to the backward classes for their upliftment by optimal utilization of the resources provided by the government.

3. The Context

The college over the long history of six decades has created a niche for itself in the academic, extra-curricular and sports fields. These achievements are surely enough in itself to boast of the name and the fame the college is enjoying. Still the college was facing certain challenges which were of utmost importance. The first challenge the college was facing was of administrative nature. The college had been following the age old pattern of working manually in the office. The management and the head of the institution decided to strike back in a powerful manner by introducing the technological world to the administration. The whole of the administrative branch has been computerized. This apart the library too has been computerized.

The college in the academic world introduced games and sports as one of the main curriculum subjects in the classrooms as well as outside in the grounds of the institutions and even beyond our campus . Most of our students come from

the rural background and they come with the skill of different games and sports. The college too has a history of projecting champions who have represented the state and district. The college is proud to have such a vast rolling green ground and open space for enhancing the skill of games and sports in our students and successfully holding classes for these students in the the department and outside too. Department of Physical Education is run by full time teacher and able supervisors and physical instructors. This helps the SC/ST/OBC/Minority/non-creamy layer of the society to boost up their progress and establishment in future. The students belonging to the college are given extra coaching free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations as well as the various competitions and participations in inter-college, inter-state and even All india inter- university competitions. They are given practices and coaching as prepared by the expert faculty. This has helped them to attain their targets in a better way.

4. The Practice

The college did away with the age long system of working in the administrative block. The whole system was computerized. The system of the fee collection was very tedious and cumbersome. Since the introduction of the On-Line admission by the government the college has upgraded itself by computerizing the total accounts, and thus it has successfully got rid of many hurdles. This has resulted in making the system smooth. The college is already facing the dearth of man power. By computerizing the system the college has successfully overcome the shortage of the staff. Now the work has been facilitated to the extent that the staff has very deftly acquired the new system resulting in the increase in their efficiency.

This college has a number of athletes and champions who have made marked success in the field of sports and games. In 2011-2012 we were champions in football, volley ball, javeline and Discuss at the Inter-university level, college level and even in All India University level. In 2012- 2013 the students did very well in games and sports in the district and even state level. In 2013-2014the college got its trophy for being ranked 6th and 1st in Athletics in the All India University level. In 2014-2015 the college bought number of trophies in the inter-college competitions, inter-university competitions and other state level competitions.

Yet the students who were coming from an under privileged background were facing a lot of trouble doing well in the curriculum and securing jobs in its context. The needy ex-students were frustrated at not being getting any chance to get a good job without a good and proper guidance and good projections of their skills. The college then introduced the various schemes like special coaching classes, regular gym classes with proper instructors, regular Yoga classes, regular competitions in the State and outside the State too, coaching classes for applying to various jobs in this regard, projecting the champions for government jobs in Sports quota. The college has built special open auditorium for practices of different kind of games and sports. It has introduced and constantly maintains the indoor games system. Needy students are not only provided with games kit but also monetary help for participation and other amenities. The students are given extra coaching, free of cost, in all the areas of games and sports in general and for competitive participation and jobs. The college has extended full support for these students to succeed and prosper in their skill and sports.

5. Evidence of Success

The college had certain problems to face in the process of administration. The account maintenance was very cumbersome to manage. The college had to face long queues of the students who assembled for fee deposit at the time of admission and fill up for University examination. Now the things have smoothed out. In library it becomes very easy to know the availability of book without going to the rack.

Similarly the students were facing a lot of problem in games practices and ex-students of this rural area were in great trouble to make themselves compatible for job in the global market. The college was finding it hard to control the dropout rate and the failure of these highly skilled and talented youth of this rural zone to participate in the global job market. Before the commencement of our different schemes and practice sessions and yoga classes in games and sports the athletic youth of this area would have to go Kolkata, and other areas to avail the same which was too costly for them. The Physical education classes and different practice coaching sessions came as a boon for such students. The students are now finding it easy to combat the problems they were facing and many of the ex-students are able to get job. They have success in various competitions in and

outside the college. The college is proud to have these champions as our students.

6. Problems encountered and Resources Require

We face the problems in terms of unskilled staff who are very much in panic in using software to maintain students profile as well as accounts. However, we have overcome the entire backlog. The college felt the requirement of infrastructure in the shape of computer systems. The management provided the same from its resources. The staffs were trained by the computer experts. The software required was purchased from reliable concern.

The Physical education and special coaching classes and gym and yoga coaching programme run solely after and before college hours then there is problem for students in terms of communication because it is a college of rural zone. Especially in athletic coaching there is a problem to get expert professionals since it is far away Kolkata and other more urban locality.

The resources required for the Sports and Games classes and equipments and technology supported classrooms are granted by the State and the college itself. We have purchased books, photocopier machine, and printer, computers, Gymnasium equipments, Sports Kit, Dresses, Shoes, from the State grants and College funds.

7. Contact Details

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272	P.N. Das College Sankaragar Pata, Distt., North Twenty Four Parg, West Bengal West Bengal	Under Section : 2(f)&12(B)
273	Padmaja Naidu College of Music Rajhat Burdwan, Distt., Burdwan, West Bengal - 4 West Bengal - 4	Under Section : 2(f)&12(B)
274	Panchakot Mahavidyalaya Sarbati P.O. Neharia, Distt., Purulia, West Bengal - 723 121 West Bengal - 723 121	Under Section : 2(f)&12(B)
275	Panchmura Mahavidyalaya Panchmura, Distt., Bankura, West Bengal West Bengal	Under Section : 2(f)&12(B)
276	Panchthupi Haripada - Gouribala College P.O. - Panchthupi, Distt., Murshidabad, West Bengal - 742 161	Under Section : 2(f)&12(B) File No. - 8-324/2012(CPP-1/C)

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