

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2016-17



VIVEKANANDA COLLEGE
EASTUDAYRAJPUR, MADHYAMGRAM.
NORTH 24 PGS. KOLKATA: 700129

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) - **WBCOGN 26105**

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.01	2016	2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.11 Name of the Affiliating University (*for the Colleges*)

West Bengal State University

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

Autonomy by State/Central Govt. / University NA

University with Potential for Excellence NA

UGC-CPE NA

DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="03"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="03"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="01"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="00"/>
Others	<input type="text" value="00"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs 3,000,00/-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="0"/>
International	<input type="text" value="0"/>
National	<input type="text" value="0"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="0"/>
(ii) Themes	<input type="text"/>

2.14 Significant Activities and contributions made by IQAC

- Career counselling by different companies viz.
- George School of Competitive Exam, Seminar held on 29th July 2017.
- Life Insurance Corporation of India Ltd, Seminar held on 30.08.2016
- ICICI Prudential Education hub, Seminar held on Sept. 2017
- Online carrier counselling is also available.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p><u>Teaching Learning and Evaluation</u></p> <ul style="list-style-type: none"> ➤ Midterm Test examination and selection test result was published. ➤ Smart class teaching provided by different Departments. ➤ Virtual class room is provided to the students in all discipline. <p><u>Curricular aspects</u></p> <ul style="list-style-type: none"> ➤ Physics, Chemistry, Mathematics, Computer Science and Journalism Mass Communication are introduced for the session 2017-2018. ➤ Regular M.Sc in Geography is opened with 20 seats at its preliminary stage. <p><u>Infrastructure and learning resources</u></p> <ul style="list-style-type: none"> ➤ The construction of 4 stored building is started. 	<p>completed</p> <p>completed</p> <p>Completed</p> <p>Completed</p> <p>In process, depositing money amounting to Rs.83 lakh (aprox.) is deposited to the PW(Dte.) Barast, North 24 Pgs. From the College fund.</p> <p>Depositing money amounting to Rs.57,82,475/- is deposited to the</p>

<p>➤ The construction of 2nd floor of Women Hostel Building is to be started</p>	<p>PW (Dte.) Barasat, North 24 Parganas from the College fund.</p>
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* ANNEXURE-I: ACADEMIC CALENDAR 2016-17

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **Governing Body**

Provide the details of the action taken

The IQAC places the proposal to the Governing Body. The Governing Body approved the proposal of IQAC and suggested implementation.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D				
PG	01	01	01	
UG	12	05	05	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	DDE-10 at PG level.			
Total				
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	

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

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

*ANNEXURE-II: FEEDBACK

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

The college was bound to follow the syllabi and curriculum of West Bengal State University. So there is no opportunity of any other revision or updates.

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

Physics, Chemistry, Mathematics, Computer Science, Journalism and Mass Communication are introduced at UG level and Regular M.Sc in Geography at PG level are introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors /Principal	Others
19	13		01	05

Added six (05) Government Approved Part Time Permanent Teachers

04

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	00							05	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest= 01

Visiting =Nil

Temporary =05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	06	06
Presented papers			
Resource Persons			

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

- Technology is applied in teaching and learning through smart class room
- Interdisciplinary classes are introduced in different subjects.
- Extension Lectures are introduced by invited faculties from different colleges.
- Internal test examination has been adopted individually in different subjects.
- Virtual Class room is prepared for online class facility.
- Prepared new Laboratories for Physics, Chemistry and Computer Science

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

201

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

Bar Coding

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

03		
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BNGA	50			86%	10%	96%
EDCA	36		8.33%	83.33%	2.77%	94.43%
ENGA	15			73.33%	20.00%	93.33%
GEOA	31		3.23%	90.32%	6.45%	100%
HISA	25			76.00%	24.00%	100%
GEN	413			3.15%	72.88%	76.03%

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

- IQAC plays active role in Administration procedure in under graduate courses
- 75% attendance of each student is monitored to each Department through IQAC along with Academic Sub Committee.
- Regular classes and also tutorial classes are observed by IQAC. IQAC prepares the time table schedule for test examination and collect the annual report from each Department.
- IQAC also suggest each Department to organise seminar, workshop, educational tour and excursion.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	06	Nil	Nil
Technical Staff	01	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC always encouraged and sensitized research climate in the college by suggesting greater involvement of the faculty members in research, project work, field work, and surveys by the individual teachers as well as by different departments and units.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	04	04
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Rs
1363960/

3.11 No. of conferences

Organized by the
Institution

Level	International	National	State	University	College
Number	Nil	nil	nil	nil	nil
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
				03		

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="08"/>	Any other	<input type="text"/>

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

Our Geography Department visited our adopted Village Shimulia at Kirtipur North 24 Parganas. They distributed Exercise Book, Pencil, and Eraser etc among the Primary school students at Shimulia village. The Geography department also planted trees inside the village. They also arranged survey on Population, Soil Testing, and Sanitary system, to grow up the awareness among the villagers of Shimulia regarding hand wash before taking meal. Further, the College organized eye check up camp of 12th January 2017, organized seminar on Thellassamia awareness programme. The College also collected some cloths and distributed it through the University for flood affected people.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7342.638 Sq. mts.			7342.638 sq mts.
Class rooms	22	00		22
Laboratories	02	03	College fund	05
Seminar Halls	01			01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	09			09
Value of the equipment purchased during the year (Rs. in Lakhs)	57,29,921/-		UGC, H.Edu and College	5729921/-
Others				

4.2 Computerization of administration and library

- The college adopted computerized administration through different software. The administration regularly uses different software for maintaining the student's data base system.
- The salary system of fulltime faculties is maintained through COSA (Computerisation of salary account) according to the guideline of Govt. Of West Bengal.
- Library uses "student" software for cataloguing and report generation.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,405	15,56,117.75	287	85,148/-	10,692	16,41,265.75
Reference Books	69				69	
e-Books	1 lakh				1 Lakh	
Journals	23	2,227.00	22	4,050.00	45	6,277.00
e-Journals	6000				6000	
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	14	25			09	06	04
Added	10	01	05				13	
Total	43	15	30			09	19	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

The college has provided internet facility and smart classroom and Virtual class room to all Departments. The college office is connected by LAN connection among Principal's desk, accounts and cash Department and Library. The college has its own software for administration and maintenance of data base and has also its own website for getting information and updates of college affairs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	11,82,976/-
ii) Campus Infrastructure and facilities	26,97,509/-
iii) Equipments	3,90,618/-
iv) Others	89,090/-
Total :	Rs 43,60,193/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- With the support of college authority IQAC helps to maintain student's amenities in the college premises.
- A college canteen with facility of providing meals in a subsidized rate.
- A big space beside the college main gate for parking of bicycle and motor bikes.
- A full size playground for different sports.
- A student aid fund for the benefit of economically backward students.
- Various stipend viz. Minorities stipend, SC/ST/OBC stipend, Kanyasree Prokalpa, Chief Minister Relief fund etc. are enjoyed by the students of our College.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the Academic committee are held. Head of the Departments take care of day to day student support as and when needed. The college has maintained the details academic records of Mid-term and Test examinations. The head of each Department preserved the attendance record each year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2123			

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	991	47		1132	53

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1429	289	12	278	Nil	2008	1432	237	09	445	00	2123

Demand ratio 3.5: 1

Dropout 11.08%

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

The college has a training unit (Entry in Service) under UGC Grant. This unit trains students for SSC, Staff Selection Commission, Railway exam, Primary TET, Banking Service etc. The College also provide online carrier counselling system. The external agencies viz. George Telegraph, LIC and ICICI Prudential Educational Hub organized Seminar on carrier counselling for our students in the College Seminar Hall on 2017.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

An initiative is taken to establish a career counselling cell for the students in the college. Besides, regular student counselling and career guidance were organized by individual Departmental faculties and help the students for better prospects.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The students Union of the college observed International Women's Day and created awareness.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	56	16,940/-
Financial support from government	224	464700/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “Enlightenment of Knowledge and Future progress for the students’ co-existence in the society”.

The avowed mission of the College is ‘Education for Empowerment’ and this mission modulates following goals and objectives like advancement of learning for personality and career development, cultivating qualities requisite for good and responsible citizenship, instilling a strong sense of commitment to human values & social justice and involvement in community life along with acquisition of academic knowledge and personal values.

6.2 Does the Institution has a management Information System

Yes, Institution has an office database relating to administration, learning resources, students (Student Management software), as well as teaching and non-teaching staff.

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

6.3.1 Curriculum Development

Curriculum is developed by the University and the College implements it.

6.3.2 Teaching and Learning

The College has introduced smart classes, Virtual classes in some subjects and encouraged interactive teaching learning. The faculties of each Department meet at the beginning of each academic session for term-wise allocation of syllabus assignments and fix dates for the term end tests and prepare the Academic Calendar of that Session. The classroom teaching and seminars have organised severally. Department of Geography has organised Excursion in every year as a part of their undergraduate curriculum.

6.3.3 Examination and Evaluation

1. Regular class tests for Departments.
2. Mid-term test and selection test held.
3. Group discussion, power point presentation was organised to evaluate the student’s progress.

6.3.4 Research and Development

Space and necessary infrastructural support is provided for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The physical infrastructure has been remarkably improved. At present the library enjoys a space of 92.86 Sq.mts. for Library and 36.19 Sq.mts. for reading room. Total automation of library service has been initiated. Internet service has been made available to the library users. All the books are Barcoded, OPEC system is introduced and INFLIB NET system is available.

Library room and reading room have modified and shifted to the second floor of the main building. A digital Library Notice Board is set up for details information and updates of library affairs. Apart from these several Departments maintain Departmental libraries consisting mainly test books along with some reference books.

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the student's affair, the College has a student Union whose elections are held annually as per University statutes. The Teacher's Council and the Non-teaching staff association look after the problem affairs of the teaching and Non teaching staff respectively. The college's aim is to make optimum use of the available human resource.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms. Faculty members are recruited by the West Bengal College Service Commission. Any Part-time teacher is recruited by an expert committee following advertisement in daily news paper and Selection Committee is to be made along with Vice-Chancellor's nominee of the University.

6.3.8 Industry Interaction / Collaboration

The College interacts with industries for job interview and placement.

6.3.9 Admission of Students

Admission of students is done completely on the basis of merit as per Govt and University rules and the norms set up by the G.B and the admission committee published merit list on regular basis. The College has started online admission system which includes submission of forms and generation of merit list. The College authority signed a MOU with BILDEX for cashless collection through Bank.

6.4 Welfare schemes for

Teaching	
Non teaching	Group Insurance
Students	Health Home

6.5 Total corpus fund generated

DDE centre of Vidyasagar University & Rabindra Bharati University, Computer centre of Webel Technology Ltd. Under W.B.Govt. Undertaking

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			yes	GB/IQAC
Administrative			yes	GB/IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The affiliating University makes efforts to introduce Examination Reforms in consultation with the Head of the Institution on a periodic basis.

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

No such initiative. But some of the internal matters are left to the College authority for execution.

6.11 Activities and support from the Alumni Association

We have a Alumni Association but it is not registered yet. Alumni Association always try to help us to develop our academic atmosphere in the College campus. Yet, we do not get any financial assistance from the Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher meeting is arranged by the concerned Department whenever necessary.
- Department of Geography and Department of Education have arranged parent teachers meeting for students progresses, future prospects and details discussion on excursion and educational tour accordingly.
- The parents give their feedback (filled up the feedback form) about the strength, weaknesses and teaching learning qualities of the Department.

6.13 Development programmes for support staff

The College authority always tries to encourage the teachers to do the Research work MRP and organized Seminar. The college also encourage the Non-teaching staff to do their work to reach the highest perfection level. All the teaching staff and Non-teaching staff engaged to develop their ICT skill through Webel Computer Centre in the College

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

The College is located in a peaceful area. Plantation and gardening is maintained. Campus declared 'No **smoking zone**'. The college have also medicinal plantation garden.

Criterion – VII

7. Innovations and Best Practices

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

Providing computers with internet facility to all the teachers has helped in teaching learning .Website updated to make future on-line admission process possible. COSA implementation is initiated for future computerisation of salary and State Govt Grants. The Salary is disbursed to the incumbents Bank Account through HRMS system.

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

Action taken on the plan of action has been incorporated in the annual reports prepared by the IQAC.

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

***ANNEXURE- III: BEST PRACTICES**

7.4 Contribution to environmental awareness / protection

The college authority and students organised plantation programme in the college campus, functions and meeting on ecology and environment to ensure environmental awareness and protection.

7.5 Whether environmental audit was conducted? Yes No

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

The college has its strength and weakness. Disciplined students and committed teaching and non teaching staff are its main strength. Shortage of space, big play ground and staff may be a weakness, but we have an opportunity to overcome these weaknesses in order to reach its target, that is, providing quality education with dedication, sacrifice, honesty and social responsibility.

8. Plans of institution for next year

IQAC decided to:-

1. Advise the faculties to increase their participation in research oriented activities and organize quiz competition, Excursion, Workshop, Debates and Yoga Programme.
2. Renovate the existing office space for better management.
3. To active Grievance Cell, Anti raging cell and Bisakha committee for student' support activities.
4. Introduced Educational tour to the Department of Education.
5. To organise a Seminar regarding library affaires and e library.
6. A special computer training programme to the Non Teaching staff to our computer centre conducted by Webel Techology Ltd. Undertaking with Govt. of West Bengal.

Physical growth and expansion of the institution through purchased of three bighas of land for second campus at Kirtipur to introduce B.A./B.sc courses and B.Ed and D.Ed courses and for big play ground. The College also have constructed a new four stored building in which two big class rooms, Gymnasium hall, store room, seminar class room. Girls' common room, Union room, cafe tertian and health home centre and five departments. The appointment of five full time teaching staff from the West Bengal College Service commission is completed. We have created four new additional NTS Posts and one Librarian post from the Higher Education department. Further, we have received prior permission from the Higher Education Department to fill up the six vacant Non-teaching Posts. We have introduced P.G courses of Geography, Mass Communication and Journalism at UG level, and B.sc General Courses viz. Physics, Chemistry, Computer Science and Mathematics. The Construction work of 2nd floor of Women Hostel will be started immediately. Virtual calss room was already started. All the Science Laboratories are completed.



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC



ANNEXURE I: ACADEMIC CALENDAR (2016-2017)

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission process completed
SEPTEMBER	WBSU registration along with continuation of classes (Part-I)
OCTOBER	Vacation / Local or long field Excursion
NOVEMBER	Mid-Term or half yearly exam (1 ST /2 ND /3 RD Years)
DECEMBER	Publication of Mid-Term result
JANUARY	College Test 1 st week of January (Part-III) and publication of college test results (Last week of January, Part-III)
FEBRUARY	College Test 2 nd week of February (Part-II)
MARCH	1) Publication of college test results (Part-II) and College test of Part-I 2) Final Practical Exam of Part-III
APRIL	Publication of college test results (Part-I) and Final Exam of Part-III
MAY	Preparatory Classes and Mock test
JUNE	Final Exam (Theory and Practical) of Part-I and Part-II

ANNEXURE-II: FEEDBACK

Student	Communication skills	Knowledge of subject	Use of teaching aid	Willingness to deliver	Using references
student 1	8	9	7	9	7
student 2	8	8	8	8	7
student 3	9	7	9	9	9
student 4	8	8	7	8	8
student 5	9	7	8	9	8
student 6	7	8	7	7	7
student 7	8	7	7	9	7
student 8	8	8	7	8	7
student 9	7	8	7	7	9
student 10	8	8	8	7	7
student 11	9	6	8	7	9
student 12	8	7	9	8	7
student 13	9	8	8	9	8
student 14	9	8	8	8	8
student 15	8	8	7	7	9
student 16	8	9	8	9	7
student 17	9	8	7	7	7
student 18	8	9	7	7	8
student 19	7	6	9	8	7
student 20	8	8	8	8	6

ANNEXURE: III

Best Practice

Practice #1

Title – *Administrative empowerment*

Objective – The College aims to improve efficiency of the administrative staff by introducing administrative empowerment

Context – The number of students in the college are increased over time but the number of administrative staff did not increase proportionately. For effective functioning of the college it was necessary to empower the administrative staff to handle the extra workload effectively.

Practice – The College has taken a number of steps for administrative empowerment.

- Train the administrative staff to effectively use software
- Install advanced software solution for administrative automation
- Create administrative calendar at the beginning of each session
- Create verbal and non verbal training schedule for the administrative staff
- Introduce administrative benefit such as arranging food if they work for extra hours at workplace

Evidence of Success –

Today, with limited administrative resources, we are able to handle additional workload for increased number of students effectively.

Resources Required –No resources required except extra time involvement from our faculties.

Problems encountered – Preliminary Training took some time but was got over with time.

Practice #2

Title – *Timely communication*

Objective – Communicate in time to avoid problems, based on the philosophy a stitch in time saves nine

Context – The College has observed the root cause of many administrative issues is lack of timely communication at all levels – faculties, administrative staff and students. The college has taken steps for timely communication to prevent similar issues in future.

Practice – The College has taken a number of steps for timely communication such as

- Analyze data to predict about potential problems (such as students who might fall short of required attendance) and inform them in advance
- Communicate action plans to administrative staff so that they could identify with the goals and accordingly align their personal work in line with the professional requirements

Evidence of Success –

- 1) It has been observed that many issues encountered earlier were sorted out after the process of timely communication was put in place.

Resources Required – Financial resources required.

Problem encountered-None