The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

Barasat Government College

CONTENT

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BARASAT GOVERNMENT COLLEGE

1.2 Address Line 1

> 10, K.N.C. ROAD

Address Line 2

> P.O. BARASAT

City/Town

> BARASAT

State

> WEST BENGAL

Pin Code

> 700124

Institution e-mail address

> principal@bgc.org.in

Contact Nos.

> 03325523365

Name of the Head of the Institution:

> Dr. Subhasis Dutta

Tel. No. with STD Code:

> 03325523365

Mobile:

> 9433563658

Name of the IQAC Co-ordinator:

> Dr. Partha Roy

Mobile:

> 9830056731

IQAC e-mail address:

> iqac@bgc.org.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   WBCOGN13949

1.4 **NAAC Executive Committee No. & Date:**   EC-50/26/2009 dated 1-10-2009
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: www.bgc.org.in

   Web-link of the AQAR: www.bgc.org.in / AQAR2013-14

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.60	2009	2014
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   6.1.2010

1.8 **AQAR for the year** *(for example 2010-11)*   2013-14

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

   i.   AQAR 2010-11   Submitted to NAAC   21 / 07 / 2015
   ii. AQAR 2011-12   Submitted to NAAC   21 / 07 / 2015
   iii. AQAR 2012-13   Submitted to NAAC   23 / 07 / 2015
   iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑ No ☐

   Constituent College   Yes ☐ No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   N.A.

1.12 Name of the Affiliating University *(for the Colleges)*   WEST BENGAL STATE UNIVERSITY

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☑   DST-FIST ☑

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

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers   `07`

2.2 No. of Administrative/Technical staff   `03`

2.3 No. of students   `0`

2.4 No. of Management representatives   `01`

2.5 No. of Alumni   `0`

2.6 No. of any other stakeholder and community representatives   `0`

2.7 No. of Employers/ Industrialists   `0`

2.8   No. of other External Experts   `3`

2.9 Total No. of members   `14`

2.10 No. of IQAC meetings held   `02`

2.11 No. of meetings with various stakeholders: No. `0`   Faculty `02`

Non-Teaching Staff Students `1`   Alumni `0`   Others `0`

2.12 Has IQAC received any funding from UGC during the year?   Yes `√` No `  `

If yes, mention the amount   `Rs.3,00,000/-`

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `0`   International `0`   National `0`   State `0`   Institution Level `0`

(ii) Themes   `NA`

2.14 Significant Activities and contributions made by IQAC

> The IQAC keeps a regular tab on the academic aspects and activities of the College. It devises and formulates plans relating to future academic growth and sustenance of quality after feedback analysis.

> The IQAC and Research committees of the institution always encourage the Faculty members to extend consultancy service. They are provided with On-Duty Leave, if required.

> It continues its work of authentication of data by incumbent applying under CAS (career Advancement Scheme).

> It proposes to pursue the proposal of introduction of PG course in Chemistry.

> It assists the Principal in following up with the government authorities issues of funding and infrastructural development. For example, it suggests that a proposal may be made to the government for construction of a separate library-cum-administrative building.

> Proposed that the library of the college should initiate for UGC-INFLIBNET on-line journal membership along with British Council Library online membership.

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 *

Achievements	Plan of Action
The outcomes of the Plan of Action are reflected in the Part B of present AQAR. Some of the note-worthy achievements are > Proposal for extension of 2nd floor of main building to accommodate laboratories of Botany, Zoology, seminar libraries has been sent to the government. > Proposal for construction of a separate building for library-cum-administrative building has been prepared. > An Environment Protection and Nature cell is formed. Dr. Manju Mondal, Associate Professor of Bengali, a noted nature lover is convenor of the committee. The committee instils awareness among the youngsters through day to day actual practice and observance like conservation of water, energy (electricity), proper use of waste bins etc. > Teachers of both Post Graduate and Under Graduate departments are involved in active research work which is reflected by a considerable number of major and minor	> To introduce complete on-line admission procedure for smooth and transparent admission. > To enhance the infrastructural facilities. > To propose to form an Environment Protection and Nature cell to sensitize the students as well as teaching and non-teaching staff regarding environmental issues. > To improve the facilities for research activities > To pursue with the proposal of introduction of PG course in Chemistry > To pursue with the proposal for introduction of Departments of Statistics and Physical Education. > To improve the student-support system like career

research projects sponsored by UGC and other funding agencies. Many teachers of the college are also involved in guiding students for doctoral work in Ph.D. level under affiliation of WBSU and other universities all over India.

- The University team has inspected the Department of Chemistry and approved introduction of Post Graduate course in Chemistry.
- It is reported that Government has sanctioned two new departments in general course in Statistics and Physical Education.
- Several career counselling programmes have been organised by the institution.
- Information literacy training programme for students is continued by DOEACC as per MOU.
- Following technology enabled facilities are available for effective teaching:
  - Use of LCD projectors.
  - Use of internet.
  - Use of audio-visual medium like films.
- Several extension programmes are undertaken by NSS unit of the college. For example, the NSS unit of the College in collaboration with *Sappho for Equality*, Kolkata conducted a workshop on gender sensitization in February 2014.

counselling programme.
- To make proposals for increasing the number of laboratories, especially in the post-graduate departments.
- To continue the remedial classes and coaching for entry into services for students from minority, SC/ST, OBC and non-creamy layers.
- To make use of ICT enabled teaching-learning methods to give the students better exposure of the curricula.
- To continue to impart special attention to the extension activities conducted under the aegis of NSS.

See Annexure – 2 for Academic calendar

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body √

Provide the details of the action taken

- The Internal Quality Assessment Cell (IQAC) keeps a regular tab on the academic aspects and activities of the College. It devises and formulates plans relating to future academic growth and sustenance of quality after feedback analysis.
- The IQAC meets at regular interval the different academic departments and sub-committees of Teachers' council and non-teaching staff to monitor the implementation of various programmes.
- It has assisted the Principal in following up the government authorities on issues of funding and infrastructural development.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	4	0	0	0
UG	13	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	02
Total	17	0	0	02
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	4
Trimester	0
Annual	15

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

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

*See Annexure – 4 for Feedback Analysis.

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

> The College is affiliated to West Bengal State University currently, for the under-graduate courses. The department has little role to play in designing the UG course curriculum, structure or examination pattern. In the Post-graduate departments there is scope under the present system to function outside the purview of the affiliating university. The main salient feature of syllabi of all P.G. departments is to include dissertation, presentation in the part of the core curricula encouraging the mastering of research and analytic writing skills. The entire PG syllabus is remodelled biennially in PG Board of Studies meeting, whereby all recent developments in the discipline are incorporated in the PG syllabus

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	44	19	03+Principal	0

2.2 No. of permanent faculty with Ph.D.

> 41

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	17	02	N.A	01	01	0	0	09	18

2.4 No. of Guest and Visiting faculty and Part-time faculty

14	0	43

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	15	02
Presented papers	06	08	01
Resource Persons	0	0 6	05

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

> ➢ ICT enabled teaching-learning process is encouraged.
> ➢ Film-shows, Quiz etc. related to curricula are organised by all the departments.
> ➢ Interactive teaching-learning process is adopted.
> ➢ Educational excursions are conducted by some departments.
> ➢ The post graduate department provides ample infrastructure for pursuing research work on different specialized branches. The assembly of carefully chosen instruments often combined with analytical software in different laboratories assure training and accessibility to a wide range of pupils from undergraduate level to researchers.

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

198+ Some extra days for Special classes during vacations in P.G. Departments

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

As per university norm

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

06	33	0

2.10 Average percentage of attendance of students

72

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	QG%	Pass %
B.A. Honours	272	N.A.	8.08	83.45	8.45	100
B.Sc Honours	158	N.A.	37.97	55.69	6.32	100
B.A. General	250	N.A.	0	8.40	57.20	65.60
B.Sc. General	42	N.A.	11.90	78.57	0.0	89.47
PG Arts	26	N.A.	53.84	46.16	NIL	100
PG Science	65	N.A.	84.61	15.39	NIL	100

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

To improve the academic performance of the institution the IQAC acts as a catalyst through regular interaction with the administration and different stakeholders ensuring quality teaching- learning environment. IQAC in its meeting with faculty members advises them to prepare departmental academic calendar at the beginning of each session, assign syllabus to the departmental teachers. It also collects annual reports from the departments, analyses the feedback of students and assess the performance and progress. It also suggests the departments to organise seminars, educational tours and excursions.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	06
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others (course work)	03

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	36	03	0	09
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- As per IQAC suggestion a Research Committee is formed in accordance with UGC guidelines, representing both the Arts and Science streams. The Committee informs the teachers about various Research schemes and Fellowships, and encourages them in applying for the same. It screens project proposals funded by different agencies.

- As recommended by IQAC Institutional support is provided to enable implementation of research schemes in the following ways:

  1. Full autonomy is given to the Principal investigator for smooth conduct of the research project.
  2. Funds sanctioned by the different agencies are released without delay as and when required by the researcher.

3.2 **Details** regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	04	01	0
Outlay in Rs. Lakhs	0	182.59	99.98	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	06	0
Outlay in Rs. Lakhs	0	3.37	20.65	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	12	17
Non-Peer Review Journals	0	0	06
e-Journals	0	0	0
Conference proceedings	0	04	0

3.5 Details on Impact factor of publications:

Range | 0.50-18.592 | Average | 3.95 | h-index | 3 | Nos. in SCOPUS | 9

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	2009-14, 2012-15,2013-16,2011-16	ICMR,WBDST,UGC-DAE Consortium for Scientific Research,Kolkata,CSIR,DBT	182.59	154.31
Minor Projects	2012-14,2012-15,2014-16	UGC	22.65	16.815
Interdisciplinary Projects	0			
Industry sponsored	0			
Projects sponsored by the University/ College	0			
Students research projects *(other than compulsory by the University)*	0			
Any other(Specify)	0			
Total	06		205.24	171.125

3.7 No. of books published   i) With ISBN No. | 05 | Chapters in Edited Books | 10 |

ii) Without ISBN No. | 05 |

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) | DST-FIST |

3.10 Revenue generated through consultancy | NA |

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	01	0	0	05
Sponsoring agencies		UGC			COLLEGE

3.12 No. of faculty served as experts, chairpersons or resource persons: | 11 |

3.13 No. of collaborations   International [0]   National [08]   Any other [0]

[0]

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency [205.24]   From Management of University/College [0]

Total [205.24]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	01	0	06	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides [06]

and students registered under them [09]

3.19 No. of Ph.D. awarded by faculty from the Institution [0]

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

JRF [0]   SRF [02]   Project Fellows [03]   Any other [2]

3.21 No. of students Participated in NSS events:

University/College level [130]   State level [0]

National level [0]   International level [0]

3.22 No. of students participated in NCC events: N.A.

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC: N.A.

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	
NCC		NSS	05	Any other	0

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

➢ The NSS unit of the College collaborated with *Sappho for Equality*, Kolkata and conducted a workshop on gender sensitization in February 2014.

➢ Celebration of World Environment Day on 05.06.2014

➢ Forest week observation and Plantation of Trees, June, 2014

➢ Maintenance of college garden throughout the year.

➢ Attempts to make the college premise plastic-free

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	8262 sq metre	0	State Govt.	8262 sq metre
Class rooms	32	02	State Govt.	34
Laboratories	13	07	State Govt.	20
Seminar Halls	03	0	0	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.*	10	14	State Govt. and UGC	24
Value of the equipment purchased during the year (Rs. in Lakhs)	7157610/-	6327500/-	State Govt. and UGC and DST	13485110/-
Others	11361878/-	1000000/-	State Govt. and UGC	12361878/-

*See ANNEXURE-1

4.2 Computerization of administration and library

> Computerization of the library documents is being done by using LIBSYS software including bar-coding of the books and OPAC facility.
>
> Most of the administrative works are also being done by using computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60879	9244827/	1139	402688/-	72018	9647515/-
Reference Books	17845	2248166/	857	565913/-	18702	2814079/-
e-Books	0	0	0	0	0	0
Journals	45	18798/	0	0	45	18798/
e-Journals	10*	0	0	0	10	0
Digital Database	0	0	0	0	0	0
CD & Video	93	0	32	0	125	0
Others (Brail books)	0	0	17	1722/	17	1722/

*From British council library

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	58	05	21	13	01	12	46	
Added	25	0	04	0	0	01	11	
Total	83	05	25	13	01	13	57	

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

> ➢ Information literacy training programmes to students as well as teachers by DOEACC as per MOU.
>
> ➢ Preliminary training for some of the staff for implementation of COSA.

4.6 Amount spent on maintenance in lakhs:

i) ICT   0.50

ii) Campus Infrastructure and facilities   NIL*

iii) Equipments   1.02

iv) Others   0.11

Total: 1.63

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ Circulating information through notice and website.
> ➢ Supporting the students by informing the modalities for getting financial assistance from government and other agencies.
> ➢ Regular remedial classes and tutorials
> ➢ Financial assistance extended to economically weaker section
> ➢ Updated and well-stocked library
> ➢ library of each department
> ➢ Existence of Career-counselling cell, Gender cell, Grievance cell for assistance
> ➢ Coaching for entry-into-services
> ➢ Academic calendar is provided in the beginning of each session

5.2 Efforts made by the institution for tracking the progression

> ➢ Regular class tests, Mid-term Examination, Selection Test.
> ➢ Analysis of Feedback from students.
> ➢ Continuous evaluation of practical exercises in laboratory based subjects.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2233	196	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
1538	63.32
Men

No	%
891	36.68
Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	676	60	0	05	2586	1708	597	30	94	06	2429

Demand ratio   1:12   Dropout 6%

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

> UGC- sponsored Coaching for competitive examinations for S.C., S.T. Minority and O.B.C. students of the college.

No. of students beneficiaries

338

5.5 No. of students qualified in these examinations

It is a premier institute under the West Bengal State University and a good number of students have qualified in examinations like NET/ GATE etc. As it is primarily a UG teaching College, we could not maintain proper communication with the pass out students who after their PG degree qualify in different examination like NET/GATE/GRE etc. However, from personal connections the college came to know about few students who have qualified in such exams in recent times. The list goes as under:

NET	11	SET/SLET	01	GATE	02	CAT	0
IAS/IPS etc	0	State PSC	01	UPSC	0	Others	16

5.6 Details of student counselling and career guidance

Following programmes have been organized by different institutes/organizations in the college for career counseling:

11.12.13	NIC Institute of Technology "STAR PROJECT PROGRAM" Launched by Ministry of Finance, Govt. of India	Skill Development of the Unemployed Youth
11.12.13	District Employment Exchange, Barasat, North 24 Pgs.	Career Talk
22.07.13	Digital Network Appliances	Network
22.07.13	5 Teachers Group	WBCS Examination

No. of students benefitted   246

5.7 Details of campus placement

On campus			Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	NIL	34

* This is not an exhaustive list.

5.8 Details of gender sensitization programmes

The NSS unit of the College collaborated with *Sappho for Equality*, Kolkata and conducted a workshop on gender sensitization in February 2014. There is a functional Internal Complaints Committee (ICC) within the campus. A special box has also been provided so that any gender-related issue may be reported.

5.9 Students Activities

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

State/ University level | 17 | National level | 19 | International level | 01

No. of students participated in cultural events

State/ University/College level | 51 | National level | 0 | International level | 0

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

Sports: State/ University level | 08 | National level | 03 | International level | 01

Cultural: State/ University/College level | 24 | National level | 0 | International level | 0

5.10 Scholarships and Financial Support

Source of Funding	Number of Students	Amount
Financial support from institution	21	32528/-
Financial support from government	243	2818300/-
Financial support from other sources	11	37200/-
Number of students who received International/ National recognitions	0	NA

Besides students are benefitted through fee-waiver scheme of Government of West Bengal (247 students got half-free concession and 52 students got full-free concession).

5.11   Student organised / initiatives

Fairs   : State/ University/College level | 01 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | 0 | International level | 0

5.12   No. of social initiatives undertaken by the students | 05

5.13 Major grievances of students (if any) redressed: The IQAC made the college authority aware of the grievance regarding space problem of the reading-room of the central library. The Principal assured that the Government and UGC would be approached for necessary fund for construction of new building of library

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ➢ Imparting quality education among all corners of the society is the prime objective of the college since its inception in 1950. During its long journey of more than half a century, it has witnessed many changes in society and the nation in general. Today the college has made its mark as a major landmark of learning in the state, imparting modern education at its best, benefitting thousands of students. The goal of the institution is:
>
> ➢ To impart quality based higher education.
>
> ➢ To develop responsible and sensitive youths from diverse cultural, linguistic and religious groups and inculcate social commitments by imparting a panoramic view of the society.
>
> ➢ To lay emphasis on value based education to create human resources with modern view and to the needs foresight who can contribute to the national development by way of catering of the economy, society and the country as a whole.
>
> ➢ To create accountability within to ensure accountability to the society at large.
>
> ➢ To inculcate a sense of responsibility to self and society.
>
> ➢ Application and implementation of every goal and objective would strike the right balance between aims and achievements. Combining competency with conscience and technology with tradition resulting in multi-dimensional growth can be achieved through various quality enhancement measures. The goals and objectives of the institution would be implemented and applied on such a way that they would remove the shortfalls while enhancing quality.

6.2 Does the Institution has a management Information System

NO

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

6.3.1   Curriculum Development

> Being an affiliated college to the West Bengal State University, the curriculum is designed by the university after discussion in its Board of Studies (BOS) meetings and Council for Undergraduate Studies. The College has a good number of representatives in the BOS in different subjects. Moreover the faculty members of different departments are invited to interact at the workshops periodically conducted by BOS of the University regarding the modification of the existing courses.

6.3.2 Teaching and Learning

> - ICT enabled teaching-learning process is encouraged.
> - Film-shows, Quiz etc. related to curricula are organised by all the departments.
> - Interactive teaching-learning process is adopted.
> - Educational excursions are conducted by some department
> - Regular holding of class tests, Mid-term, Selection test for evaluation.

6.3.3 Examination and Evaluation

> - Class Tests.
> - Internal Assessment on the basis of Mid-Term Examination.
> - Surprise Test
> - Quiz, Extempore speech on topics relevant to curricula

6.3.4 Research and Development

> - As per IQAC suggestion the Research Committee informs the teachers about various Research schemes and Fellowships, and encourages them in applying for the same. It screens project proposals funded by different agencies.
> - As recommended by IQAC Institutional support is provided to enable implementation of research schemes in the following ways:
>
>   1. Full autonomy is given to the Principal investigator for smooth conduct of the research project.
>   2. Funds sanctioned by the different agencies are released without delay as and when required by the researcher.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> - Computerization of the library documents is being done by using LIBSYS software including bar-coding of the books and OPAC facility.
> - Most of the administrative works are also being done by using computer.
> - Information literacy training programmes to students as well as teachers by DOEACC as per MOU.
> - Preliminary training for some of the staff for implementation of COSA.
> - Construction work of Chemistry building is in progress.
> - Proposal for a separate building for library and administrative building has been prepared.

6.3.6 Human Resource Management

> - Effective utilisation of existing man-power through T Q M.
> - Attendance records of the teaching and non-teaching staff.
> - Regular notification of different activities.
> - Regular meetings of various committees for academic and administrative purposes
> - Regular Parent-Teachers meeting in various academic departments.
> - Feedback from students, parents and alumni
> - Maintenance of college web-site through which different notifications are circulated.

6.3.7 Faculty and Staff recruitment

> The recruitment of both the teaching and non-teaching staff is made by the Government of West Bengal through the recommendation of Public Service Commission, West Bengal and Staff selection commission, West Bengal.

6.3.8 Industry Interaction / Collaboration

> As such there is no Industry Interaction/collaboration programme conducted by the institute. However, a good number of faculty members engaged themselves in collaborative research programmes with many renowned institutions, such as IACS, SINP, Jadavpur University, TIFR, S.N.Bose National Centre for Basic Sciences etc.

6.3.9 Admission of Students   Completely merit-based admission system.

6.4 Welfare schemes for

Teaching	Health scheme
Non teaching	Health scheme. Bonus and advance salary during festive season
Students	Member of students Health Home. Scholarship schemes.

6.5 Total corpus fund generated   N. A.

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	N.A.	YES	Principal
Administrative	NO	N.A.	YES	Govt. of West Bengal

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

For UG Programmes   Yes NA   No NA

For PG Programmes   Yes √   No

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

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

N.A.

6.11 Activities and support from the Alumni Association

> All the departments are in touch with their ex-students and their suggestions are attempted to be incorporated for the betterment of the college.

6.12 Activities and support from the Parent – Teacher Association

> Parent-Teacher meetings are held annually in every academic department. The interaction in those meetings is noted carefully and all constructive suggestions are attempted to be incorporated which benefit the development of teaching-learning process.

6.13 Development programmes for support staff

NIL

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

- ➢ Forest week observation and Plantation of Trees, June, 2014

- ➢ Maintenance of college garden throughout the year.
- ➢ Prohibition of smoking in the college premises.
- ➢ Making the college premises plastic-free zone.

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.

- As the use of Hazardous waste cannot be avoided as they are mandatory part of the syllabi, earnest care is taken to eliminate the production of hazardous waste or minimize the amount of waste for disposal by recycling, re-using and/or recovering the waste.

- The faculty members are encouraged to apply for minor and major research project grants to UGC. They also undertake research projects sanctioned by other authorities such as WBDBT, DST, DBT, CSIR etc.

- The college publishes a refereed academic journal "Aureole" since 2009.

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

> See 2.15 (Part-A)

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

- ➢ In the years 2013 and 2014, the College in collaboration with Calcutta National Medical College organized Kala-azar Detection Camp led by Dr. Madhumita Manna, Associate Professor of Zoology.
- ➢ The college has delivered expert consultancy services for nature protection, eg the DFO of the North 24 Parganas and a local NGO sought expert view to preserve old road side rain trees in the district.

*See ANNEXURE – 3

7.4 Contribution to environmental awareness / protection

- ➢ The institution offers environmental classes and conducts environmental projects.
- ➢ It observes Forest week by planting trees in the month of June, 2014
- ➢ An 'Environment Protection and Nature Cell' is established. Dr. Manju Mandal (*Executive committee member of The Calcutta Society for Prevention of Cruelty to Animals, Member of World Wide Fund for Nature, Advisory Member of Animal Support Group, Dumdum*), Associate Professor of Bengali was nominated as the convener of the Committee.
- ➢ The committee organized an awareness programme related to Safe handling / usage / savings of LPG domestic Gason 19.08.2013. An interactive session and a Quiz Competition also held after the programme.
- ➢ The committee instils awareness among the youngsters through day to day actual practice and observance like conservation of water, energy (electricity), proper use of waste bins etc.
- ➢ Making the college premises plastic-free zone.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

<u>Institutional Strength</u>

- ➢ Barasat Government College enjoys an advantage location; situated at the district headquarter.

- ➢ The college believes in inclusive growth as well as quality assurances with equal opportunities for all students by arranging remedial classes for SC, ST, OBC and slow learners.

- ➢ Being a Government college, it earns the faith of the largest populace regarding academic quality, creating a positive and transparent environment.

- ➢ Special care and assistance for students for economically weaker section through measures like nominal college-fee, number of scholarships, fee-waiver scheme etc.

- ➢ The college has recorded consistently good academic results. Many students have topped university merit list. Students' achievements in games and sports at the district/state level have brought glory to the college.

- ➢ Social outreach initiatives through NSS have added to strength of the institution.

- ➢ Greater participation in research has improved substantially .Research projects and peer-reviewed publications both in national and international journals are testimony to the contribution of the institution in the higher academic field.

- ➢ Positive endeavor towards adoption of updated technology in teaching-learning process, in some aspects of administration and library as well as in the departmental activities is gaining momentum.

- ➢ The college has modern laboratories for hands-on training facility meant for students.

- ➢ Students get medical benefits through Students' Health Home.

- ➢ Subsidized canteen, cheap store etc. facilities are available to the students.
- ➢ All teaching and non-teaching employees of the institution and their family members are assured of their health insurance aspects through the Cashless West Bengal Health Scheme.

<u>Institutional Weakness</u>

- ➢ Space constraint is one of the weaknesses of the college.
- ➢ The college has no large auditorium of its own
- ➢ The college is yet to have its own hostel, though the students have been accommodated in other government hostels.

- ➢ The institute has to suffer shortage of manpower at times due to transfer policy of state government.

- ➢ It has limited scope for career placement in private sectors for all UG students.

- ➢ The occasional official requisition of college premises for commissioning and conducting Public Elections causes loss of teaching days and affects campus cleanliness.

Opportunities lying ahead of the Institution

➢ Further expansion of postgraduate courses will benefit the region as considerable demand exists for postgraduate studies.

➢ There is an agenda to introduce INFLIBNET in the library which will enable the students and staff of the college to access the E-resources.

➢ The success of the students in all-India level entrance examinations such as IIT,JAM, GATE, UGC-NET has increased. But there is scope of more improvement.

➢ Wi-Fi enabled campus will create a better connectivity among the stakeholders and will increase the academic output to a great extent.

➢ It has provision for adult and continuing education through NSOU.

Challenges

The academic performance of the students though good, yet there remains further scope for improvement. Given the annual increase in intake capacity, the challenge is to retain and enhance the quality performance. Smooth integration of all graduates of the institution in the job-market remains a challenge.

Future Plans of the Institution

➢ To construct a separate library-cum-administrative building.
➢ To subscribe more E-resources through INFLIBNET project of UGC.

➢ To introduce complete on-line admission procedure

➢ To make the entire campus Wi-Fi enabled

➢ To enrich the academic infrastructure of the college.

➢ To improve teaching-learning process through continuous evaluation and innovative methods

➢ To conduct more seminars, conferences and invited lectures in the different academic departments.

Name Dr. Partha Roy   *Name* Dr. Subhasis Dutta

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

ANNEXURE – 1

No. of important equipment purchased (≥ 1-0 lakh) during the current year.

YEAR	Sl. No.	Name of Equipment	Amount (Rs).	Department	Funding agency
2013-14	1	Metllar Semi Micro Spectrophotometer	170100/	Chemistry	DST FIST
	2.	Shimalzu UV-VISIBLE Spectrophometer	686175/	Chemistry	DST FIST
	3.	C Zeiss Microscope	570447/	Botany	DST FIST
	4.	Laminar Airflow	118000/	Botany	DST FIST
	5.	Rotary Microsome	219581/	Botany	DST FIST
	6	Gel Doc Bio Rad	222000/	Botany	DST FIST
	7.	Laminar Airflow	100000/	Botany	DST FIST
	8.	Online UPS Microtecnik	315000/	Zoology	DST FIST
	9.	UV VIS Spectrophotometer Including interfacing computing	610552/	Physics	DST FIST
	11.	Anti scanning tunneling microscope	691688/	Physics	DST FIST
	12	Cold Centrifuged (Eppendorf)	669495/	Zoology	DBT
	13.	Liquid Nitrogen Can	147705/	Zoology	DBT
	14.	Laminar Flow	233000/	Zoology	UGC

ANNEXURE-2: ACADEMIC CALLENDER

July,2013	*10* ***	*Rathjatra* *Commencement of 1ˢᵗ Year Classes*
August,2013	*** *9 &10* *15* *21* *28*	*Commencement of 2nd Year &3ʳᵈ Year Classes for Morning Section & non-laboratory based subjects in Day section. For lab-based subjects, classes will after B.Sc Part-I & Part-II Practical examinations are completed* *Holiday(Id-Ul-Fitre)* *Holiday(Independence Day)* *Holiday (Rakhi-Purnima)* *Holiday(Janmastami)* *Note: Date for admission to 2ⁿᵈ year &3ʳᵈ Year classes & payment of fees for the month of June to November, 2013 will be announced after the completion of respective University Examinations.*
September,2013	*07* *17* *23-27* *27* *30(Tentative)*	*College Foundation Day* *Holiday (Viswakarma Puja)* *Games and Cultural competitions* *Holiday(Mahalaya)* *College Fest & Nabin Baran*
October,2013	*02* *03-16ᵗʰ Nov*	*Gandhiji's Birth Day* *Commencement of Puja Vacation*
November,2013	*18* *25* *25-30*	*College Reopens after Puja Vacation* *Class Test for 1ˢᵗ,2ⁿᵈ & 3ʳᵈ Year Honours* *Payment of fees for 2ⁿᵈ year for the months of Dec'2013 to May,2014*
December,2013	*09 & 10* *23 & 24* *25-31*	*Annual Athletics Meet* *Annual Prize Distribution Ceremony & Cultural Programme.* *Christmas Holidays*
January,2014	*01* *02* *14* *23* *26*	*Holiday(New Years Day)&(Akheri-Chahar Sumba)* *College Reopens after Winter Recess* *Holiday(Makar Sankranti)&(Fateha-Duaz-Daham)* *Holiday(Netajis Birth Day)* *Holiday(Republic Day)*
February,2014	*04* *12* *25* *26 &27*	*Holiday(Saraswati Puja)* *Holiday(Fateha-Yaz-Daham)* *Holiday(WBSU Foundation Day)* *Holiday(Mahashivratri)*
March,2014	*17 &18*	*Holiday(Holi)*
April,2014	*08* *13* *14* *15*	*Holiday (Ramnavami* *Holiday(Mahabir Jayanti)* *Holiday(Dr.Ambedkar's Birth Day)* *Holiday(Bengali New Years Day)*
May,2014, June 2014	*May 05 to June 28*	*Summer Vacation*

TENTATIVE SCHEDULE FOR TEST EXAMINATION

February, 2014	*03-08*	*Part-III Examination, 2014(Paper V – VIII)*
March, 2014	*10-14*	*Part-II Examination, 2014(Paper III &IV)*
	20-25	*Examinations for General Paper*
April, 2014	*07 & 09*	*Part-I Examination, 2014 (Paper I & II)*
	16-22	*Examinations for General Paper*

Note:

1. *The above mentioned Schedule is subject to changeable.*

2. *At the end of three years, while collecting mark sheet of Final Examination, a student will have to pay Rs.30 as diploma fees.*

3. *The University Examinations for first, second and third year students are scheduled to commence from third week of July, first week of June and second week of March respectively. The students are requested to consult the WBSU website for the exact dates.*

Best Practice-I

Title of the Practice: Protection of environment.

The Institution holds environmental ethics in high regard and wishes to achieve through all its practices a holistic approach to the protection of environment.

Objectives of the Practice

The main aim is to encourage the young students to be aware and actively participate in actions connected with the conservation of nature and to make them aware of the ill effects of environmental exploitation and ecological imbalance.

Context

The perils of environmental degradation affect the life of human beings and increase the carbon footprint. Under the circumstances general awareness about nature is not sufficient, but extensive activities for ecological protection are needed. The college must play a role in generating environmental consciousness, involving the students and the local people.

Intended Outcome

- To create environmental awareness among the students and staff of the college.
- To provide consultancy service for the protection of nature in the surrounding areas.
- To create awareness about optimal usage of natural resources, like water, electricity, fuel.

Practice

- The institution involves the direct stakeholders in protecting the environment by practicing plantation of trees, optimal usage of electricity and water, restriction on usage of plastic, disposal of bio-waste through autoclave procedure, segregation of e-waste etc. within the campus.
- The Environment Protection and Nature Cell organized an awareness programme related to Safe handling / usage / savings of LPG domestic Gas on 19.08.2013. An interactive session and a Quiz Competition was also held after the programme.

Evidence of Success

- The DFO of the North 24 Parganas and a local NGO sought expert view to preserve old road side rain trees in the district. Professors led by the Head of the department of Botany gave the detailed report to the district authority in due course.
- Landscaped green cover within the campus area has increased as compared to earlier times.
- E-waste disposal mechanism has been incorporated through the condemnation committee.

Problems encountered and Resources required

- General consciousness about necessity of environmental protection is at a low level currently. Naturally, sustainable practices outside the campus suffer from lack of acceptance.

- Within the campus as well, certain intended outcomes require mobilization of funds. For example, processes like rain-water harvesting or rooftop solar panel requires considerable amount of funding.
- Alternative/green practices are often found to be expensive. To overcome this hurdle, holistic intervention at the policy level is necessary.

Best Practice-II

Title of the Practice
Improvement of stakeholders' relationship at the institutional Level

Stakeholders of the institution are students, parents, teaching and non-teaching staff, alumni and local society.

Objectives of the Practice

Continuous upgradation and standardization of system and infrastructure, efficient office management, enhancing teaching quality, maintenance of discipline, attendance, performance in academics, sports, cultural events, participation in co-curricular activities and institutional outreach programmes.

Context
Students from diverse social backgrounds take admission in this college, where a predominant focus remains on SC, minority and girl students. Apart from heterogeneity in financial backgrounds, some of them also are first generation learners. Naturally, it is imperative to take their parents into confidence about the larger objectives of institution and the students also require constant guidance and mentoring about future opportunities. There is necessity to develop community orientation among the students. The goodwill generated by the alumni of the institution needs to be tapped in properly in order to make further progress. Also the role of non-teaching staff should be conceived in a participative framework.

Intended Outcome
- Holistic development of the students as responsible future citizens.
- To garner interest among the alumni and the local society in improving and sustaining the quality of the institution.
- To incorporate the opinions of stakeholders, such as students and parents and staff, in the overall management of the institutional matters.

Practice
- Feedback from students on academic and infrastructural issues are collected and analysed on a regular basis.
- Community oriented outreach programmes are organized to inculcate the spirit of service among the students.
- Parent-teacher meetings are organized by individual departments. The feedback from the parents are also collected and analysed to improve the delivery of services.

- Opinion of alumni of the institution and members of the local society are incorporated in the day-to-day running of the institution.
- Congenial relation between college administration and the staff are maintained.

Evidence of Success

- Students' feedback have been utilized to augment infrastructural aspects of the College. Subsequent positive feedbacks on those parameters imply the satisfaction of the students.
- In parent-teacher meetings, the parents have generally expressed satisfaction on various parameters of the academic, co-curricular and infrastructural aspects of the institution.
- As part of community oriented outreach programme, the College in collaboration with Calcutta National Medical College organized kala-azar detection camps in 2013 and 2014 in endemic zones of West Bengal and adjoining Jharkhand state, for awareness of the local people and for detecting new pockets of Kala-azar, led by Dr. Madhumita Manna, Associate Professor of Zoology.

Problems encountered and Resources required

- At times, routine transfer of teachers result in shortage of manpower ideally desired for carrying out this relationship building exercise and the following up those.
- Experience shows that web-medium can be a useful tool to cater to the stakeholders virtually. However, a section of students and parents remain outside the scope of such medium due to the prevalent digital divide and financial disparity.

ANNEXURE IV
Summary of Students' Feedback: Teachers' Evaluation 2013-14

Class/Year of Student: B.A. / B.Sc. (Hons.) 3rd Year
No. of students responded: 272
Response Rate in %

Grade/Scale / Skills of Teachers	A	B	C	D	E
Attendance of the Teacher	75.18	16.02	5.33	2.17	1.30
Punctuality of the Teacher	69.02	19.32	7.06	3.18	1.42
Communication: Lectures are audible and clear	76.22	16.51	4.15	2.62	0.50
Percentage of syllabus completed by teacher	78.65	17.16	2.53	2.06	0.60
Whether the teacher engages the student in understanding the subject	73.10	19. 29	4.78	1.62	1.21
Whether the teacher is approachable and available	69.33	21.67	5.59	2.88	0.53
Whether the teacher motivates to organize co-curricular activities	65.72	20.65	8.55	2.13	2.97

N.B: **A=100-90, B=90-75, C=75-60, D=60-50, and E=Less than 50.**