

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

Barasat Government College

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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.

033- 25523365

Name of the Head of the Institution:

Dr. Subhasis Dutta

Tel. No. with STD Code:

033-25523365

Mobile:

+91-9433563658

Name of the IQAC Co-ordinator:

Dr. Jukta Adhikari

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879):

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.60	2009	2014
2	2 nd Cycle	A	3.06	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

- i. AQAR 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 2013-14 Submitted to NAAC 10 / 09 / 2015
- v. AQAR 2014-15 Submitted to NAAC 14 / 09 / 2015
- vi. AQAR 2015-16 Submitted to NAAC 26 / 09 / 2016

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-financ

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

WEST BENGAL STATE UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="√"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="0"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
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="0"/>
2.8 No. of other External Experts	<input type="text" value="3"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	<input type="text" value="04"/>

Faculty	<input type="text" value="02"/>	Non-Teaching Staff/ Students	<input type="text" value="01"/>	Alumni	<input type="text" value="0"/>	Others	<input type="text" value="01"/>
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2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount:

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution

ii) Themes

- **The cultural Heritage of Bengal**
- Environmental Ethics: Indian Perspective
- Harold Pinter's Plays
- Hinduism: the making of a syncretizing religion
- Allergy : causes and concerns
- Rabindranther Raktakarobi
- Challenges posed by HIV/AIDS: virus to vaccine
- Popularizing Chemistry

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 assists the Principal in following up with the government authorities issues of funding and infrastructural development. For example, it suggests that proper utilization of RUSA fund be made for the further development of the college.
- The library of the college has renewed the UGC-INFLIBNET on-line journal membership along with British Council Library on-line membership as per the proposal of IQAC.
- A language lab has been set up for English language training and audio-visual classes for language students from RUSA funds as per the proposal of IQAC.

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>The plans chalked out at the beginning of the year</p> <ul style="list-style-type: none"> ➤ Language lab to be set up. ➤ To enhance the infrastructural facilities. ➤ To improve the facilities for research activities ➤ To improve the student-support system like career 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. 	<p>The outcomes of the Plan at the end of the year.</p> <ul style="list-style-type: none"> ➤ Language Lab has been set up utilizing RUSA funds. ➤ The construction of the PG Building of Chemistry has been completed ➤ The furnishing of the laboratories and classrooms of the PG Chemistry Building has been completed along with new gas-line connection. ➤ Although the funds for remedial classes and coaching for entry into services for students from minority, SC/ST, OBC and non-creamy layers has been discontinued by the UGC, the college still continues with the training programs and remedial classes on its own initiative. ➤ 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 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. ➤ College authorities provide special financial assistance to economically under privileged students apart from providing

	<p>scholarships from govt. And non-govt. Organisations. Several career counselling programmes have been organised by the institution.</p> <ul style="list-style-type: none"> ➤ Information literacy training programme for students is continued by NIELET as per MOU. ➤ Following technology enabled facilities are available for effective teaching: <ul style="list-style-type: none"> ▪ Use of LCD projectors. ▪ Use of internet. ▪ Use of audio-visual medium like films. ➤ Several extension programmes are undertaken, such as, by the ICC, NSS and Equal Opportunity Cell. ➤ A psychological counselling cell has been providing help and support to the students in mental distress.
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See Annexure 1 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

- | |
|---|
| <ul style="list-style-type: none"> ➤ The Internal Quality Assessment Cell (IQAC) continues to keep 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)**

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

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others*
92	44	23	02+Principal	22

* Permanent part time teachers

2.2 No. of permanent faculty with Ph.D:

51

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

Asst. Professors		Associate Professors		Professors		Others		Total	
J	V	J	V	J	V	J	V	J	V
01	04	01	N.A	0	01	0	0	02	05

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

0	06	22
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	14	21
Presented	08	38	00
Resource Persons	0	01	00

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	NIL	NIL
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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	285	N.A.	1.8	82.8	12.3	96.8
B.Sc Honours	190	N.A.	28.9	60.5	0	89.5
B.A. General	342	N.A.	0	30.7	39.2	69.9
B.Sc. General	40	N.A.	0	42.5	20	62.5
PG Arts	27	N.A.	33.3	66.7	NIL	100
PG Science	74	N.A.	93.2	6.8	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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	07
Others (course work)	00

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

<ol style="list-style-type: none"> 1. IQAC continues to support and encourage the teachers in their research endeavours through the Research Committee.. 2. As recommended by IQAC Institutional support is provided to enable implementation of research schemes in the following ways: <ol style="list-style-type: none"> i. Full autonomy is given to the Principal investigator for smooth conduct of the research project. ii. Funds sanctioned by the different agencies are released without delay as and when required by the researcher. iii. The College provides major infrastructural facilities like library, laboratory, computer and internet facilities to pursue research activities. Central Instrument Facility containing sophisticated instruments are available (especially for science Departments) to researchers to carry out advanced investigations.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	00	0
Outlay in Rs.	55,41,260	19,83,000	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	01	00	05
Outlay in Rs.	1,230,000	3,00,000	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	33	04	14
Non-Peer Review Journals	0	00	11
e-Journals	14	0	0
Conference proceedings	00	00	0

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	2014-2017 2015-2018	<ul style="list-style-type: none"> MOEF, GOT, New Delhi Dept. Of Higher Education, Science, Technology, Biotechnology 	7,524,260	6,058,060
Minor Projects	2014-16 2015-17 2017-19	UGC	1,530,000	1,440,000
Interdisciplinary Projects	0			
Industry sponsored	0			
Projects sponsored by the University/ College	0			
Students research projects (<i>other than compulsory by the University</i>)	0			
Any other(Specify)	0			
Total	08		9,054,260	6,202,060

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 NA

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	02	07	0	00
Sponsoring agencies	IQAC	UGC	IQAC		

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

3.13 No. of collaboration: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year:

From funding agency From Management of University/College
 Total

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
11	02	03	01	06	0	0

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/College level State level
National level International level

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

University level
National level State 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: N.A.

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Celebration of World Environment Day on 05.06.2017.
- Organised Tree-plantation ceremony in the month of July, 2016.
- Awareness programme on “effect of consuming junk food on health” was held on 11th November, 2016 to celebrate National Education Day.

- Celebration of Constitution Day was held on 26th November, 2016
- A blood donation camp was organised on 06.12.2016.
- Organised National Youth Day on 12.01.2017.
- Awareness programme on the prevention of Dengue and necessary precaution in collaboration with Barasat Municipality in the month of June, 2017.
- International Yoga day was celebrated on 21st June, 2017

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 (\geq 1-0 lakh) during the current year.*	35	00	0	35
Value of the equipment purchased during the year	181,90615/-	3,00,000/-	State Govt. and UGC	184,90615/-
Others	132,36641/-	1,00,000/-	State Govt., UGC and RUSA	133,36641/-

4.2 Computerization of administration and library

- | |
|--|
| <ul style="list-style-type: none"> Computerization of the library documents is being done by using KOHA software including bar-coding of the books and OPAC facility. Administrative work including data recording and financial management has been totally computerized. |
|--|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	72964	10067515	207	100000	73171	10167615
Reference Books	19494	3265458	0	0	19494	3265458
e-Books	187000	0*	0	0*	187000	0

Journals	52	40798	0	0	52	40798
e-Journals	113003	5750	0	0	113003	5750
Digital Database	0	0	0	0	0	0
CD & Video	150	0	0	0	150	0
Others (Brail books)	17	1722	0	0	17	1722

*From British council library and INFLIBNET

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	179	06	100	23	01	13	104	
Added	15	0	0	0	0	0	119	
Total	194	06	100	23	01	13	119	

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 provided by NIELET
- All teachers, non teaching staff and students have internet access as the campus is wi-fi enabled.

4.6 Amount spent on maintenance:

i) ICT	68,750
ii) Campus Infrastructure and facilities	NIL*
iii) Equipments	NIL
iv) Other	7,50,000
Total:	8,18,750

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.
- Monitoring the process of application for scholarships/stipends through the departments and office.
- Financial assistance extended to economically weaker section
- Regular remedial classes and tutorials
- Updated and well-stocked library
- Library of each department enhanced regularly.
- Book bank to provide key books to students.
- Existence of Career-counselling cell, Gender cell, Grievance cell, Psychological counselling cell for assistance
- Coaching for entry-into-services
- Academic calendar is provided at the beginning of each session

5.2 Efforts made by the institution for tracking the progression

- Regular class tests, Selection Test.
- Tutorials and Remedial classes for slow learners.
- Regular Parent-Teacher meetings in all departments.
- Analysis of Feedback from students.
- Tutorials and Remedial classes for slow learners.
- Continuous evaluation of practical exercises in laboratory based subjects.

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
3130	201	0	0

students

(b) No. of students outside the state

(c) No. of international students

No	%	Men
1714	51.4	

No	%	Women
1617	48.6	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1425	917	82	388	06	2818	1729	892	74	636	21	3331

Demand ratio 1:15

Dropout 3.5%

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

A coaching class for competitive examinations were held for SC, ST, and OBC students under the UGC scheme. Unfortunately UGC has stopped funding the initiative but the classes have continued under the tutelage of respective departments.

No. of students beneficiaries

123

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	07	SET/SLET	03	GATE	01	CAT	0
IAS/IPS etc	0	State PSC	04	UPSC	0	Others	11

5.6 Details of student counselling and career guidance

9.12.2016	Techno India University	Lecture regarding prospects of MBA courses
9.12.2016	Dream Zone School of Creative Studies	Lectures regarding career oriented courses conducted by them.
06.01.2017	TimesPro	Career and Job-oriented courses and Training
06.01.2017	EIILM	Career prospects of MBA courses

No. Of students benefitted 253

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
0	0	NIL	10

* This is not an exhaustive list.

5.8 Details of gender sensitization programmes

➤ ICC and Gender Sensitisation cell organised a workshop on ‘Girl students: How to address their problems, methods of redressal , oppurtunities etc.’ by the members of an NGO ‘Sutanati sakhya’ on 10 th September, 2016.

5.9 Student 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/College 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/College level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	35	42,000/-
Financial support from government	627	106,92,000/-
Financial support from other sources	02	9260/-
Number of students who received International/ National recognitions	0	NA

Besides students are benefitted through fee-waiver scheme of Government of West Bengal (325students got half-free concession and 198 students got full-free concession).

5.11 Student organised / initiatives

Fairs: State/ University/College level	<table border="1"><tr><td>0</td></tr></table>	0	National level	<table border="1"><tr><td>0</td></tr></table>	0	International level	<table border="1"><tr><td>0</td></tr></table>	0
0								
0								
0								
Exhibition: State/ University level	<table border="1"><tr><td>0</td></tr></table>	0	National level	<table border="1"><tr><td>0</td></tr></table>	0	International level	<table border="1"><tr><td>0</td></tr></table>	0
0								
0								
0								

5.12 No. of social initiatives undertaken by the students

08

5.13 Major grievances of students (if any) redressed:

- The students have been demanding classes for enhancement of their language skills especially English apart from the regular language classes being held in the department. The setting up of the language lab has been able to provide the much needed guidance to the students.
- The post of the teacher of physical education has been vacant for the last one year. IQAC has requested the Principal to address this issue in an urgent manner. Principal has moved the higher education department for immediate fulfilment of the vacancy.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Imparting quality education to students from all backgrounds 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.

a sense

➤ 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 and 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 build a body of future nation builders with a sense of dependability, commitment and foresightedness.

➤ To develop a sense of accountability in today's youth.

➤ To create 'educated' citizens in the truest sense of the term.

➤ To inculcate a sense of 'giving to society' in the students

6.2 Does the Institution have a management Information System

YES

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, Selection test for evaluation.

6.3.3 Examination and Evaluation

- Class Tests, assignments, tutorials
- Internal Assessment on the basis of Mid-Term Examination and Selection Test
- Surprise Test
- Quiz extempore speech on topics relevant to curricula, paper presentations, group discussions.

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 to apply 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 KOHA software including bar-coding of the books and OPAC facility.
- Computerization of the complete administrative workload has been completed.
- Information literacy training programmes to students as well as teachers by NIELET
- Construction work of two new laboratories in Chemistry department has been completed along with gas connection and lab furnishings.
- Construction work on the library and administrative building is in full swing
- The campus has been Wi-Fi enabled through JIO NET.

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-Teacher meetings in various academic departments.
- Feedback from students, parents and alumni
- Maintenance of college web-site through which different notifications are circulated.
- The various departments and sections of the college are connected via internet enabling faster pace of data sharing and interface.

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, Calcutta University etc.

6.3.9 Admission of Students

Admission system is completely online and merit based to maintain transparency.

6.4 Welfare schemes for

Teaching	West Bengal Health scheme
Non teaching	West Bengal 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 No

For PG Programmes Yes No

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

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

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. Some departments have dedicated face book and email Ids for this purpose.
- Alumni holds regular meetings to evaluate suggestions from members regarding implementation of schemes to benefit the students
- On July, 2016, the alumni association has extended financial support for the medical treatment of a student suffering from cancer.
- In August, 2016 the alumni association donated several books (text and reference) to the central library.
- On 8th April, 2017 a seminar was organised in the college for benefit of students on the topic of ‘Demonetisation’ and ‘Buddhist philosophy’.

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 may benefit the development of teaching-learning process.

Parents are also encouraged to keep in touch with the departments of their wards throughout the year.

6.13 Development programmes for support staff

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

- Forest week observation and Plantation of Trees every year
- Maintenance of college garden throughout the year.
- Prohibition of smoking in the college premises continues
- The college premises are plastic-free and this is monitored regularly.

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.

- 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 peer reviewed multi disciplinary journal ‘Aureole’ has been recognized by UGC. This has increased its impact factor and greatly benefitted the teachers who publish there.

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*)

- Students’ seminars to encourage independent thinking and improve presentation skills.
- Psychological counselling cell for students

*See ANNEXURE – II

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
- The ‘Environment Protection and Nature Cell’ continues to be active under 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.
- The committee encourages the students through day to day actual practice and observance to conserve water, energy (electricity) and to make proper use of waste bins etc.
- Continue to keep the college premises plastic-free.
- In view of the rise in mosquito borne diseases extra attention has been given to keep the surroundings clean. The Municipality has been given instructions to spray necessary insecticides from time to time.

7.5 Whether environmental audit was conducted?

Yes

No

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

Institutional Strength

- Barasat Government College enjoys advantageous location being the district headquarter.
- The college believes in inclusive growth together with quality assurance giving equal opportunities to all students and those from economically backward groups are helped through remedial classes and books from the book bank.
- Being a Government college, it earns the faith of the largest populace regarding academic quality by 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 the university merit list and gone on to further achievements outside the ambit of the college.
- Students' achievements in games and sports at the district/state level continue to bring glory to the college.
- Social outreach initiatives through NSS have added to the strength of the institution and their projects are getting more diversified.
- Continued participation in research with 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.

Institutional Weakness

- The college is yet to have its own hostel, though the students have been accommodated in other government hostels.
- It has limited scope for career placement in private sectors for all UG students.
- The college has no academic autonomy to design the syllabus or teaching modalities of the undergraduate students, and thus lacks the freedom to incorporate innovative teaching –learning processes.

Opportunities lying ahead of the Institution

- Further expansion of postgraduate courses will benefit the region as considerable demand exists for postgraduate studies.
- The success of the students in all-India level entrance examinations such as IIT, JAM, GATE, and UGC-NET has increased. But there is scope of more improvement.
- More skill-development based courses to be introduced in line of the MHRD recommendations for the benefit of the students.
- It has provision for adult and continuing education through NSOU.

Challenges

Though the college has made a considerable positive impact on the academic sphere there is always scope for improvement.

7.7. Plans of institution for next year

- To complete the construction of a separate library-cum-administrative building.
- 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.
- To improve the infrastructure of sports and games.
- To encourage the Students' Union to organise Inter-collegiate cultural programmes
- The activities of NSS unit will be extended.
- To involve more students in outreach programmes.

Name Dr. Jukta Adhikari



Signature of the Coordinator, IQAC

Name Dr. Subhasis Dutta



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-I: ACADEMIC CALENDER

Month	Date	Days	Events	No. of Days
July 2016	06 & 07	Wed-Thurs	Ratha jatra & Id-UI-Fiter	2
August 2016	15	Monday	Independence Day	1
	18	Thursday	RakhiPurnima	1
	25	Thursday	Janmastami	1
September 2016	07	Monday	College Foundation Day	1
	12 & 13	Mon-Tues	Id-Uz-Zoha	2
	17	Saturday	Biswakarma Puja	1
	30	Friday	Mahalaya	1
October & November 2016	1 st Oct-9 th Nov	Saturday to Wednesday	Puja Vacation(Gandhiji's Birth Day(2/10), DurgaPuja (7-14) Muharram (12/10)Lakshmi Puja,15&16, Kalipuja 30&31 ,Bhatridwitiya,1/11 Chatpuja 6/11, Jagaddartri Puja 9/11, (40)	34
	14 th Nov	Monday	Guru nanak's Janmojayanti	1
	30 th Nov	Wednesday	Akheri-ChaharShumbha	1
December 2016	13	Tuesday	FatehaDoazDaham	1
	24 th – 31 st	Sat – Saturday	Winter Recess	7
January 2017	1	Sunday	New Year's Day	0
	12	Thursday	Vivekananda's Birthday	1
	23	Monday	Netaji's Birthday	1
	26	Thursday	Republic Day	1
February 2017	01 & 02	Wed & Thurs	Saraswati Puja	2
	24	Friday	Mahashivratri	1
	25	Saturday	W.B.S.U. Foundation Day	1
March 2017	12 & 13	Sun & Mon	Dol jatra	1
April 2017	5	Wednesday	Ramnavami	1
	9	Sunday	Mahabir Jayanti	0
	14	Friday	Good Friday & Ambedkar's Birth Day	1
	15	Saturday	Bengali New Year & Easter Holy Saturday	1
	25	Tuesday	Shabemiraj	1
May & June 2017	1	Monday	May Day	1
	2 nd May - 21 st June	Tuesday-Wednesday	Summer Vacation (Including Rabindra Jayanti9/5 Buddha Purnima10/5 Sabebarat 12/5)	44

TENTATIVE SCHEDULE FOR UNIVERSITY EXAMINATIONS AND TEST EXAMINATIONS.

Month & Year	Date	Examination
March, 2017	09-18	Part-III Examination, (Paper V –VIII)
April, 2017-May	19-8 th May	Part-II Examination,(Paper III &IV) Examinations for General Paper
May-June 2017	22-12 th June	Part-I Examination
January, 2017	4-11	Test Examinations for Part - III
February,2017	17-28	Test Examination for Part- II
March,2017	1-8	Test Examination for Part- I

Note: The above mentioned Schedule is subject to change.

ANNEXURE – 2

Best Practice 1

Title of the Practice: Students' seminars to encourage independent thinking and improve presentation skills.

Goal: Our current examination system has little scope of judging the independent thinking capabilities of students. Hence to encourage undergraduate students to think independently and initiate them to research methodology Students seminars are held in all departments regularly.

The Context: The College has time and again produced extremely meritorious students who have made their mark in Post Graduate classes and competitive exams with their academic performances. This has encouraged different undergraduate departments to organise students' seminar at the UG levels. These seminars have had eager participation from students and have benefitted them even at the PG level, as admitted by them in conversations.

Practice and Implementation: The students are divided in group and given topics relevant to the UG syllabus. They are encouraged to research on the topic and make a presentation of the same. Students are instructed to provide Bibliographic details in the submitted papers. External resource persons are also called to add to the merit of the activity. They are often presented with certificates as tokens of encouragement.

Evidence of Success: Majority of the students of this college belong to socially and economically under privileged classes. Consequently their presentation skills both writing and verbal remain poor. These seminars groom the students in developing these skills along with boosting their self confidence. Meritorious students of this college have displayed a high performance level at the PG level. Many of our students become top-scorers in the Universities. They also have joined regular research.

Problems Encountered and Resources required: Time constraint, as the syllabus often discourage both teachers and students to undertake such projects. More smart classes/, small auditoriums, especially for the humanities departments, would make these programmes more possible.

Best Practice 2

Title of the Practice: Psychological counselling cell for students to booster their mental growth and development.

Objectives: The Counselling Centre provides services like individual counselling and developmental group activities for College students. Counselling is a process in which the student and the Counsellor work towards a common goal which is beneficial for the student. It can enable him/her to cope with unmanageable situations in the best way possible. The process helps to enhance the overall well-being of the student.

Context: The students of this college hail from diverse social and economic backgrounds. They join college at the tender age of 18, when various emotional, social and sexual conflicts concern them. Thus this cell provides a platform for management of these stressful conflicts. Common reasons why students seek out Counselling include:

- Relationship difficulties, e.g. frequent fights, sexual worries, loss of intimacy
- Illness, grief and loss
- Life transition and adjustment issues
- Personal growth and understanding
- Sexuality and gender identity
- Anxiety, stress or depression
- Examination phobia
- Time management
- Peer anxiety
- Early marriage views on marriage in family
- Loneliness
- Violence and abuse in the relationship & family

Practice and Implementation: Counsellor uses a range of different counselling and therapeutic approaches and counselling ‘modalities’ to offer assistance to you such as, Rogerian model of Psychotherapy, Cognitive behavioural therapy. The Counselling Centre services are available from 2pm to 5pm on Friday. They can be contacted through Head of the Department or personally on e-mail: **counselling@bgc.org.in** for appointments. A Stress Manager & Mental Health Practitioner, member of Centre for Counselling Services and Studies in Self-development, Jadavpur University who provide Mental Health services to our students. Counselling is a systematic process involving the following steps

- Counselling provides a safe and trusting environment.
- It helps the student understand their concerns clearly and resolve them.
- The counsellor listens to students issues/concerns in a non-judgmental manner.
- Counsellor helps students to generate solutions to their problems.

Thus, counselling helps students to move towards their goals. It also helps them to enhance their overall well being. The Counselling Centre observes the Mental Health Week each year. Stress management workshops specially designed to address students’ needs are organized by Counselling Centre .The students who are identified as needing special care are then sent for individual counselling session. The workshops also serve as a medium through which the student interacts with the counsellor and makes them comfortable to approach the Centre. The various methodologies used are discussions, role-plays, audio-visuals and lectures.

Evidence of Success: The counselling centre has been running successfully for the past year as evidenced by the enthusiastic response of the students. The centre has to be kept open even after official hours for the benefit of the students. Many of them have benefitted from the services and has kept personal contact with the counsellor even outside the college premises.

Problems Encountered and Resources required: Keeping in mind the overwhelming response of the students and the time required for each individual counselling session, there is immediate need of increasing the sessions to thrice a week.