

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)***

(Revised as per Revised Accreditation Framework in November, 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Published by:

The Director

National Assessment and Accreditation Council (NAAC)
P. O. Box. No. 1075, Nagarbhavi,
Bengaluru - 560 072, India

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Printed at:

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. Composition of the IQAC 6
7. The role of coordinator 7
8. Operational Features of the IQAC 7
9. Revised Accreditation Framework 8
10. Mandatory Submission of AQAR by IQAC 8
11. The Annual Quality Assurance Report (AQAR) 8

Part – A

11. Details of the Institution 9
12. IQAC Composition and Activities 12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Innovations and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Institutional Values and Best Practices 27
20. Abbreviations 29

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives

should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic/administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming

cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution BARASAT GOVERNMENT COLLEGE

- Name of the Head of the institution : Dr. Subhasish Dutta
- Designation: Principal
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 033- 25523365
- Mobile no.: +91-9433563658
- Registered e-mail: principal@bgc.org.in
- Address :10, K.N.C Road, P.O Barasat
- City/Town : Barasat
- State/UT : West Bengal
- Pin Code : 700124

2. Institutional status:

- Affiliated
- Type of Institution: Co-education
- Location : Rural/Semi-urban/Urban: Semi Urban
- Financial Status: UGC 2f and 12 (B)
- Name of the Affiliating University: West Bengal State University
- Name of the IQAC Co-ordinator : Dr. Jukta Adhikary
- Phone no. /Mobile No.: 91-9831375422
- IQAC e-mail address: iqac@bgc.org.in

3. Website address: www.bgc.org.in

Web-link of the AQAR: <http://www.bgc.org.in/AQAR2017-18>

4. Whether Academic Calendar prepared during the year? YES

Whether it is uploaded in the Institutional website: Yes

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.60	2009	from:2009 to: 2014
2 nd	A	3.06	2016	from:2016 to: 2021
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 06/01/2010

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Meeting	21.7.2017	9
Meeting	22.11.2017	8
Meeting with Heads of the department	24.4.2018	25
Seminar on Implementation of CBCS	20.4.18	48
Workshop on implementation of CBCS	3.5.2018	72

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

10. No. of IQAC meetings held during the year: Three (21.7.2017, 22.11.2017, 24.4.2018)

Yes

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- The IQAC has held seminars and meetings to ensure a smooth transition to the CBCS academic system to be started in the following session. This includes changing the class durations to 1 hour, organizing additional classrooms for the choice-based new courses and holding programs to inform the teachers of the new evaluation system.
- The IQAC along with the admission committee of the college has been successful in conducting a complete online admission procedure, including verification and counselling for this academic session.
- It continues its work of authentication of data by incumbent applying under CAS (career Advancement Scheme).
- As per the suggestion of IQAC, proposals for 4 new subjects (i) computer science (ii) education (iii) physiology (iv) microbiology has been prepared and submitted by the college authority.
- IQAC helped the various departments of the college to organize special talks to motivate students in the learning process and progression to higher education.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To construct a separate library-cum-administrative building.	Construction of separate library cum administrative building is under progress.
To subscribe more E-resources through INFLIBNET project of UGC.	The project is in continuation and has proved to be very beneficial to students and teachers.

To enrich the academic infrastructure of the college.	<p>As per the suggestion of IQAC proposals for 4 new subjects (i) computer science (ii) education (iii) physiology (iv) microbiology has been prepared by the college authority.</p> <p>Academic inspection by the affiliating university has been conducted for starting two new subjects (i) statistics and (ii) physical education</p>
To improve teaching-learning process through continuous evaluation and innovative methods	The IQAC has held seminars and meetings to ensure a smooth transition to the CBCS academic system to be started in the following session. This includes changing the class durations to 1 hour, organizing additional classrooms for the choice-based new courses and holding programs to inform the teachers of the new evaluation system.
To conduct more seminars, conferences and invited lectures in the different academic departments.	A number of seminars have been conducted by different departments of the college in collaboration with IQAC.
To improve the infrastructure of sports and games.	The students have participated regularly in different sports activities in Inter college and zonal competitions.
To encourage the Students' Union to organise Inter-collegiate cultural programmes	The students union have organized various cultural programs during the year like basanta utsav, college fest, teachers day etc.
<p>The activities of NSS unit will be extended.</p> <p>To involve more students in outreach programmes.</p>	The NSS units have organised various outreach programs throughout the year involving people from the neighbourhood of the college.

14. Whether the AQAR was placed before statutory body? No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning? No

16. Whether institutional data submitted to AISHE: Yes

Year: 2017-18

Date of Submission: 16.05.2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

A Web-based admission process has been launched by the college for the session 2018-19 which has ensured complete digitalization of the college admission procedure. Facilities such as online gateway-based payment system for all the courses (card/ internet banking) have been made available. The system also provides a live web-based portal for generating merit list and counselling list for all the UG and PG courses. Online checking of marks for internal examination and test Examination for UG courses are also made available. Also, provisions have been made for online accessibility of study materials, syllabus, academic calendar and routine for different courses under the BA and BSc programmes.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The UG departments of the institution follow the syllabus and guidelines of the affiliating university. Several teachers are members of the Undergraduate Board of Studies, where they actively contribute in the university's curriculum forming process.

The PG departments have academic autonomy. They frame their syllabus, with advice from subject experts, which are subsequently approved by the PG BOS. The PG syllabus is included in the PG prospectus.

The Institution has upgraded itself to cope with the demands of the changing syllabi. It uses supports of smart classrooms, ICTs, audio-visual material available on the internet to make a successful implementation of the curriculum. Student seminars and discussion sessions are organised to further the objective of improved communication of the syllabus. Resource persons are also invited to deliver talks and lectures.

All activities of the institution are continually documented through photographs of the events, records of attendance in classes and extracurricular activities. These records are preserved by respective departments and committees. The departments also preserve projects and presentations as part of the documentation.

Notices are published in the general notice book, notice board and the website to inform all stake-holders about an event. They also form a part of the documentation of an event/activity.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NA				

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year - None

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	NA	NA	NA

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes	UG	PG	Date of implementation of	UG	PG
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adopting CBCS			CBCS / Elective Course System		
NA	NA	NA	NA		
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year				NA	
	Certificate	Diploma Courses			
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year				NA	
Value added courses		Date of introduction		Number of students enrolled	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Training Programme on studying the vermicomposting process at Vivekananda Institute of Biotechnology, Ramkrishna Mission Ashram, Nimpith, South 24 Parganas, West Bengal (Zoology)			12 (M.Sc. Sem III students Elective : Ecology & Environmental Biology)		
Visit to Central Institute of Freshwater Aquaculture (CIFA), Rahara, North 24 Parganas, West Bengal (Zoology)			30 (M.Sc. Sem III students)		
Visit to Narandrapur Ramakrishna Mission Campus, Narendrapur, South 24 Parganas (Zoology)			30 (M.Sc. Sem II students)		
Field study in Araku valley, Andhra Pradesh (Geography)			38 (B.Sc students)		
Botanical Study of East Sikkim (Botany)			21 (B.Sc students)		
Botanical Study of Darjeeling (Botany)			22 (B.Sc students)		
Botanical specimen study of Shillong, Guahati and adjoining areas (Botany)			29 (M.Sc students)		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>1) Regular feedbacks are taken from students by the departments. The feedback is read by all the teachers of the department. Thereafter the feedback is centrally analysed and addressed (or redressed).</p> <p>2) Teachers' council meetings must be regarded as a well documented feedback taking platform. Teachers both give and resolve issues in these meetings about every academic activity.</p> <p>3) Since ours is a government institution, the institution submits regular reports to the government about all its activities and its functions according to government rules and instruction. The Government send its nominees and representatives to procure further information, if so required.</p> <p>4) The college has a strong and effective alumnus. Some of the regular teachers being alumni-members act as liaison-officers exchanging information between the alumnus and the institution.</p> <p>5) The departments also organise Parent-Teacher meetings. These meetings are very effective platforms for teachers to give their feedbacks to the parents about their wards and the facilities that are enjoyed by students in this college. Parents also give their feedbacks to the teachers. These feedbacks are always treated as high-priority.</p>					

CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme		Number of seats available	Number of applications received		Students Enrolled
UG (Hons +General) PG		1399	8700		1018 87
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	1018	87	37+11(permanent part time)	nil	30+5 (permanent part time)
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
67+16(permanent part time)	35	12	9	2	Software (QGIS, Google Earth,GEANT, PSPICE, Expeyes ,Audacity, OpenGL, XMGRACE , STUTTGART TB-LMTOASA, DIRAC, GAMESS, CTDH, Chemdraw) , Power-point presentations
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Various systems are in place for mentoring students in this institute. The majority of students of this institute come from lower middle class or economically poor households. Many of them are 1 st generation learners with no academic environment at home. Keeping this backdrop in mind, the institute has devised a number of systems to cater for the academic and overall development of the student. Each department holds regular tutorial classes (at least 4 per week), remedial class for socially and economically vulnerable students after college hours. Initially the remedial classes were funded by UGC, but the college continued with the practice even when the funds were discontinued. A psychological counselling cell is functional in the college which regularly provides mental support to the students. It organises regular awareness programs and workshops aimed at personality development and gender sensitization. Student seminars are also organized to hone their speaking and presentation skills.					
Number of students enrolled in the institution			Number of fulltime teachers		Mentor: Mentee Ratio
1105			67		16.5:1

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
74	67	7	1	44
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
6-8 th September, 2017.	Sri Somaditya Dey	Assistant Professor in Zoology	'Young Scientist Travel Support Award from ICMR (1) and 'Partial foreign assistance travel grant' from CSIR (2) India, sponsored by Govt. of India, for participating and paper presentation (poster) at ASM/ESCMID Conference on 'Drug Development to Meet the Challenge of Antimicrobial Resistance' organized by the <u>ASM & ESCMID</u>, at Boston, USA.	
10-15 th June 2018			Travel Grant' recommended by UGC, New Delhi for full support for participating and paper presentation (poster) at Conference on 'Biology of Host-Parasite Interactions' at New port, RI, USA	
2018	Sreemoyee Ghosh	Assistant Professor in Political Science	Ph.D	
2017	Ambarish Sen	Assistant Professor in English	Ph.D	
2017	Tamonash Chakraborty	Assistant Professor in Sanskrit	Ph.D	
2017	Rongili Biswas	Associate Professor in Economics	'India Foundation for the Arts' research grant for a project on 'Hemango Biswas, Bhupen Hazarika and the Assam Chapter of Indian People's Theatre Movement'.	

2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year-end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	Conducted by University	1 st yr 2 nd yr 3 rd yr	5.07.2018 1.06.2018 23.03.2018	Within 2 months Within 2 months Within 2 months
PG	Conducted by college	Semester I Semester III Semester II Semester IV	19.1.2018 22.1.2018 20.7.2017 18.7.2017	10.3.2018 10.3.2018 10.9.2017 10.9.2017
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
All departments conduct weekly test to assess the progress of students. The students are shown the answer scripts and discussion on the academic performance is initiated. Quizzes are held to enhance the understanding of concepts and theories of various subjects. Students are shown films and made to enact texts as a part of their learning process.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
An academic calendar is prepared and uploaded in the college website so that it may be accessed by all stakeholders. There are internal exam committees formed of teachers of various departments who are in charge of conducting the internal exams in accordance with the academic calendar.				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
The college website list the number of courses offered by the college and regularly updates the result of the internal examinations conducted by the college. The university exam results are displayed in the WBSU university website. The link to the website is: www.bgc.org.in				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	UG (Hons)	476	445	93.5%
	UG (pass)	448	317	71%
	PG	92	89	97%
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
Each department has designed a feedback analysis form for students and parents. After each academic session the students are provided with the forms. The filled forms are collected by the departments and analyzed for betterment of the institution. Plans are underway to upload a analyzed student satisfaction survey in the college website.				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				

3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	3 years	DBT, West Bengal	Rs. 24,86,400/-	Rs. 4,86,800.00
	3 years	DST, West Bengal	Rs. 17,56,000/-	Rs. 5,21,200.00
Minor Projects	2017-2019	UGC	95000/-	80000/-
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)	5 years	CSIR, New Delhi	Fellowship@ 25,000/- p.m. +30% HRA p.m. for 5 years and Rs. 20,000/- contingency for 5 years	Rs.4,10,000.00
International Projects				
Any other(Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year NIL				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year NIL				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year Nil				
Incubation Centre	Name	Sponsored by		
Name of the Start-up	Nature of Start-up	Date of commencement		

3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards Nil						
State		National		International		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>) NA						
				No. of Ph. Ds Awarded		
Name of the Department						
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Zoology	1	-			
	Geography	1				
	History	4				
	Botany	9				
International	Zoology	2	2.437			
	Geography	2				
	Physics	13	3.141			
	History	1				
	Botany	1				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Zoology			20			
Geography			2			
History			3			
Political Science			1			
Botany			2			
Physics			2			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
1. Sensitivity to house dust mites allergens with atopic asthma and its relationship with CD14 C(-159T) polymorphism in patients of west Bengal, India	Amlan Ghosh , Shampa Dutta, Sanjoy Podder ^{1*} , Priti Mondal, Arghya Laha, Nimai Chandra Saha, Saibal Moitra and Goutam	Journal of Medical Entomology	2017	I.F.: 1.968	Barasat Govt. College, Presidency University, Burdwan University, Calcutta University	

	Kumar Saha					
2. Role of offending out-door aeroallergen and CD14 C(-159T) polymorphism in development and severity of asthma in a kolkata patient population.	Shampa Dutta,Priti Mondal, Nimai Chandra Saha, Saibal Moitra, Sanjoy Podder*, Amlan Ghosh, Goutam Kumar Saha	African Health Sciences	2018	I.F.: 0.868	Barasat Govt. College, Burdwan University, Calcutta University	
3. Sensitization to common aeroallergens in the atopic population of West Bengal, India	Debarati Dey, Priti Mondal, Arghya Laha, Tania Sarkar, Srijit Bhattacharyya, Goutam kumar Saha and Sanjoy Podder*.	International Archives of Allergy and Immunology. Karger Publications	2018	I.F.: 2.437	Barasat Govt. College, Calcutta University	
4. Methimazole induced hypothyroidism alters histological structure of kidney in albino rat: A preliminary study	Srikanta Guria	J. Atoms and Molecules	2017	impact factor= 0.564	Barasat Govt. College	
5. Alteration of testicular cytomorphology in albino rats in alloxan induced diabetes: A histological study	Srikanta Guria	J. Atoms and Molecules	2017	impact factor= 0.564	Barasat Govt. College	
6. A Review on Complex Roles of Brain Macrophages/Microglia in Ischemic	S. Guria & A Chatterjee	J. Atoms and Molecules	2017	impact factor= 0.564	Barasat Govt. College	

and Hemorrhagic Stroke Pathophysiology						
7. Arsenic Induced Hepatotoxicity and Damage of Pancreatic Islets In Albino Rat: A Possible Role of Diabetes Mellitus	Srikanta Guria	International Journal of Current Advanced Research	2018	Impact Factor: SJIF: 5.995	Barasat Govt. College	
8. Histological Changes of Endocrine Section of Pancreas and Liver in Streptozotocin-Induced Experimental Diabetes Mellitus	S. Guria, A. Chatterjee & M. Das	International Journal of Current Advanced Research	2018	Impact Factor: SJIF: 6.16	Barasat Govt. College, Calcutta University	
9. Selective <i>in vitro</i> inhibition of <i>Leishmania donovani</i> by a semi-purified fraction of wild mushroom <i>Grifola frondosa</i>	Sirin Salma Sultana, Joydip Ghosh, Sondipon Chakraborty, Debarati Mukherjee, Somaditya Dey , Suvadip Mallick, Aritri Dutta, Soumitra Paloi, Somanjana Khatua, Tanmoy Dutta, Soumen Bhattacharya, Krishnendu Acharya, Narayan Ghorai, Chiranjib Pal	Experimental Parasitology	2018	Impact Factor: 2.15	Barasat Govt. College, West Bengal State University, Calcutta University	
10. Synthesis and biological evaluation of polyhydroxylated oxindole derivatives as potential antileishmanial agent	Md Yousuf; Debarati Mukherjee; Somaditya Dey ; Abhishek Pal; Biswajyoti Sarkar; Chiranjib Pal and Susanta	Bioorganic and Medicinal Chemistry Letters	2018	Impact Factor: 2.46	Barasat Govt. College, West Bengal State University, Calcutta University	

	Adhikari					
11. Hazards related to leather goods manufacturing industry and workers' perception regarding risk- A case study of Kolkata, Institute of Landscape Ecology and Ekistics, Kolkata. ISSN 0971-4170	Dr. Ruksanara Begum	Indian Journal of Landscape Systems and Ecological Studies Vol 40, No. 2,	2017		Barasat Govt. College	
12. Education marriage and age of first conception of Muslim females of Kolkata,	Dr. Ruksanara Begum	Geographical Review of India, Vol 79, No. 4,	2017		Barasat Govt. College	
13. Monitoring Frequencies and variability of severe Cyclones over India	Dr. Ruksanara Begum	Edited volume : Challenges in 21 st Century in Geography – A perspective from India, pp 66 – 77, R.K Books, New Delhi	2018		Barasat Govt. College	
14. A Critical Analysis of Agricultural Productivity zones of Jalpaiguri District, West Bengal, India:	Dr. Sourama Saha	Trend and Patterns, Research Expo International Multidisciplinary Research Journal Vol 8, Issue 1	Jan 2018		Barasat Govt. College	
15. Rural Health Infrastructure Disparity in Availability- A picture of different Blocks of Cooch Behar,	Shrabana Mazumder	Challenges in 21st Century in Geography – A perspective from India, pp 174 – 182, R.K Books, New Delhi	2017		Barasat Govt. College	

16. Experimental signature of collective enhancement in nuclear level density	Srijit Bhattacharya	Physical Review C vol-97, pp-041301(R),	2018		Barasat Govt. College	
17. The effect of cell tower radiation on human eye: a comparison between adult and child	Srijit Bhattacharya	Journal for advanced research in applied sciences, Vol.5(4)	2018		Barasat Govt. College	
18. Investigation of the Growth Kinetics and Multipolar Plasmonic Properties of Silver Nanoparticle Cluster by Experiment and Numerical Simulations "	Srijit Bhattacharya	Plasmonics.Volume13,Issue5	2018		Barasat Govt. College	
19. Level density and thermodynamics in the hot rotating Tc 96 nucleus.	Srijit Bhattacharya	Physical review C Vol 96	2017		Barasat Govt. College	
20. HIGH FREQUENCY CHAOS IN DIODE RESONATOR AND ITS CONTROLS	Srijit Bhattacharya	Open Access International Journal of Science and Engineering vol-2 (11)	2017		Barasat Govt. College	
21. Milne boost from galilean gauge theory	Pradip Mukherjee	Phys.Lett.B778,3 03-308	2018		Barasat Govt. College	
22. Cosmological implications of shift symmetric Galileon	Pradip Mukherjee	Phys.Rev.D96no. 6,064023	2017		Barasat Govt. College	
23. Taming galileons in curved spacetime	Pradip Mukherjee	Class.Quant.Grav . 34 no.23, 235005	2017		Barasat Govt. College	

24. A field theoretic approach to the energy–momentum–tensor for theories coupled with gravity	Pradip Mukherjee	Mod.Phys.Lett. A33 no.02, 1850010.	2018		Barasat Govt. College	
25. On the question of symmetries in nonrelativistic diffeomorphism-invariant theories	Pradip Mukherjee	Int.J.Mod.Phys. A32 no.19n20, 1750115.	2017		Barasat Govt. College	
26. Non-minimally coupled quintessence dark energy model with a cubic galileon term: a dynamical system analysis	Pradip Mukherjee	Eur.Phys.J. C78 no.3, 201	2018		Barasat Govt. College	
27. Possible Ergodic-nonergodic regions in the quantum Sherrington-Kirkpatrick spin glass model and quantum annealing,	Sudip Mukherjee	Phys. Rev. E 97, 022146	2018		Barasat Govt. College	
28. Many body localization-delocalization transition in quantum Sherrington-Kirkpatrick model	Sudip Mukherjee	Phys. Rev. B 97, 144202	2018		Barasat Govt. College	
29. Introduction in the book Charit Katha (Book)	Prabal Bagchi	Charit Katha Publisher : Gangchil	2018		Barasat Government College	
30. Harinavi School: Itihase O Smritikathay Dersho Bachor (Book)	Edited by Rajkumar Chakrabarti	Harinavi School: Itihase O Smritikathay Dersho Bachor (Book)	March, 2018 ISBN 978-93-82425-89-2		Barasat Government College	
31. Samajbikasher Parjaysamuho: Marxer Bhavna	Rajkumar Chakrabarti	Anustup	2018 ISSN 0097-42697		Barasat government College	

32. 'God-Father' Romesh Chandra Dutta O 'God Daughter' Bhogini Nivedita : Ek Oitihāsik Anusandhan	Balaram Das	<i>Bharat Bhaginee Nivedita</i> Edited by: Dr. Subir Kumar Dutta & Swami Atmabodhananda	2018		Barasat Government College	
33. In Pursuit of Inclusive Development: Essays for Manabi Majumdar. (ISBN No. 978-93-83012-02-2)	Sreemoyee Ghosh.	Editors- Dayabati Roy and Sreemoyee Ghosh Publisher- Purbalok, Kolkata.	2017		Barasat Government College	
34. Isolation, Characterization and Identification of Two Methomyl-Degrading Bacteria from a Pesticide-Treated Crop Field in West Bengal, India	Roy, T and Das, N	Microbiology (Moscow)	2017	impact Factor 0.856	Barasat Government College	
35. Potentiality of Oyster mushroom (<i>Pleurotus</i> spp) in medicine-A review.	Paul, C., Roy, T and Das, N.	Annals of Food Processing & Preservation	2017		Barasat Government College	
36. Isolation of some soil bacteria showing potentiality for disease control, growth enhancement and pesticide degradation in <i>Vigna unguiculata</i> L.	Bandopadhyay, A., Roy, T., and Das, N	Plant Archives. Vol. 18, Special Issue	2018	(NAAS Rating 4.41)	Barasat Government College	
37. Plant Growth Promoting Microbial Consortial Formulations Mediated Biological Control of Stem and Root Rot Disease of Jute Caused by <i>Macrophomina</i>	Bandopadhyay, Anuradha and Das, Nirmalendu	International Journal of Current Science	2017	ICV 5.08	Barasat Government College	

<i>phaseolina</i> (Tassi.) Goid						
38. Integration of biocontrol agents with fungicide, weedicide and plant growth regulator or management of stem and root rot of jute.)	Bhattacharyya, S.K., Sen, K. De, R.K., Bandopadhyay, A., Sengupta, C. and Adhikary, N.K.	Journal of Applied and Natural Science.	2017	NAAS 4.84	Barasat Government College	
39. Isolation, partial purification and biochemical characterization of chloroplastic L-myo-inositol-1-phosphate synthase from a macro alga <i>Enteromorpha intestinalis</i> under high salinity.	Basu, S., Basak, A., Bose, R., Chakrabarty, R. and Adhikari, J	Environmental and Experimental Biology	2018		Barasat Government College	
40. Isolation and Computational Characterization of Glutathione Peroxidase Gene From <i>Azolla pinnata</i>	Rahaman S, Bera A.R., Vishal V., Singh P.K., Basu P., Gupta S. , Basu M. and Ganguli S.	RJLBPCS	2017		Barasat Government College	
41. In Vitro and Computational Assessment of Genotoxic Potential of Active Constituents Present in Three Medicinally Important Plant Extracts.	Joardar S, Ghosh S, Gupta S and Ganguli S	Int. J. Curr. Res. Biosci. Plant Biol	2017	impact Factor 0.856	Barasat Government College	
42. <i>Agrobacterium rhizogenes</i> -mediated transformation in medicinal plants: genetic stability in long-term culture.	Roychowdhury, D., Halder, M. and Jha, S.,	<i>Transgenesis and Secondary Metabolism</i> , pp.323-345.	2017		Barasat Government College	
43. A Comparative Evaluation of Emerging Databases and Tools for Cancer Noncoding RNAs	Mitra S, Halder A, Gupta S , Ganguli S and	Cancer and Noncoding RNAs DOI: 10.1016/B978-0-12-811022-	(2018)		Barasat Government College	

	Chakrabarti J	5.00027-9; Elsevier				
44.On Shift Representation of Ternary Semiring	Shobhan Mondal	South East Asian Bulletin of Mathematics Page – 211, Vol – 42, Issue-2	2018		Barasat Government College	
45.Existence of Neutrino Mass: A New Mathematical Formulation	Indranath Bhattacharyya	International Journal of Scientific Research in Science and Technology (IJSRST) Page – 30, Vol – 4, Issue-2 Issue-2	2018		Barasat Government College	
46. A Brief Review of the Dynamical Universe in the Early and Late Stages	Indranath Bhattacharyya	International Journal of Scientific Research in Science and Technology (IJSRST) Page – 90, Vol – 4, Issue-5	2018		Barasat Government College	

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	8	13	5	4
Presented papers	10	9	2	-
Resource Persons	-	3	-	-

3.4 Extension Activities			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Free eye screening camp (18-20.12.2017)	ASG Eye Hospital	08	211
Anti drug awareness campaign (7.3.2018) Sale of TB seals (15.3.2018)	Department Of Excise	07	70
	Bengal Tuberculosis Association	08	120
Preventive measures for fighting Dengue and Chikungunya (26-28 th July,2017)	NSS, Barasat Govt.College	08	65

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Award ing bodies	No. of Students benefited	
NIL				

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Anti drug awareness campaign (7.3.2018)	Department Of Excise	Workshop	8	70
Awareness for prevention communicable diseases like TB (15.3.2018)	Bengal Tuberculosis Association	Sale of TB seal	7	120

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Institute	Source of financial support	Duration
Research	Dr. Pradip Mukherjee	S.N.Bose National Centre for basic science	Nil	
Research	Dr. Srijit Bhattachayya	VEC, GI	Nil	
Research	Dr. Sudip Bhattacharya	SINP	Nil	
Research	Dr. Jukta Adhikary	Calcutta school of Tropical Medicine	Nil	
Research	. Dr. Sanjay Poddar	Allergy and asthma research centre, CU, BU, Presidency University	Nil	

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year NIL

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year NIL

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocation	Budget utilized for infrastructure development
10938473.00	10938473.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	8262sqm	0
Class rooms	34	0
Laboratories	20	1
Seminar Halls	3	0
Classrooms with LCD facilities	7	0
Classrooms with Wi-Fi/ LAN	0	1
Seminar halls with ICT facilities	2	0
Video Centre	0	0
No. of important equipments	35	1

purchased (\geq 1-0 lakh) during the current year.						
Value of the equipment purchased during the year (Rs. in Lakhs)		184,90615/-		13936/-		
Others		133,36641/-		0		
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System - ILMS}						
Name of the ILMS software		Nature of automation (fully or partially)		Version	Year of automation	
KOHA		Partial		17.1	2010	
		4.2.1 Library Services:				
	Existing		Newly added			Total
	No.	Value	No.	Value	No.	Value
Text Books	73171	10167615	960	600000	74131	10767615
Reference Books	19494	3265458	00	00	19494	3265458
e-Books	187000	5750*	0	0	187000	5750
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
Library automation	26330	0	960	0	27290	0
Weeding (Hard & Soft)	0	0	0	0	0	0
Others (Brail Books)	17	1722	0	0	17	1722

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Com puter s	Compu ter Labs	Internet	Browsing Centres	Comp uter Centr es	Office	Departments	Available band width (MGBPS)	Others
Existing	194	06	100	23	01	13	119	100	
Added	12	0	4	4	0	01	11	0	
Total	206	0	104	27	1	14	130	100	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) NIL									
..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL					NIL				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
NIL									

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
281020.00	281020.00	274400.00	274400.00
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>This college being a government college of the state of west Bengal, its physical maintenance, mainly maintaining the buildings of the college is entrusted with the PWD (Civil and Electrical) of the government. However other than building, the maintenance and utilization of academic and physical facilities, the Higher Education Department, Govt. Of West Bengal disbursed funds during 2017-18 and the college authorities spends the fund on priority basis. For the academic facilities it spends money on maintenance of copier machines, computers and microscopes of different departments. Wifi maintenance is also under the purview of academic facilities for providing uninterrupted internet facilities to teachers and students of the college. So far as physical facilities are concerned the college maintains water purifier machines, sound less generator and gardens for beautification and environmental purpose.</p>			

CRITERION V - STUDENT SUPPORT AND PROGRESSION**5.1 Student Support****5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Full free Half free Poor fund	405	NA
Financial support from other sources			
a) National	<ul style="list-style-type: none"> Swami Vivekananda merit cum means scholarship (general and minority) NSP (Minority) Kanyashree (K2 &K3) Single Girl Child SC/ST/OBC scholarship 	1016	2,1618750
b) International	NIL		

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial coaching	2005	535	nil
Language lab	2017	465	
Psychological Counselling cell	2014	122	

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
21.08.2017	Awareness program regarding skill education for future career by Orion Edutech Pvt. Ltd.		170		
15.09.2017	Career oriented awareness program by Aptech Computer		155		

	Education				
22.11.2017	Career oriented awareness program for MBA courses by Eastern Institute for Integrated learning in Management		132		

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
1	1	6 weeks

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil					

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	1	M.Sc	Zoology	IICB, Kolkata	In Project As JRF
2018	2	M.sc	Zoology	IICB, Kolkata; University of Calcutta	In Project As JRF
2017-2018	6	B.Sc	Geography	CU, WBSU, BHU, RBU	M.Sc
2017-18	5	B.Sc	Botany	WBSU, BGC	M.sc
2017-18	25	B.Sc.	Mathematics	IIT-KGP, CU, JU, WBSU, RBU	M.Sc. in Mathematics / Applied Mathematics
2017-18	5	B.Sc	Chemistry	BU, WBSU, NIT Silchar	M.Sc
2017-18	22	B.A	Sanskrit	WBSU,CU,JU,BHU	MA

2017-18	27	B.A	Philosophy	JU,WBSU,RBU,BU	MA

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Zoology (4) CSIR-UGC NET JRF – Rank 26) CSIR-UGC NET LS Rank 89) +2	Roll No. 350243 (December 2017) Roll No. 354152 (December 2017)
JAM	Chemistry(3)	Rank 522 Rank 1608
SET	Philosophy (3)	Roll. No.0516202 Roll.No.0516928 Roll.No.0516939
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Central Government Services	1	
Any Other	Data not available	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Badminton	Zonal	09
Athletics	University	08
Football	Zonal	18
Kabaddi	University	24
Khokho	University	12
Volleyball	University	21
Cricket	Zonal	18
Taekwondo	University	02

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	East zonal badminton	National	yes			Shouvik Baidya

	champion					Ipshita Biswas
<p>5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)</p> <p>As per the G.O. 168-ILC/OM-34L/2017, dated 07.06.2017 issued by Higher Education Department, Government of West Bengal new rules regulating the constitution, functions, procedure of election and other related matters related to the Students' Council of the Universities and Colleges were framed. But in absence of any Government directive the college under the control of Higher Education Department, Government of West Bengal could not form the student council in the Academic Year 2017-18. Instead the College formed a Fund Management Committee consisting of four Faculty members as an interim arrangement. Under the supervision of that Fund Management Committee a student body performed the following activities.</p> <ol style="list-style-type: none"> College Sports and Games: <p>The students' body organized a three days Sports-cum-Football tournament. In this annual event the first day was scheduled for one-day football tournament for the students. In the second day the sports were conducted. The students of the college participated in the various events. In the last day the rest of the events and prize distribution ceremony took place. The faculty members and staff of the college were also participated in a couple of events in the last day.</p> Annual Fest: <p>This is a prestigious cultural event of the College. In this year four reputed cultural band of Kolkata were invited and their wonderful musical performances enjoyed by most of the students, faculty members and staff of the college.</p> Freshers' Welcome Ceremony: <p>This is event organized to welcome the new commers of that particular year. The principal inaugurated the programme and some of the faculty members and staff share their valuable experiences with the students. After that all the first-year students were welcome with flowers and sweets. At the end some cultural programme performed by the senior students were organized.</p> Saraswati Puja: <p>The student body organized the Saraswati Puja (21 – 22 January 2018) in the College Campus. All the students, faculty members and staff participated in this occasion to make it successful.</p> <p>The students represent in the following Academic / Administrative body of the College.</p> <ol style="list-style-type: none"> Governing Body IQAC Anti-Ragging and Disciplinary Committee Project Monitoring Unit: RUSA 						

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, It is registered under the certificate of Registration of Societies West Bengal Act XXVI of 1961. The registration No is S/2L/No.52752 of 2015-16. The Barasat Government College Alumni Association was registered under the above act on 16th March 2016. The registered office of the association is situated at 10, KNC Road, Barasat, North 24 Parganas, Kolkata - 700124, West Bengal. The main aim and objectives of the association are as follows:

- to promote a feeling of fellowship and fraternity amongst the ex-students of the Barasat Government College and between them and the present students of the College ;
- to organize social functions, conferences, debates, seminars, symposia etc. from time to time and to hold the annual re-union of the members of the Association.

- c) to promote cultural and intellectual activities in the widest sense ;
- d) to provide such relief as is possible within the limits of its own resources to ex-students who are in need of help on account of age, sickness, indigence or other causes and to render to deserving present students such assistance as they may be in need of ;
- e) to publish periodicals, pamphlets, souvenirs or books for diffusion of knowledge or for promoting any of the objects of the Association ;
- f) to initiate or assist in the initiation or performance of all activities which would be directly or indirectly beneficial to the College and/or to the students, ex-students and in upholding the tradition of excellence of the College.
- g) to maintain or assist the College in maintaining a Register of ex-students of the College.
- h) generally to undertake all activities necessary or expedient for carrying out the objects of the Association.
- (i) To have the power to affiliate any other Association of the ex-students of the Barasat Government College, Barasat formed anywhere else with aims and objects similar to its own.
- (j) To foster a spirit of friendship and fellow feeling among members spread all over the world.
- (k) To Cherish the legacy of BARASAT GOVERNMENT COLLEGE through various programme.
- (l) To hold up traditions of BARASAT GOVERNMENT COLLEGE.
- (m) To Publish reviews, journal, newsletters, monographs, abstracts of the scientific meetings of the society without any profit making motive.
- (n) To Support and reward young researchers and other scientists attending and presenting paper in any of its annual meetings subject to the availability of fund.
- (o) To encourage establishment of a life line of electronic communication by the members for updating the knowledge .
- (p) To encourage the ambience of creative work.
- (q) To participate in social activities, particularly of humanitarian and philanthropic nature and play the role of good citizen to extend helping hands to provide succour to the people in distress at the time of calamity and crisis.
- (r) To maintain effective liason with the vast multitude of members residings anywhere in India or abroad.
- (s) To create and provide opportunities for social interaction among the members and associates along with their families at regular intervals and promote special interest groups amongst them in any professional, social, cultural, educational, athletic or sports and other fields in which they are interested.
- (t) To reward the students and to felicitate the alumni of BARASAT GOVERNMENT COLLEGE., who will bring glory to the college by their performances.

5.3.2 No. of registered enrolled Alumni:

Approximately 100

5.3.3 Alumni contribution during the year (in Rupees) :

From July 2017-June 2018 Nil

5.3.4 Meetings/activities organized by Alumni Association :

From July 2017-June 2018 None

5.3.2 No. of ~~registered~~ enrolled Alumni: **100**

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

5.3.4 Meetings/activities organized by Alumni Association : **nil**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The PG departments of this institute practise academic autonomy. They follow the curriculum designed by the university, but in the matters of conducting examinations as well as recruiting guest lecturers and invited speakers they have full autonomy.

The college governing body comprises teachers, students, non-teaching staff, local representatives and renowned academic practitioners. The IQAC is comprised of teachers, alumni, non-teaching staff, student representatives and local eminences. These two bodies along with the teachers' council aid in the overall management and decision making of the institute. The teachers' council forms committees like admission, examination, routine, cultural, sports committee etc. which help in the smooth functioning of the college.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development:

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. However several faculty members of our college belong to the UG and PG board of studies and hence play an active role in syllabus designing. 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.

❖ 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.

❖ Examination and Evaluation

Since the college is affiliated to the West Bengal State University, it does not have academic autonomy to design examination pattern or evaluation procedure for the undergraduate courses. However the departments design regular internal exams, weekly tests, quiz and students seminar to assess students' academic progress. The three Pg departments of the college enjoy academic autonomy in designing examination and evaluation methodologies in semester pattern. Examination pattern includes semester exams, practical tests, student presentation and dissertations

❖ Research and Development

1. The institution continues to support and encourage the teachers in their research endeavours through a Research Committee comprising of senior faculty members.
2. Institutional support is provided to enable implementation of research schemes in the following ways:
 - 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.

<p>❖ <u>Library, ICT and Physical Infrastructure / Instrumentation</u></p> <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. • Various departments of the college like physics, geography, chemistry etc. use several softwares as teaching methods. Power point presentations, film shows etc. are regularly used by teachers in the learning process. • The institute provides smart class rooms, well equipped laboratories, wi-fi facility, computer centres, language lab, well-stocked library and uninterrupted power supply for the students. Teachers are provided with laptops and projectors for ICT enabled teaching.
<p>❖ <u>Human Resource Management</u></p> <ul style="list-style-type: none"> • 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.
<p>❖ <u>Industry Interaction / Collaboration</u> Nil</p>
<p>❖ <u>Admission of Students</u></p> <p>A Web-based admission process has been launched by the college for the session 2018-19 which has ensured complete digitalization of the college admission procedure. Facilities such as online gateway-based payment system for all the courses (card/ internet banking) have been made available. The system also provides a live web-based portal for generating merit list and counselling list for all the UG and PG courses. Online checking of marks for internal examination and test Examination for UG courses are also made available. Also, provisions have been made for online accessibility of study materials, syllabus, academic calendar and routine for different courses under the BA and BSc programmes.</p>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ <u>Planning and Development</u></p> <p>Plans for the improvement and development of the institute are chalked out by the principal, governing body members and IQAC members. The minutes of the meetings are regularly uploaded in the college website.</p>
<p>❖ <u>Administration :</u></p> <ul style="list-style-type: none"> • Through ICT the college manages the complete dataset for both teaching faculty and students. • Student information, registration and admission are completely online • Time table and class attendance data are maintained online. • Examination results and internal assessment marks are maintained as e-data. • All notices are circulated online through college website.
<p>❖ <u>Finance and Accounts</u></p> <p>The financial management of the institute is totally computerized. All financial transactions like staff salary, arrear bills, bills for chemicals, instruments, equipments and stationeries are done through WBIFMS.</p>
<p>❖ <u>Student Admission and Support</u></p> <p>A Web-based admission process has been launched by the college for the session 2018-19 which has ensured complete digitalization of the college admission procedure. Facilities such as online gateway-based payment system for all the courses (card/ internet banking) have been made available. The system also provides a live web-based portal for generating merit list and counselling list for all the UG and PG courses. Online checking of marks for internal examination and test Examination for UG courses are also made available. Also, provisions have been made for online accessibility of study materials, syllabus, academic calendar and routine for different courses under the BA and BSc programmes.</p>

❖ Examination

Since the college is under the purview of WBSU, there is no provision of online examination. However the students' internal examination marks are updated in the college website. The internal evaluation reports of the students are sent online to the university.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Sri Somaditya Dey	ASM/ESCMID Conference on Drug Development to Meet the Challenge of Antimicrobial Resistance, 2017, organized by the <u>ASM & ESCMID</u> , at Boston, USA, on 6-8 th September, 2017.	'Young Scientist Travel Support Award from ICMR (1) and 'Partial foreign assistance travel grant' from CSIR (2) India, sponsored by Govt. of India	Rs. 1.5 lacs from ICMR & Rs. 30,000/- from CSIR
2018	Sri Somaditya Dey	Conference on 'Biology of Host-Parasite Interactions' at New port, RI, USA.	Travel Grant' recommended by UGC, New Delhi for full support	Rs. 2.5 lacs (approx.)

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year NA

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Short term Course(Thinking through gender)	1 (Dept. Of Geography)	01.02.2018 -07.02.18
Attended Refresher Course in Biotechnology organized by HRDC-CU/ASC & Dept. of Zoology, University of Calcutta. (6/11/17 -26/11/17)	1 (Dept. Of Botany)	6.11.2017 - 26.11.2017
Orientation Programme, HRDC-Calcutta University	1 (Maths)	30 Dec 17 – 27 Jan 18
National Level Teachers' Enrichment Programme, Calcutta Mathematical Society	2 (Maths)	23 May 18 – 06 June 18
Refresher Course in Mathematics, HRDC-Patna University	1 (Maths)	27 July 17 – 16 Aug 18

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): NA

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	WB Govt. Health scheme, Leave Travel Concession
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Non teaching		WB Govt. Health scheme		
Students		Poor students fund, Students health home, Various scholarships .		
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly				
<ul style="list-style-type: none">The financial external audit of the institution is conducted by the central govt. Body, Accountant General of Govt. Of India.The PG departments conduct internal financial audit annually by the help of chartered accountant firms.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NA				
6.4.2 Total corpus fund generated				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
The college has no formal parent teacher association but regular feedback from parents is obtained from the parent teacher meetings organised by individual departments on a regular basis.				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none">WBIFMS training regarding use of IFMS softwareComputer operation training by NIELIT				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No)Yes				
b. Participation in NIRF : (Yes /No) No				
c. ISO Certification : (Yes /No)No				
d. NBA or any other quality audit : (Yes /No)No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2017	Seminar on Buddhist philosophy (dept of philosophy in collaboration with IQAC)	28.8.17	1 day	85
2017	Seminar on Floristic diversity of the Jarwa reserve of Andaman islands and impact of human interference therein (Dept. Of Botany in collaboration with IQAC)	11.9.17	1 day	45
2018	Workshop on Changing consciousness of gender (ICC in collaboration with IQAC)	28.3.2018	1 day	89

2018	Seminar on Implementation of CBCS	20.4.18	1 day	48
2018	Workshop on implementation of CBCS	3.5.2018	1 day	72

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Workshop on Changing consciousness of gender	28.3.18	53	36
Poster exhibition	3.4.18-4.4.18	10	4

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources 4%

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	18
Provision for lift		
Ramp/ Rails	yes	18
Braille Software/facilities	yes	2
Rest Rooms	yes	18
Scribes for examination	yes	2
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	1	1	3 days 26-28 th July, 2017	Preventive measures for fighting Dengue and Chikungunya	Campus cleaning by spreading bleaching powder	Staff-8 Student 65

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

- The code of conduct for students is available in the college prospectus which is published at the onset of each academic year.
- The faculty and non teaching staff abide by the rules set up by WBSR (West Bengal Service rules) since the institution is

under the jurisdiction of State Government of West Bengal.		
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Workshop on Changing consciousness of gender	28.3.18	89
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<p>a. Energy conservation:</p> <p>The concern for energy conservation prevails among both the staff and the students. At the end of the day, all electronic and electrical installations are immediately switched off and the devices are unplugged. Use of AC machines is regulated through awareness programme. The use of generators at the time of power cut and that of the emergency power supply is kept to a minimum. Effort has also been taken to supplant the energy consumable lamps with modern energy saving CFL lamps and tubes. The college uses environment friendly and star rating instruments for moderate consumption of energy.</p> <p>b. Efforts for Carbon neutrality -</p> <ul style="list-style-type: none"> ➤ Using Air conditioners at a fixed higher mode in order to reduce greenhouse gases and thereby mitigate climate change. ➤ Judicious use of electricity in the campus by sensitizing the stakeholders. ➤ Use of renewable Energy in the form of installation of solar panel photovoltaic system that will result in the reduction of carbon at the college premises. ➤ Judicious use of Natural Gas by the Departments of Chemistry and Biological Sciences results in minimum purchase of natural gas <p>c. Plantation:</p> <p>Tree Plantation programme is held annually by the NSS Unit. The Department of Botany maintains a Medicinal Plant Garden in the college.</p> <p>d. Hazardous waste management:</p> <p>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, by the departments of chemistry and biological sciences. To reduce the volume of chemical waste generated in the laboratories the following initiatives have been taken:</p> <ul style="list-style-type: none"> a) Purchase of smallest quantity of hazardous chemicals required for our laboratories. b) Sharing surplus chemicals with other laboratories of biological sciences. c) Purchase of mercury-free instruments. d) Substituting hazardous chemicals with non-hazardous chemicals whenever possible. e) Reducing the scale of laboratory experiments to reduce the volume of wastes being produced as and when possible. <p>Apart from these, we have specially constructed a Waste Accumulation Area (WAA) outside the Department of Chemistry to dispose the waste. The waste is passed through a pipeline to the WAA.</p> <p>. Some dismantled building materials or canteen waste are collected in the Vat for clearance by the local municipality</p> <p>Preventive measures for fighting Dengue and Chikungunya</p> <p>The NSS-unit of the College arranged for awareness programmes and drives for campus cleaning and spreading bleaching powder to prevent mosquito propagation on July 26th-28th, 2017.</p>		
7.2 Best Practices		

Best Practice I

Title of the Practice:

Complete web based online admission process for B.A./B.Sc. and M.A./M.Sc. courses

Objectives:

- Maintenance of Simple database.
- Easy operation for operator of the system.
- User interfaces are user friendly and attractive.
- It takes very less time for operator to get use to with system.
- User must be able to send mails using this system.
- User must be able to join a particular group or leave it at will.
- User must be able to send messages to other users.
- Notices will be circulated easily.

1. PRE ADMISSION

Defining admission criteria

Student Registration as per admission criteria along with necessary document upload like images /signature / mark sheet / cast certificate

Payment integration bank/ gateway

Registration payment reconciliation

Publishing of valid applicant list

2. ADMISSION

Provisional merit list generation

Category wise final merit list.

EMAIL / SMS / Web site publishing of merit list for counselling / admission based on sit capacity.

Direct admission through e counselling procedure

Admission Challan generation and e-downloading facility

Admission Payment against admission challan through net banking/ debit card/ credit card

Admission payment reconciliation and e-downloading facility

Document verification of applicant and e-up/ downloading facility

3. POST ADMISSION

Student ID and Roll No generation

Student ID Card generation and e-downloading facility

Student Attendance registers

Context:

- Barasat Govt. College is located in the district headquarters of North 24 parganas, with easy access to both rail and roadways. It is well connected to a very densely populated rural and semi urban hinterland.
- It is a completely government funded institute and hence the fee structure is very low.
- It is one of the oldest and most reputed institute of the locality. Well known for its strong faculty strength and excellent academic results.

- Thus the institute is in high demand and the demand ratio of the college is 1:8
- To have a transparent merit base admission system, the huge data generated has to be maintained, compiled and analyzed. Hence a totally online admission procedure is the need of the day.
- Applicants from distant areas can avail the system online without having to be physically present in the institute.

Practice and Implementation:

- Login to the system through the first page of the application.
- New student registration after logging into the system.
- View/change his/her details.
- Can get help through the help option to view different features of the system.
- Admin login should be present who can read as well as remove any uploads.

College Management Software is web enabled software designed to manage the entire Operations of an institution. It is a simple yet powerful one joint integrated platform that connects all the various departments of an institution like Administration, Account, Student section, Student and many more specialized modules. We have seen over the years that the process of notice boards, important notification about academics has been carried out manually almost across all educational institutions. The process is not only time consuming but also inefficient. Today, we need not to maintain paper based Notice boards. Also in this system we are going to add the web based technology using which we can get the notifications given by the institutes. Following this thought, we have developed a online admission system based on the concept of web services which is implemented on Android mobile application as well as on PC that communicates with the database residing on a remote server. The Unique ID system provides unique identification numbers to the persons who using this system. UID Number which would not just help the admin to track down individuals, but would make life far easier for users as they would not have to submit multiple documents each time because those will be available and to be used.

Best Practice 2

Title of the Practice:

Book bank operating for financially under privileged students

Objectives:

To provide a **Book Bank** for under privileged students who do not have the financial ability to purchase text books.

Context:

- Barasat Government College is located in the district headquarters of North 24 Parganas. It is well connected both by rail and road to the large rural hinterland of the district. A good number of students of this college come from the rural or semi-urban areas. There is a high rate of enrolment of students of under privileged sections of society, mostly from the SC, ST, OBC and Minority community.
- The college provides books to the students both from the main library and departmental library. The maximum number that can be issued from the main library is two and that from the departmental library is three and has to be returned within 15 days of issue.
- Students require specific text books for university examinations. They need these throughout the year. They cannot afford to return these books to the library because they need to consult these anytime for ready reference.
- As many students belong to the economically weaker section of the society, they cannot afford to buy text books as well as

reference books for their academic perusal.

- With this in mind, each department of the college has come up with a unique endeavour of providing text books and some reference books to needy students.

Practice and Implementation:

- The stock of books comes from donations from individual teachers and alumni of the departments. Specimen copies given to the members of the departmental faculty are also added to the already existing stock. Retired teachers also sometimes donate books from their personal library.
- A teacher of the department who is in charge of the seminar library is also in charge of the book. The teacher maintains the issue and book register of the bank.
- The students are asked to apply to the departmental head to avail the book bank facility. A departmental meeting is held to select the students on the basis of their financial capability. The selected students are asked to provide their name, address and contact number.
- The books are issued as per students' requirement for a maximum period of one academic year. They have to return the books after the end of the university exam. Book bank clearance is necessary for the students to collect their final examination mark-sheet from the college office. This ensures that books are timely returned to the bank.
- The students compensate for any damage to the books.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Barasat Government College is a distinguished premiere institution not only of the district but also of this state. This college was set up, in the year 1950, aiming to impart quality education to the pupils for their all-round development.

As one of the leading colleges of the district, we do our best to ensure quality education. Owing to its geographical location in the communication network, ambiance, glorious records, remarkable results and achievements, the college attracts the best brains of the locality students from a wide area and from a varied socio-economic background. A good number of students of this college come from the rural or semi-urban areas. The high rate of enrolment of students of under privileged sections of society, mostly from the SC, ST, OBC and Minority community is also a significant factor. The ratio of the girl students of the college is also noticeably high.

No. of Female students per 100 Male students	
Year	No.
2011	88
2012	109
2013	103
2014	110
2015	113
2016	114
2017	116

This social reality gives us more challenging task, and the greatest one may be, of providing the access to higher education to these under-privileged and deserving students. Following the ideals of inclusive education, we are committed to look after the needs of the larger society, including students from this disadvantaged class, who are meritorious but lack the means. So our mission is to prove that even a first generation learner can reach the heights if given proper opportunities, right facilities and guidance.

With reference to the above table it is apparent that the ratio of female students in this college is very high and is steadily increasing over the years. Majority of them belong to financially as well as socially backward classes. A large section of them belong to Muslim minority group. Encouraging these students to pursue higher education and motivating them to continue with their studies braving social

odds proves a challenge to the institution. A number of steps have been devised focussing on the female students of this college:

- (i) A variety of financial scholarships like Kanyashree (a state government scholarship), single girl child scholarship (central govt.), poor fund, half free and full free scholarships are provided to the students through the scholarship committee of the college. The college has temporarily recruited 2 staff members to provide assistance to the girl students regarding this matter.
- (ii) A strong ICC and gender cell, which addresses the various gender related issues, functions in the college. The committees regularly arrange gender sensitization programs to raise awareness on various social issues relating to women.
- (iii) A fully functional psychological counselling cell operates in the institute providing support and guidance to the female students.

8. Future Plans of action for next academic year (500 words)

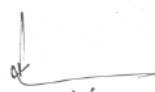
- The college plans to implement CBCS system as per university regulation and UGC recommendation from the next academic session in the undergraduate courses. IQAC recommends the formation of a CBCS implementation committee formed of faculty members and non teaching staff of the institute who will work in collaboration with the routine committee for smooth implementation of the new system.
- A plan for the introduction of online student management system is underway. This webpage will provide a single portal for the students where their personal information, academic results (both university and internal assessment), attendance details, scholarship data etc. IQAC has suggested that a financial module be provided in the portal so that students can check their dues and make online payment of fees. It also should have an archival facility for storage of students registration certificates, admit cards, mark-sheets etc.
- The existing solar panel has a very limited capability. Extension of this solar panel facility is being hindered due to fund crunch of the institution. Therefore it is suggested that pollution control board of west Bengal may be approached for installation of solar panel to provide alternative source of energy free of cost.
- IQAC has suggested improvement of the vermicompost plant for treatment of biological waste. Non-hazardous wastes, like dead plants, left over food from the canteen etc. are to be collected in a chamber for pre-decomposition by the help of microbes and worms. The vermi-compost so produced may be used as manure or fertilizer for the college gardens.
- NSS is to be asked to extend their activities and improve student participation
- IQAC has suggested to the principal that the Higher Education Minister may be approached to arrange the adjoining field as a football ground for the college students.
- Renovation of the main and annexe building and Relaying of the damaged floors of the class rooms and chemistry laboratories has been suggested.

Name Dr. Jukta Adhikari



Signature of the Coordinator, IQAC

Name Dr. Subhasis Dutta



Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

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