

The Annual Quality Assurance
Report (AQAR) of the IQAC
2010-11

BIDHANNAGAR COLLEGE
EB-02, SECTOR-I
SALT LAKE
KOLKATA-700064
WEST BENGAL

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2010 - 2011

1.

Details of the Institution

1.1 Name of the Institution

BIDHANNAGAR COLLEGE

1.2 Address Line 1

EB - 2

Address Line 2

SECTOR I

City/Town:

SALT LAKE

State:

WEST BENGAL

Pin Code:

700064

Institution e-mail address:

bidhannagarcollege@gmail.com

Contact Nos.:

033-23374761

Name of the Head of the Institution:

DR. ASTHIR DASGUPTA

Tel. No. with STD Code:

033-23374782

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR: (For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2006	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

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

Not submitted.

1.9 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty / Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="NA"/>								

1.11 Name of the Affiliating University

WEST BENGAL STATE UNIVERSITY

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

NA

2.2 No. of Administrative/Technical staff

NA

2.3 No. of students

NA

2.4 No. of Management representatives

NA

2.5 No. of Alumni

NA

2.6 No. of any other stakeholder and

NA

Revised Guidelines of IQAC and submission of AQ

NA

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

NA

2.9 Total No. of members

NA

2.10 No. of IQAC meetings held

NA

2.11 No. of meetings with various stakeholders:

No.

NIL

Faculty

NIL

Non-Teaching Staff Student

NIL

Alumni

NIL

Others

NIL

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

NIL

International

National

State

Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

During the period between 2007 and 2012, the IQAC of this College was not present in any concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant sheets for uploading.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the different sub-committees in conformation to the IQAC norms in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> ❖ Different departments will be encouraged to hold seminars and workshops in the college. ❖ Several extension programmes will be held to supplement classroom teaching and learning. 	<ul style="list-style-type: none"> ❖ A 2-day national level seminar was held in the Department of Chemistry was held as a part of the college's attempt to encourage teachers and students to take active part in research activities. ❖ Faunal diversity study at Bakkhali, South 24 Parganas, West Bengal was conducted by the Department of Zoology of the College.

* Please see *Annexure 1*.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed in IQAC meeting. After discussion and minor modifications the report was accepted.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	02	0	0	0
UG	15	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	17	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	0
Annual	15

1.3 Feedback from stakeholders*Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback: Manual

**Please see Annexure 2*

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

- ❖ As a college affiliated to a University, it has to follow the courses designed by the University concerned. The department has little role to play in designing the course curriculum, structure or examination pattern. The University has made revisions in the syllabus and the evaluation system. However, some of the senior teachers of this college do act as members of the respective Board of Studies, which revise the syllabi for the better. In the UG Humanities Courses, emphasis is laid more on the writing skill with which to organize thoughts and ideas; in Science, short answer-type responses, apart from the normal pattern of questioning, are designed largely to bring in clarity in fundamental concepts.
- ❖ In the Post-graduate departments there is scope under the present system to function outside the purview of the affiliating university. The characteristic feature of the syllabi fashioned by the P.G. departments is the inclusion of dissertation-presentation within the core curricula encouraging – a feature which helps develop researching and analytical skills. The entire PG syllabus is remodeled regularly in the PG-BOS meeting, whereby all recent developments in the discipline are incorporated in the PG syllabus.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
84	28	52	01	03

2.2 No. of permanent faculty with Ph.D.

44

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	16	0	0	0	04	0	0	03	20

2.4 No. of Guest and Visiting faculty and Temporary faculty¹

G-14	V-01	T-02
------	------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	02
Presented	04	07	01
Resource Persons	02	01	01

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

- ❖ Field Trips
- ❖ Audio visual aids
- ❖ Peer Teaching
- ❖ Group Discussions
- ❖ Real life Data Analysis
- ❖ Surprise class tests
- ❖ Computer aided teaching and learning

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

182 + Some extra days for special classes during vacations in PG Departments.

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

¹ G-Guest, V-Visiting, T-Temporary

The college has no option for such reformative measures. Being affiliated to the West Bengal State University, we follow just the University norms in regard to Examination evaluation and the like.

In the PG Courses, the appropriate body has adopted a double evaluation method in order to ensure justice.

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

12	12	10
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2.10 Average percentage of attendance of students

75.6

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (in %)				
		Distinction	I	II	QG	Pass
UG	190	NA	16.30	67.90	3.20	87.40
PG	39	NA	94.88	5.12	-	100.00

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

During the period between 2007 and 2012, the IQAC of this College was not present in concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant Sheets for uploading.

The sub-committees ensure teaching and learning process in the following way – a) meeting with the learners for feed-back on the method(s) adopted by the teachers of a particular department and the quality of teaching; b) meeting with the parents for exchanging feed-back; and c) meeting with the departments separately to discuss matters arising.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	04
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	01
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	00	00	00
Technical Staff	23	07	00	00

Criterion – III

3. Research, Consultancy and Extension

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

During the period between 2007 and 2012, the IQAC of this College was not present in concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant sheets for uploading.

- ❖ A Research and Development Committee, deals with UGC-related matter in keeping with UGC guidelines, is formed by both the teachers of the Science departments and those of the Humanities. The Committees inform the teachers of the various Research schemes and Fellowships, and encourage them to make the most of them.

- ❖ By way of constantly meeting with the teachers, the research sub-committee inspires them for seminar presentation and getting their articles published in reputed journals, preferably peer-reviewed.
- ❖ It motivates the teachers to apply for different research projects from UGC and other funding agencies.
- ❖ As recommended by Research and Development Committee Institutional support is provided to enable implementation of research schemes in the following ways:
 - Full autonomy is given to the Principal researcher for smooth conduct of the research project.
 - Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
 - The College provides major infrastructural facilities like library, laboratory, computer and internet facilities to pursue research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	03	00	01
Outlay in Rs. Lakhs	00	25.24	00	8.87

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	02	00	03
Outlay in Rs. Lakhs	00	1.87	00	2.24

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	08	01
Non-Peer Review Journals	02	04	03
e-Journals	00	00	00
Conference proceedings	04	04	03

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs. in lakhs)	Received (Rs. in lakhs)
Major projects	3 years	UGC & DST (WB)	25.24	19.51
Minor Projects	1.5 years	UGC	1.87	1.50
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects (other than compulsory by the University)	00	00	00	00
Any other(Specify)	00	00	00	00
Total			27.11	21.01

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from UGC-SAP/CAS/DST-FIST/ DPEDBT Scheme/funds: NA

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	01	00	00	01
Sponsoring agencies	-	UGC	-	-	BNC

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year (Rs. in lakhs):

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year: NIL

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

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

Total	International	National	State	University	Dist.	College
01	00	00	01	00	00	00

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

01

02

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

00

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

JRF

01

SRF

00

Project Fellows

01

Any other

00

3.21 No. of students Participated in NSS events: NIL

College/University level:

3.22 No. of students participated in NCC events: NIL

3.23 No. of Awards won in NSS: NIL

3.24 No. of Awards won in NCC: NIL

3.25 No. of Extension activities organized: NIL

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

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.5 acres	-	-	7.5 acres
Class rooms	31	-	-	31
Laboratories	20	-	-	20
Seminar Halls	01	-	-	01
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	18.43	UGC & DEV	18.43
Others	-	-	-	-

4.2 Computerization of administration and library

- ❖ Computerization of the library documents is being done by using ULIB software including bar-coding of the books.
- ❖ Most of the administrative works are also being done by using computer.
- ❖ Computerization of office records and library cataloguing is in process.
- ❖ On-line admission has been initiated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs. in lakh)	No.	Value (Rs. in lakh)
Text Books	47820	NA	673	2.50	48493	NA
Reference Books	484	NA	111	.23	595	NA
e-Books	NA	NA	NA	NA	NA	NA
Journals	15	NA	17	.50	32	NA
e-Journals	NA	NA	NA	NA	NA	NA
Digital Database	21000	NA	3000	NA	24000	NA
CD & Video	34	NA	0	NA	34	NA
Others (specify)	NA	NA	NA	NA	NA	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	03	17	-	-	06	30	-
Added	08	00	03	-	-	0	08	-
Total	44	03	20	-	-	06	38	-

N.B. : The total number of existing computers keeps decreasing because of the exclusion of the number of defunct machines.

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

Information literacy training programmes to students as well as teachers by DOEACC as per MOU.

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total:

*PWD (civil and electrical) is in- charge of maintaining campus infrastructure

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The different sub-committees in conformation to the IQAC norms have acted in the following capacity.

- ❖ Circulating information through notice and website.
- ❖ Supporting the students by informing the modalities for getting financial assistance from the government and other agencies.
- ❖ Ensures regular remedial classes and tutorials.
- ❖ Financial assistance extended to economically weaker section.
- ❖ Updating and maintaining a well-stocked central library, as well as departmental libraries.
- ❖ Career-counselling cell, Grievance cell for assistance.
- ❖ Academic calendar is provided in the beginning of each session.
- ❖ Assisting regular academic excursions arranged by some of the departments.
- ❖ Regulating norms of admission/ courses offered at UG/PG level as mentioned in the prospectus.
- ❖ Provides encouragement to UG and PG students to attend seminars, conferences and present papers.

5.2 Efforts made by the institution for tracking the progression

- ❖ Regular class tests, Mid-term tests, Surprise tests and Selection tests are held.
- ❖ Continuous evaluation of practical exercises in laboratory based subjects.
- ❖ Evaluation of the performance of students in student seminars.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
631	80	02	00

(b) No. of students outside the state

02

(c) No. of international students

00

Men

Women

No	%
324	45.43

No	%
389	54.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
721	165	03	00	00	889	496	159	17	41	00	713

Demand ratio : 11.32: 1

Dropout (in %) : 39.09

Demand Ratio = Number of Applications is to number of seats

Dropout* = [(The number of students registered - the number of students appeared in the final year exam) / the number of students registered] x 100

**“Dropout” includes all those who might in all probability have left at different points of time this college in response to new openings, new opportunities.

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

UGC- sponsored Coaching for NET-SET for S.C., S.T. Minority and O.B.C. students of the college.

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	05	SET/SLET	01	GATE	06	CAT	00
IAS/IPS etc.	00	State PSC	01	UPSC	02	Others	06

5.6 Details of student counselling and career guidance NIL

No. of students benefitted

NA

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes: NIL

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	-
Financial support from government	190	-
Financial support from other sources	02	-
Number of students who received International/ National recognitions	00	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

0

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Multi-level involvement of the academic staff as well as office under the leadership of the Principal is believed to result in a cohesion that guarantees academic ambience in which to engage the learners in the right process of what is known as all-round development and socialization. Things fall into place. Students get inspired; they do not wait for knowledge to be imparted; they learn as in a sort of natural environment, which is disciplined, yet uncontrolled by rules outside them. The whole management is so designed as to ensure this atmosphere.

6.2 Does the Institution has a management Information System

The management is supported by a number of sub-committees formed by the Teachers' Council. They work in coordination with the Principal. Any specific work like admission to the UG Courses is undertaken officially. The work over, they submit a report to the Principal, containing all relevant pieces of information like those of difficulties, if any, faced and suggestions for improvement which might be very essential for the same programme in the years to come. The report is taken into consideration in the TC Meeting so that all the academic staff are aware of the issues involved and prepare to assume any responsibility in the future.

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

6.3.1 Curriculum Development

The College for its UG Courses has little to do with Curriculum Development, the University being at the helm of such matters. Some of the senior teachers however act as members of the relevant Board of Studies, which is assigned the task of Curriculum Development.

The Departments with PG Courses of course take the responsibility of Curriculum Development all by themselves through the ECs composed of internal and external members.

6.3.2 Teaching and Learning

The learners occupy the centre of the entire process; the teachers come in as quite secondary agents in the process of education. To make the learners interested in what they need to learn, the teachers make Power Point Presentations, whenever they find it useful. They make use of audio-visual aids; hold seminars in which the learners

occupy the centre-stage with teachers around helping and encouraging the learners but never interfering with the process of learning.

6.3.3 Examination and Evaluation

Examinations are held at the end of every academic session by the University/ College which the learners must get through. To help them get ready for such final examinations, the Departments hold periodic tests – routine tests as well as surprise ones. The design is never to generate score sheets but to evaluate their academic aptitude and guide them towards a brighter future.

6.3.4 Research and Development

Following are the measures taken by the institution to facilitate research and development activities in the college

- As per TC committee suggestion the Research and Development Committee informs the teachers about various Research Schemes and Fellowships and encourages them in applying for the same. The UGC-Development Council screens project proposals funded by different agencies.
- As recommended by TC committee institutional support is provided to enable implementation of research schemes in the following ways:
 - Full autonomy is given to the Principal Investigator for smooth conduct of the research project.
 - Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
- Other facilities:
 - Well equipped computer laboratories
 - Enriched library with modern books and journals of various fields.
 - Regular visits and interaction with other research facilities, excursions and field works.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

- Most of the administrative work are also done by using computer
- Information literacy training program to students by DOEACC as per MOU

6.3.6 Human Resource Management

- Faculty members are involved in academic work as well as several committee works.
- Various responsibilities are coordinated with academic duties without any overlap
- Regular attendance records of teaching and non-teaching staffs are maintained
- Regular parent-teacher meetings in various departments are organized
- Feedback from students, parents and alumni are considered frequently
- Students are given all-round exposure through seminars, field-works, field-trips to various illustrious academic institutions, cultural programs and college-fest.

6.3.7 Faculty and Staff recruitment

The College is a government institution and thus cannot recruit teaching or non-teaching staff. The recruitment of the same is made by the Government of West Bengal through the recommendation of the Public Service Commission, West Bengal and Staff Selection Commission, West Bengal.

The college however invites retired teachers, scholars as resource persons in the capacity of Guest Lecturers to deliver short term courses as and when required.

6.3.8 Industry Interaction/Collaboration

Various collaborative efforts have been undertaken with other institutions and industry players

6.3.9 Admission of Students

Admission tests for PG Courses in Microbiology and Zoology.

6.4 Welfare Scheme

Teaching	Health Scheme
Non-teaching	Health Scheme Bonus and Advance Salary during Festive Season
Students	Various Scholarship schemes for needy and meritorious students

6.5 Total Corpus Fund Generated: NA

6.6 Whether annual financial audit has been done

Year wise financial audit is done by AG, West Bengal intermittently.

6.7 Whether academic and administrative audit (AAA) has been done: NA

6.8 Does the university/autonomous colleges declare results within 30 days: NA

6.9 What efforts are made by the university /autonomous college for examination reforms

NA

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

6.11 Activities and Support from the Alumni Association

An Alumni Association has been formed with the participation of and meetings attended by the alumni of the college. However, the registration process has been initiated and is yet to be completed.

6.12 Activities and Support from the parent-teacher Association

The college holds regular interactive parent-teacher-ward meets after every internal-terminal examination to discuss areas of concern and collectively resolve the arising problems.

6.13 Development Programs for support staff

NIL

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

- Medicinal Garden (Parashar Udyan) since 2004
- Solar Energy Conservation Panel planned
- Making the college premises a no-smoking and plastic-free zone
- Rain Water Harvesting System
- Maintenance and Beautification Committee which is instrumental in the maintenance of the cleanliness and the aesthetics of the college campus. The gardening committee helps to maintain the beautiful garden of the college.
- Tree plantation efforts are regularly carried out by the Department of Botany.

Criterion – VII

7. Innovations and Best Practices

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

- Emphasis on ICT teaching –learning process through various student knowledge development programmes such as quizzes, film shows.
- Emphasis given to teacher’s research activity.

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

- i. A 2-day national level seminar **CHEMISTRY: A PATHWAY TO BIOLOGICAL PROCESSES** in the Department of Chemistry was held as a part of the college’s attempt to encourage teachers and students to take active part in research activities.
- ii. Members of the faculty have been encouraged to attend seminars, workshops, RC/OP/Summer schools etc.
- iii. Infrastructure of games and sports has been improved.

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

Student Extension Programme.

Please see Annexure 3

7.4 Contribution to environmental awareness / protection:

* **Energy conservation**

Conservation of Energy is one of the primary areas of concern for Bidhannagar College. The following measures are taken within the institution’s premise to curtail wastage of energy and maintain optimum conservation. Sustenance of nature is the key concern for the institution in this regard.

- Efforts are made to increase the usage of alternate and renewable sources of energy as well as recycling of available natural sources for usable purposes. Mention may be made of solar energy and water treatment process in this regard.
- Fans and lights are turned off when the students are not around, and use of sunlight is maximized wherever possible.
- Doors and windows have tight seals and are closed when the air conditioner is running.

- Computers, UPS, printers and copiers are turned off at the end of the day to avoid wastage of energy.
- Equipments are monitored and serviced at regular intervals for proper operation.

* **Use of renewable energy**

As stated in the earlier point, Bidhannagar College prioritizes the usage of renewable and alternate forms of energy. Accordingly the following activities are performed:

* **Water harvesting:**

Bidhannagar College (with the initiative of the Department of Botany) has constructed rain water harvesting infrastructure.

* **Efforts for Carbon neutrality**

Bidhannagar College, over the years, have tried to maintain carbon neutrality through a number of measures.

- Giving more importance in the greenery and plantation programme within the college premise for more supply of oxygen and reduction of gaseous form of carbon.
- The institution boasts of a vast stretch of open land. With no big scale factory in the vicinity, carbon pollution level is generally low.
- The personal vehicles used by the staff members conform to state defined pollution rules and matches with government specifications to reduce carbon emission.
- Installation of low energy lights in the new infrastructure has been done within the campus.

* **Plantation**

- Plantation programmes within the college premise are held on a regular basis.
- Moreover, the gardener of the College effectively maintains the college garden which includes planting of new flower plants.
- Bidhannagar College has a medicinal garden in its campus. In this garden medicinal plants are planted on a regular basis.

* **Hazardous waste management**

- Chemical wastes including radioactive compounds are disposed off by the Chemistry department. Some kinds of chemical wastes are disposed off in sealed container.
- Disposal of biodegradable components by PG department of Microbiology and training of students in this biodegradable waste management by vermi-composting and production of bio-fertilizer.
- The micro-organisms used and grown in different media for teaching and research purposes are sterilized after use by autoclaving. It is done by the students after class and also by the laboratory assistants.

* E-Waste Management

The institution being a government body, P.W.D (electrical) looks after the e-related management and wastes.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- Being a government college, it earns the faith of the largest populace regarding academic quality, creating a positive and transparent environment.
- Special care and assistance for students from economically weaker section through measures like nominal college-fee, number of scholarships, fee-waiver scheme etc.
- The college has recorded consistently good academic results. Many students have topped university merit list.
- We encourage our students to adopt a holistic approach towards education and appear in various competitive examinations pertaining to research, administration, and so on.
- Greater participation in research has improved substantially. Research projects and peer-reviewed publications both in national and international journals are testimony to the contribution of the institution in the higher academic field.
- Teachers of the college are actively involved in research and advanced studies and have a number of on-going minor as well as major UGC research project.
- Positive endeavour towards adoption of updated technology in teaching-learning process, in some aspects of administration and library as well as in the departmental activities is gaining momentum
- The college has modern laboratories for hands-on training facility meant for students
- Students get medical benefits through Students' Health Home
- Subsidized canteen facility is available to the students

- All teaching and non-teaching employees of the institution and their family members are assured of their health insurance aspects through the West Bengal Health Scheme
- Bidhannagar College offers subsidiary courses such as computer training programme under DOEACC.
- Many departments have their own wall-magazines which are prepared with great gusto by students and help in inculcating values of friendship and co-operation, apart from show-casing their talents.
- Educational tours and outreach programmes are undertaken regularly to supplement routine, syllabus oriented studies for the development of a broader and holistic approach towards academics.
- The sprawling play-ground is one of the attractions of Bidhannagar College.

Weakness

- Bidhannagar College suffers from shortage of space, especially in the science and post-graduate departments.
- The college is yet to have its own hostel, though the students have been accommodated in other government hostels.

Opportunity

- Further expansion of postgraduate courses will benefit the region as considerable demand exists for postgraduate studies.
- There is an agenda to introduce INFLIBNET in the library which will enable the students and staff of the college to access the E-resources.
- The success of the students in all-India level entrance examinations such as IIT, JAM, GATE, UGC-CSIR-NET has increased. But there is scope of more improvement.
- It has provision for adult and continuing education through NSOU.
- Interdisciplinary studies are greatly encouraged. Teachers of the Economics, Physics, Botany, Statistics and Mathematics Departments have already started to deliver lectures to the students of Zoology, Microbiology, Chemistry and Education Department. In near future such interdepartmental exchanges are expected to increase.
- The college library is being digitized for easy access. Meanwhile, students are always free to use the departmental seminar library and books are requisitioned from the central library for their use.
- The college has auditorium of its own.

Challenge

- Given the annual increase in intake capacity, the challenge is to retain and enhance the quality performance.
- Smooth integration of all graduates of the institution in the job-market remains a challenge.
- Although there are a number of computers for the use of students, a computer laboratory is to be set up as soon as the new building is completed. Internet facility is already available with multiple Broad Band connections.

- Our students perform very well in the University examinations in general. But our aim is not only to nurture bright talents but also to help weaker students to perform better. Special classes for revision and practice are conducted for this. Our aim is to maintain a high academic standard in general, while at the same time encouraging bright students to perform even better.
- Owing to its location on the fringes of North 24 Parganas, the college caters to the needs of not only urban students but also those from rural and semi urban areas, who have to commute long distances. Providing subsidized accommodation for boys and girls is an urgent need for this government institution.
- Bidhannagar College aims to produce students with high academic capabilities as well as a sense of social responsibility. We want our students to embark on a future ‘where the mind is without fear and the head is held high’.
- To introduce complete online admission procedure
- To enrich the academic infrastructure of the college
- To improve teaching learning process through continuous evaluation and innovative methods
- To conduct more seminars, conferences and invited lectures in the different departments
- To encourage the students’ union to organize intercollegiate cultural program
- Completion of the construction of the new building
- To encourage faculties to attend seminars, workshops, RC/OP/Summer schools etc.
- To encourage and motivate the faculties to undertake various research projects and approach the UGC and other funding agencies for financial support.
- To encourage and motivate the faculties to undertake various research projects and approach the UGC and other funding agencies for financial support.
- To conduct workshop/seminar/symposium by various departments so that the students and faculty members get an opportunity to enhance and sustain their academic excellence
- To make more use of ICT enabled and student centric interactive teaching-learning methods to give the students better exposure to the topics
- Special attention to be given for extension activities conducted under the aegis of the NSS
- To improve the infrastructure of games and sports
- Publication of the subsequent volumes of the college journal.

8.Plans of institution for next year :

- Teachers of both Post Graduate and Under Graduate departments will be engaged in research activity and to undertake major and minor research projects.
- The NSS unit of the college is planning various social awareness programmes.
- Teachers will be encouraged to attend seminars, workshops, RC/OP/Summer schools etc.

- All members will be encouraged to make use of the ICT-enabled and learner-centric interactive teaching-learning method so that the learner-centricity is achieved, in which the learners assume an active role.

Dr. Subhas Chandra Jana

Name _____

Name _____



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

- CPE - College with Potential for Excellence
- DPE - Department with Potential for Excellence
- GATE - Graduate Aptitude Test
- NET - National Eligibility Test
- PEI - Physical Education Institution
- SAP - Special Assistance Programme
- SF - Self Financing
- SLET - State Level Eligibility Test
- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission

Annexure 1

Academic Calendar 2010– 2011

MONTH	DATE	EVENT
Jul 2010	Monday, 5 th	2 ND AND 3 RD YR CLASSES RESUME
	Thurs 15 th	1 ST Yr classes to commence, welcome address by Principal

		Venue: College Hall, Time:1:30pm
Aug 2010	Sun, 15 th	Independence day celebration
Sept 2010	Mon, 20 th to Fri, 24 th	Departmental class test-50 marks(Hons) 1 st and 2 nd yrs(To be conducted departmentally)
	Tue, 28 th	Declaration of result
	Sat, 2 nd	Parent-Teacher meeting for 1 st and 2 nd yr students
	Thurs, 7 th	Mahalaya
	Fri, 8 th	Puja Vacation begins
Nov 2010	Tue, 16 th	College reopens
Dec, 2010	Tue 7 th to Fri 10 th	Departmental class test-50 marks(Hons) 1 st and 2 nd yrs(To be conducted departmentally)
	Sat 11 th	Distribution of awards/medals for the last academic yr
	Wed, 15 th	Publication of results of class test
	Sat, 18 th	Annual college sports
	End Dec	College fest
Feb 2011	Tue 2 nd to Sat 5 th	Selection Test for 3 rd yrs(Hons) 4X100 marks
	Mon, 14 th	Remedial classes for 3 rd yr students to commence
	Fri, 18 th	Declaration of results of 3 rd yr Selection Test
March 2011	Sat, 5 th	Parent-Teacher meeting for 1 st and 2 nd yr students
	Date to notified	University Form filling up for 3 rd yr students
	Mon, 14 th , thurs 17 th	Selection Test for 2nd yrs(Hons) 2X100 marks
	Fri, 18 th & Sat, 19 th	2 nd yr Selection Test: Hons Practical
	Mon, 14 th , Thurs	Selection Test for 1 st yrs (Hons) 2X100 marks

	17 th	
	Fri, 18 th & Sat, 19 th	1 st yr Selection Test: Hons Practical
	Mon, 21 st to Tue, 29 th (First Half 2 nd yr, Second half 1 st yr)	2 nd yr Selection Test: Elective I-Paper II +Paper III-100+100 marks Elective II-Paper II+ Paper III-100+100 marks 1st yr Selection Test: Elective I-100 marks; Elective II-100 marks
Apr 2011	Fri, 1 st	Remedial classes for 1 st and 2 nd yr students to commence
	Thurs, 14 th	Declaration of results of both 1 st and 2 nd yr Selection Test
	Mon, 18 th	Supplementary Examinations of both 1 st and 2 nd yr
	Wed, 20 th	Declaration of results of Supplementary Examinations
	Date to notified	University Form filling up for 2nd yr students
	Date to notified	University Form filling up for 1st yr students

- Supplementary Examination is meant only for students failing to appear at the regular test for health or any special reasons considered sufficient by the authorities to allow supplementary examination. To be decided by the Teachers' Council.
- Class test by individual Teachers on completion of a module/topic/chapter will be held regularly
- Marks of class test will be added up to the marks of test examination while considering a candidate for being sent up for final examination.

Annexure 2

Summary of Students' Feedback: Teachers' Evaluation 2010 - 11

In 2010-11, meetings of the teachers, the students and the parents have been convened for awareness and feed-back. A multiplicity of exchanges – critical and suggestive, largely verbal – adds a new dimension not merely to the teacher-taught relationship but also to the parent-ward one. The future very often emerged much stronger than it had appeared earlier. Such happy

hours of interaction and the consequent happier future have been making up a tradition in this college.

Annexure 3

Best Practice – I

1. Title of the Practice (2010-11): Student Extension Programme

2. Goal : In order to enhance their academic pursuit and to add to their classroom activities, the students of different departments are often taken to diverse fieldworks and other extension programmes.

3. The Context: The Departments of Zoology, Botany and Microbiology have conducted fieldworks to supplement classroom teaching.

4. The Practice :

The Department of Zoology organised a faunal diversity study to Bakkhali, South 24-Parganas (3 days).
The Department of Botany organised a Field Trip to Harsil and Garwal Himalayas (9 days).
The Department of Microbiology conducted an educational excursion to Ooty, Mysore (7 days).

5. Evidence of Success: Students of these departments took part in the study and noted down observations which they later included in their academic performances. These tours have helped the students in gaining first-hand knowledge of their respective subjects and have introduced them to the applications of their learning.

6. Problems Encountered and Resources Required: Travel and accommodation during the fieldworks was a problem as it involved journeys to remote parts.

7. Contact Details

Name of the Principal: Dr. Asthir Dasgupta
Name of the Institution: Bidhannagar College.
City: Kolkata.
Pin Code: 700064.
Accredited Status: B++