

The Annual Quality Assurance
Report (AQAR) of the IQAC
2012-13

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

2012 - 13

I.

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. MANIMALA DAS

Tel. No. with STD Code:

033-23374782

Mobile:

9830072356

Name of the IQAC Co-ordinator:

DR. ABHIJIT BHATTACHARYA

Mobile:

9433443239

IQAC e-mail address:

bnciqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

NOT APPLICABLE

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)

NOT AVAILABLE

1.5 Website address:

www.bidhannagarcollege.org

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

www.bidhannagarcollege.org/aqar.php

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:

29/01/2013

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

- i. AQAR 2010-11 Submitted to NAAC 17/03/2016
ii. AQAR 2011-12 Submitted to NAAC 17/03/2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.11 Name of the Affiliating University (for the Colleges)

WEST BENGAL STATE UNIVERSITY

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

Autonomy by State / Central Govt. / University

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.IQACComposition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

0

2.10 No. of IQAC meetings held

1

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Student Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

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. Later on in the same academic session the formation of the IQAC took over the activities of the sub-committees.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| <ul style="list-style-type: none"> Up gradation of central library through INFLIBNET Introduction of Career Counselling Cell Focus on introducing an alternative source of renewable energy –solar | <ul style="list-style-type: none"> Central library upgraded through INFLIBNET Career Counselling Cell introduced An alternative source of renewable energy –solar energy panels installed, as an |

| | |
|---|--|
| <p>energy panels as an attempt to conserve energy</p> <ul style="list-style-type: none"> • COSA system of employee data management for the purpose of e-billing to be introduced | <p>attempt to conserve energy</p> <ul style="list-style-type: none"> • COSA system of employee data management for the purpose of e-billing introduced. |
|---|--|

* Please see *Annexure-I* for Academic Calendar .

2.16 Whether the AQAR was placed in statutory body: Yes No

Management Syndicate Any other body IQAC

Provide the details of the action taken: AQAR was placed in the IQAC meeting. After discussion and minor modification the report was accepted.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | 0 | 0 | 0 | 0 |
| PG | 02 | 0 | 0 | 0 |
| UG | 15 | 0 | 0 | 0 |
| PG Diploma | 0 | 0 | 0 | 0 |
| AdvancedDiploma | 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 | 2 |
| 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 of regulation or 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 departments have 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, responsible for revision of syllabus and other such activities. 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. : Two teachers have joined and 25 seats have been proposed in the Geography department but proper functioning is yet to commence.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others ¹ |
|-------|------------------|----------------------|------------|---------------------|
| 80 | 23 | 54 | 00 | 03 |

2.2 No. of permanent faculty with Ph.D.

| |
|----|
| 43 |
|----|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2012-13

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 00 | 19 | 00 | 00 | 00 | 04 | 00 | 00 | 00 | 23 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|------|------|------|
| G-15 | V-01 | T-01 |
|------|------|------|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 01 | 09 | 03 |
| Presented papers | 04 | 07 | 01 |
| Resource Persons | 00 | 01 | 00 |

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
- ❖ Use of free e-book
- ❖ Smart Board
- ❖ Surprise class test
- ❖ Computer aided teaching and learning

¹ Part-time teacher

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

198+ 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)

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.

As regards the PG Courses, the appropriate body has adopted a double evaluation method so as 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

| | | |
|----|----|----|
| 10 | 11 | 01 |
|----|----|----|

2.10 Average percentage of attendance of students

75.70

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 | 177 | NA | 18.10 | 68.90 | 4.50 | 91.50 |
| PG | 40 | NA | 90.00 | 10.00 | 00 | 100.00 |

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

The sub-committees of the Teachers' Council and later on the newly formed IQAC ensured 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 regularly 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 | 06 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 01 |

| | |
|--|----|
| 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 | 12 | 03 | 00 | 00 |
| Technical Staff | 21 | 09 | 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 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. Later on in the same academic session the formation of the IQAC took over the activities of the sub-committees.

- ❖ A Research and Development Committee, deals with the UGC-related matter in keeping with UGC guidelines, is formed both by 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(Rs. in Lakhs) | 00 | 22.88 | 00 | .99 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|----------------------|-----------|---------|------------|-----------|
| Number | 00 | 01 | 00 | 00 |
| Outlay (Rs.in Lakhs) | 00 | 1.19 | 00 | 00 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 16 | 08 | 02 |
| Non-Peer Review Journals | 02 | 04 | 00 |
| e-Journals | 00 | 02 | 00 |
| Conference proceedings | 07 | 08 | 00 |

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, Environment Ministry (WB) & DST (WB) | 22.88 | 15.80 |
| Minor Projects | 1.5 years | UGC | 1.19 | 0.85 |
| Interdisciplinary Projects | 0 | 0 | 0 | 0 |
| Industry sponsored | 0 | 0 | 0 | 0 |
| Projects sponsored by the University/ College | 0 | 0 | 0 | 0 |
| Students research projects <i>(other than compulsory by the University)</i> | 0 | 0 | 0 | 0 |
| Any other(Specify) | 0 | 0 | 0 | 0 |
| Total | | | 24.07 | 16.65 |

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)

DST-FIST

3.10 Revenue generated through consultancy

NA

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | 0 | 02 | 0 | 0 | 01 |
| Sponsoring agencies | 0 | UGC | 0 | 0 | BNC |

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

02

3.13 No. of collaborations

International

0

National

0

Any other

01

3.14 No. of linkages created during this year

00

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

From funding agency

24.068

From Management of University/College

00

Total

24.068

3.16 No. of patents received this year: Nil

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

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

| Total | International | National | State | University | Dist. | College |
|-------|---------------|----------|-------|------------|-------|---------|
| 00 | 00 | 00 | 00 | 00 | 00 | 00 |

3.18 No. of faculty from the Institution

who are Ph.D. Guides

01

and students registered under them

03

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

02

SRF

00

Project Fellows

00

Any other

0

3.21 No. of students Participated in NSS events:

College/University level: 119

3.22 No. of students participated in NCC events: NA

3.23 No. of Awards won in NSS: NIL

3.24 No. of Awards won in NCC: NA

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 | 21 | 01 | - | 22 |
| 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 (` in Lakhs) | - | 31.56 | UGC+WB Dev. Fund | 31.56 |
| 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 and OPAC facility.
- ❖ 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.
- ❖ Computerization of the preparation of monthly salary bills using software package ‘COSA’ (Computerization of Salary Accounting) has been implemented at our college a few years back. In the year 2012, an upgrading of this software has also been done. At present the COSA software is being successfully used for the smooth running of the preparation of monthly salary bills for all employees.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|--------------------|-------|-------|
| | No. | Value | No. | Value(Rs in lakhs) | No. | Value |
| Text Books | 49488 | - | 2603 | 15.00 | 52091 | NA |
| Reference Books | 693 | - | 94 | .33 | 787 | - |
| e-Books | - | - | * | - | - | - |
| Journals | - | - | - | - | - | - |
| e-Journals | - | - | - | - | - | - |
| Digital Database | | | @ | | | |

| | | | | | | |
|------------------|----|---|----|--|----|--|
| CD & Video | 34 | - | 06 | | 40 | |
| Others (specify) | | | | | | |

*Access to 97000 under NLIST Programme
 @Access to Bibliography Database under NLIST

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 27 | 04 | 24 | - | - | 06 | 21 | - |
| Added | 38 | 00 | 01 | - | - | 01 | 37 | - |
| Total | 65 | 04 | 25 | - | -- | 07 | 58 | - |

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 NIELIT as per MOU.
- ❖ Training of COSA software to the office staff

4.6 Amount spent on maintenance in lakhs:

| | |
|--|-------------|
| i) ICT | - |
| ii) Campus Infrastructure and facilities | - |
| iii) Equipments | 0.23 |
| iv) Others | - |
| Total: | 0.23 |

*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

- ❖ Circulating information through notice and website.
- ❖ Supporting the students by informing the modalities for getting financial assistance from 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 |
|-----|----|--------|--------|
| 671 | 80 | 03 | 00 |

(b) No. of students outside the state

| |
|----|
| 05 |
|----|

(c) No. of international students

| |
|----|
| 00 |
|----|

Men

Women

| No | % |
|-----|-------|
| 395 | 52.38 |

| No | % |
|-----|-------|
| 359 | 47.61 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 603 | 174 | 15 | 23 | 00 | 815 | 594 | 97 | 24 | 39 | 00 | 754 |

Demand ratio

| |
|---------|
| 11.02:1 |
|---------|

Dropout %

| |
|-------|
| 24.29 |
|-------|

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

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

| | | | | | | | |
|--------------|----|-----------|----|------|----|--------|----|
| NET | 03 | SET/SLET | 00 | GATE | 03 | CAT | 00 |
| IAS/IPS etc. | 00 | State PSC | 00 | UPSC | 00 | Others | 01 |

5.6 Details of student counselling and career guidance

Campus Recruitment and Seminars conducted by Career Counselling Cell.

Please see Annexure 4.

No. of students benefitted

120

5.7 Details of campus placement:

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

5.8 Details of gender sensitization programmes: Nil

5.9 Students Activities

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

State/ University level

0

National

0

International level

0

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution | | |
| Financial support from government | 142 | |
| Financial support from other sources | 10 | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____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/ Officer-in-Charge, 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 of the academic staff are aware of the issues involved and prepare themselves 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 teacher comes 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 in any way 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 to 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 IQAC 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 IQAC institutional support is provided to enable implementation of research schemes in the following ways:
 1. Full autonomy is given to the Principal Investigator for smooth conduct of the research project.
 2. Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
- Other facilities:
 - 24 hours internet facility
 - 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

- Digitization of library books with OPAC data management system using Z39.50 protocol for the easy accessibility of library books by students and staff.
- Installation of INFLIBNET software for accessing various e-resources.
- Most of the administrative work are also done by using computer
- A new project room has been setup by the Department of Economics with internet facilities
- Information literacy training program to students by NIELIT as per MOU
- COSA for pay-roll, for accounting system
- Maintenance of college website www.bidhannagarcollege.org through which different notifications are circulated.

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 staff 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 : NA

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
- 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.

- Central Library upgraded with the installation of **UGC INFLIBNET** for online Library accessibility to various e-resources for the staff and students of the college.
- A **Career Counseling Cell** established with the goal of increasing the scope and exposure of students in the job market.
- **Prof. Somenath Ghosh Memorial laboratory** set up in the Department of Chemistry.

- The Department of Economics has provided **internet connection** to its students in the Departmental Project Room.
- A **Solar Energy Panel** has been installed on the rooftop of the main college building with the UGC Sanctioned Grant of 8 lac 40 thousand under WBREDA(West Bengal Renewable Energy
- Implementation of **COSA** (Computerisation of Salary Accounts) under the Department of Finance, West Bengal to assure accuracy and timeliness in the generation of pay-bills, schedules and other annexes required for producing salary bills of the college staff.
- A new Project Room with computers has been set up by the Department of Economics.

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

- Construction of the new building partially completed.
- The college began preparations for the inspection of NAAC.
- Members of the faculty has been encouraged to attend seminars, workshops, RC/OP/Summer schools etc.
- Special attention given for extension activities conducted under the aegis of the NSS
- Infrastructure of games and sports has been improved.
- COSA software introduced for salary-billing purposes.

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

a. Seminar

b. Awareness

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 premises 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 maximised 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 prioritises the usage of renewable and alternate forms of energy. Accordingly the following activities are performed:

- **Usage of solar energy** is practised within the college campus. The principal and his office as well as all the departments of the college has one electric point (either light or fan) with the solar energy plant which is installed in the terrace of the college.

* **Water harvesting:**

Bidhannagar College (with the initiative of the Department of Botany) has constructed rain water harvesting infrastructure which provides supply of clean water for institutional use in different regards.

* **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 promise 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 in 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? 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 from students for economically weaker section through measures like nominal college-fee, number of scholarships, fee-waiver scheme etc.
- The college has recorded consistently good academic results. Many students have topped university merit list.
- 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 and major UGC research projects currently.

- 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 also offers subsidiary courses such as Computer training programme under NIELIT (erstwhile DOEACC) under Government of India.
- The NSS unit of the College works actively towards arousing social awareness programmes such as Blood Group testing, Eye-Camps, and so on
- 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.
- 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 and DST research projects currently.
- We encourage our students to adopt a holistic approach towards education and appear in various competitive examinations pertaining to research, administration, and so on.

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.
- 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 students of Zoology, Microbiology, Chemistry and Education Department. In near future such interdepartmental exchanges can be increased.

- The college library is in the process of 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 no large 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
- The college will prepare for the inspection of NAAC
- 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 use of ICT enabled and student centric interactive teaching-learning methods to give the students better exposure to the topics
- To improve the infrastructure of games and sports
- Publication of the subsequent volumes of college journal

8. Plans of institution for next year :

- Introducing SMART classes in different science departments as conforming to the ICT teaching learning process
- Formation of Assistance Cell for needy students
- Application for DST-FIST funds to upgrade laboratory facilities in different science subjects
- Up gradation of Library through installation of systems for accessing e-resources.
- Introduction of UGC-NET Coaching Centre

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 2012- 2013

| MONTH | DATE | EVENT |
|-----------|---|--|
| Jul 2012 | Monday, 2 nd | 2 ND AND 3 RD YR CLASSES RESUME |
| | Monday, 16 th | 1 ST Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm |
| Aug 2012 | Mon, 15 th | Independence day celebration |
| Oct 2012 | Wed 3 rd to Fri 5 th | Departmental class test-50 marks(Hons) 1 st and 2 nd yrs(To be conducted departmentally) |
| | Fri, 12 th | Declaration of result |
| | Sat, 13 th | Parent-Teacher meeting for 1 st and 2 nd yr students |
| | Mon, 15 th | Mahalaya |
| | Tue, 16 th | Puja Vacation begins |
| | | |
| Nov 2012 | Monday, 26 th | College reopens |
| | | |
| Dec, 2012 | Wed 5 th to Fri 7 th | Departmental class test-50 marks(Hons) 1 st and 2 nd yrs(To be conducted departmentally) |
| | Sat 15 th | Distribution of awards/medals for the last academic yr |
| | Mon, 17 th | Publication of results of class test |
| | Thirs, 20 th | Annual college sports |
| | End Dec | College fest |
| | | |
| Feb 2013 | Wed 6 th to Wed 13 th | Selection Test for 3 rd yrs(Hons) 4X100 marks |
| | Wed, 20 th | Remedial classes for 3 rd yr students to commence |
| | Mon, 25 th | Declaration of results of 3 rd yr Selection Test |
| | | |

| | | |
|------------|---|--|
| March 2013 | Sat, 2nd | Parent-Teacher meeting for 1 st and 2 nd yr students |
| | Date to be notified | University Form filling up for 3 rd yr students |
| | Tue, 12 th , thurs 14 th | Selection Test for 2nd yrs(Hons) 2X100 marks |
| | Fri, 15 th | 2 nd yr Selection Test: Hons Practical |
| | Fri 15 th , Mon 18 th | Selection Test for 1 st yrs(Hons) 2X100 marks |
| | Tue 13 th | 1 st yr Selection Test: Hons Practical |
| | Tues 19 th , Wed 20 th , Thurs 21 st , Fri 22 nd , Mon 25 th , Tue 26 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 2013 | Mon, 1st | Remedial classes for 1 st and 2 nd yr students to commence |
| | Fri, 5 th | Declaration of results of both 1 st and 2 nd yr Selection Test |
| | Mon, 8 th & Tues 9 th | Supplementary Examinations of both 1 st and 2 nd yr |
| | Fri, 12 th | Declaration of results of Supplementary Examinations |
| | Date to be notified | University Form filling up for 2nd yr students |
| | Date to be 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 Feedback from stakeholders

In 2012- 13, meetings are convened of the teachers, the students and the parents alongside the presence of some representatives of the IQAC for awareness and feed-back from the parents. 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 (2012-13): Inclusive Mathematics Education

2. Goal : To improve the skills of the school-teachers so that they can make mathematics a fascinating subject to all categories of students and generate greater interest in it.

3. The Context : The college aims at helping its students develop all-round skills in life. Mathematics, at least its applied branch, is a subject that should be learnt by all and sundry. But there often exists an unreasonable, yet deep-rooted phobia amongst a huge number of students regarding the subject. Applying innovative methods in doing basic and fundamental mathematics might go a long way in solving this.

4. The Practice : The members of the Association for Improvement of Mathematics Teaching, West Bengal came as speakers in the programme held on 10.02.2013.

5. Evidence of Success : 33 teachers and students of schools in the neighbourhood of Bidhannagar College took part in the programme.

6. Problems Encountered and Resources Required : Greater reach was needed for accomplishing the desired effect. Optimum number of schools couldn't be informed within the stipulated time.

7. Contact Details

Name of the Principal: Dr. Manimala Das

Name of the Institution: Bidhannagar College.

City: Kolkata.

Pin Code: 700064.

Accredited Status: B++

Best Practice - II

1. Title of the Practice (2012-13): Free Eye check up programme

2. **Goal :**The pair of eyes comprise one of the most vital organs in the human body, and all sighted people with greater degree of exposure to light in course stands a chance of incurring certain diseases which may fully or partially damage his/her eyesight. Proper care and occasional check up are must for protecting human vision.

3. **The Context:** In an educational institution of higher studies students and teachers alike are engaged in academic work for long hours of the day. Be it paper, or the computer screen, long stretches of study makes the eyes vulnerable. It is a must for people in the academic field to undergo regular eye check-ups to protect them from undesirable harm to the eyes.

4. **The Practice:** Eye experts of Vassan Eye Care Hospital Examined the eyes of all participants through modern instruments with great care. They provided the prescriptions to the all participants and they also provided the opportunity of eye check up in any branch of Vassan Eye Care Hospital within six months with free of cost.

5. **Evidence of Success:** A total number of 86 members, including teachers, students and staffs took part in the event and were greatly benefitted.

6. **Problems Encountered and Resources Required:** Greater participation was required.

7. Contact Details

Name of the Principal: Dr. Manimala Das

Name of the Institution: Bidhannagar College.

City: Kolkata.

Pin Code: 700064.

Accredited Status: B++

Annexure-4

1. On 15th January, 2013 the Textile Committee, Government of India (Ministry of Textile) conducted an 'Awareness Programme on Handloom Mark Scheme'.
2. The ICFAI University conducted a seminar on 'Future Career Prospects of students after graduation' on 19th February, 2013.
3. On 6th March, 2013, Vista-Mind conducted a seminar on 'Nature of Jobs after graduation'.