

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

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

## CONTENTS

### **Part – A**

1. Details of the Institution	3
2. IQAC Composition and Activities	6

### **Part – B**

3. Criterion – I: Curricular Aspects	9
4. Criterion – II: Teaching, Learning and Evaluation	10
5. Criterion – III: Research, Consultancy and Extension	13
6. Criterion – IV: Infrastructure and Learning Resources	16
7. Criterion – V: Student Support and Progression	17
8. Criterion – VI: Governance, Leadership and Management	20
9. Criterion – VII: Innovations and Best Practices	24
10. Annexure – 1	31
11. Annexure – 2	32
12. Annexure – 3	34
13. Annexure – 4	34
14. Annexure - 5	36

**The Annual Quality Assurance Report (AQAR) of the IQAC**

Part – A

AQAR for the year

2013 - 14

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](mailto:bidhannagarcollege@gmail.com)

Contact No.:

033-23374761

Name of the Head of the Institution:

DR. SUBHAS CHANDRA JANA

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](mailto:bnciqac@gmail.com)

1.3 NAAC Track ID(For ex. MHCOGN 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](http://www.bidhannagarcollege.org)

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

[www.bidhannagarcollege.org/aqar.php](http://www.bidhannagarcollege.org/aqar.php)

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++		2006	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 |
| iii. AQAR 2012-13 | 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	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="4"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>

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

Non-Teaching Staff  Students  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

- ❖ The IQAC regularly functions for quality assurance and academic development.
- ❖ The method employed is one of supervision and scrutiny.
- ❖ As an advisory body, it offers suggestions for development on multiple levels – development of intellectual property, language-skill development, development of the teaching-learning process, infrastructure development and the like.
- ❖ The IQAC proposed a complete on-line admission procedure for a transparent merit-based admission process and it has been partially implemented since 2012.
- ❖ The IQAC keeps a regular watch over the academic activities of the College. It devises plans for the future academic growth and sustenance of quality after feedback analysis.
- ❖ The IQAC alongside the Research and Development committee always encourages the members of the Faculty to upgrade themselves. A considerable number of teachers are now engaged in conducting research work, associating themselves with UGC, CSIR, DST, WBDST, ICSSR, ICMR, ISI and the like. Major and minor research projects are undertaken; articles are published in national/ international journals. The situation appears quite encouraging.
- ❖ As per the proposal given by the IQAC, the Central Library of the college has been initiated into the UGC-INFLIBNET on-line journal membership.

### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Introducing SMART classes in different science departments as conforming to the ICT teaching learning process</li> <li>• Formation of Assistance Cell for needy students</li> <li>• Application for DST-FIST funds to upgrade laboratory facilities in different science subjects</li> <li>• Up gradation of Library through installation of systems for accessing e-resources.</li> <li>• Introduction of UGC-NET Coaching Centre</li> </ul>	<ul style="list-style-type: none"> <li>• SMART classes in the departments of Botany, Zoology, Anthropology, Microbiology and Chemistry as conforming to the ICT teaching learning process</li> <li>• Assistance Cell formed for needy students</li> <li>• DST-FIST funds received for the up-gradation of laboratory facilities in different science subjects</li> <li>• Library upgraded through installation of systems for accessing e-resources.</li> <li>• UGC-NET Coaching Centre</li> </ul>

See Annexure-2 for Academic Calendar

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 the IQAC meeting, this being the appropriate body wherein to submit such reports in a government college. After a good deal of discussion and minor modification, the report was finally made and accepted for onward transmission.



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	01	0	0
UG	15	01	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
<b>Total</b>	17	02	0	0

  

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: Core and Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	0
Annual	16

1.3 Feedback from stakeholders\* Alumni  
(On all aspects)

Parents

Employers

Students

Mode of feedback: Manual

*\*Please see Annexure-3*

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, 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– 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.

Geography Department offers undergraduate honours course and Chemistry Department offers post-graduate course from this session.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others <sup>1</sup>
74	22	48	01	03

2.2 No. of permanent faculty with Ph.D.

46
----

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	26	00	00	00	04	00	00	03	30

<sup>1</sup> Part-time teacher

2.4 No. of Guest and Visiting faculty and Temporary faculty<sup>2</sup>

G- 20	V- 06	T- 01
-------	-------	-------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	10	06
Presented papers	02	12	0
Resource Persons	0	02	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
- ❖ Use of free e-book
- ❖ Smart Board
- ❖ Surprise class test
- ❖ Computer aided teaching and learning

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

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

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. 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

28	07	01
----	----	----

2.10 Average percentage of attendance of students

75.07
-------

<sup>2</sup> G -Guest, V- Visiting, T- Temporary faculty

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	147	NA	18.40	77.61	3.40	99.40
PG	38	NA	84.21	15.79	0	100.00

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

Three things are done at regular intervals – 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 exchange of feed-back; and c) meeting with the departments 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	05
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	05
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	02
Others	0

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	0	0
Technical Staff	21	09	0	0

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- ❖ By way of constantly meeting with the teachers, the IQAC 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 per IQAC suggestion a Research and Development Committee as well as a Committee to deal with UGC-related matters is formed in keeping with UGC guidelines, represented 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.
- ❖ As recommended by IQAC 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	0	03	0	0
Outlay (Rs. in Lakhs)	0	22.87	0	0

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	01
Outlay (Rs.in Lakhs)	0	0	0	1.19

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	15	0
Non-Peer Review Journals	03	01	0
e-Journals	0	0	01
Conference proceedings	06	08	01

##### 3.5 Details on Impact factor of publications:

Range	2.011-2.288	Average	2.14	h-index	-	Nos. in SCOPUS	-
-------	-------------	---------	------	---------	---	----------------	---

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	UGC & DST (WB)	22.87	22.87
Minor Projects	0	0	0	0
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 (other than compulsory by the University)	0	0	0	0
Any other (Specify)	0	0		0
Total			22.87	22.87

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 : NA

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	04	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist.	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution

who are Ph.D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

College/University level: 110

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	02	-	33
Laboratories	22	-	-	22
Seminar Halls	01	-	-	01
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	-	01*	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	9.08	UGC+WB Dev. Grant	-
Others				

\*Please see *Annexure 1*

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(in lakhs)	No.	Value
Text Books	52091	-	610	6.00	52701	-
Reference Books	787	-	69	.28	856	-
e-Books	97000	-	-	-	97000	-
Journals	-	-	-	-	-	-
e-Journals	6000	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD	40	-	04	-	44	-
Others (specify)	-	-	-	-	-	-



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	57	04	25	-	-	07	42	
Added	09	0	05	-	-	0	09	
Total	66	04	30	-	-	07	51	

**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 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	0.24
iv) Others	-
<b>Total:</b>	<b>0.24</b>

\*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
678	94	02	00

(b) No. of students outside the state

05
----

(c) No. of international students

0
---

Men

No	%
414	53.42

Women

No	%
361	46.58

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
594	97	24	39	00	754	589	121	24	41	00	775

Demand ratio: 11.23 : 1

Dropout(in %) : 29.61

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

#### 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 has 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 below

NET	<input type="text" value="04"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="02"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc.	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="03"/>

#### 5.6 Details of student counselling and career guidance:

Campus Recruitment and Seminars conducted by Career Counselling Cell.  
Please see *Annexure 5*

No. of students benefitted

#### 5.7 Details of campus placement NIL

<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: Sensitisation programme for girl-students has been successfully organised in collaboration with Barasat Govt. College conducted by CIPLA.

#### 5.9 Students Activities

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

State/ University level	<input type="text" value="NIL"/>	National	<input type="text" value="NIL"/>	International	<input type="text" value="NIL"/>
-------------------------	----------------------------------	----------	----------------------------------	---------------	----------------------------------

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	260	
Financial support from other sources	18	
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 the office under the leadership of the Principal/ Officer-in-Charge 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 Officer-in-Charge. 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 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 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 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 Computerized 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.
- Continuation 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, e-prodan for accounting system
- Maintenance of college website [www.bidhannagarcollege.org](http://www.bidhannagarcollege.org) through which different notifications are circulated
- Partial online merit based admission process promoting transparency and smooth functioning of the admission process

#### **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 such as the Legal Service Cell, West Bengal and CIPLA.

### 6.3.9 Admission of Students

Admission tests for UG English Honours conducted

Admission tests for PG Courses in Microbiology, Zoology and Chemistry

Partial Online student admission process

### 6.4 Welfare Scheme

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

6.5 Total Corpus Fund Generated :Nil

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? :No

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 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.
- Nature Club of the College “Prakriti Porichoy” under the aegis of WWF coordinated by one of the faculty of Botany Department.

### **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.

- SMART Classes have been introduced in the departments of Botany, Zoology, Microbiology, Chemistry and Geography to facilitate and enhance student-teacher interaction.
- A Teacher-Aid Fund introduced under the supervision of the then Principal Dr. Manimala Das to cater to educational and any other emergency fund requirements of the college students.
- UGC- sponsored Coaching for NET-SET for S.C., S.T. Minority and O.B.C. students of the college has been established.

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

- The effort to introduce PG course in the Department of Chemistry has been successful.



- A number of UGC-sponsored national level, state-level seminar have been organised during the academic year.
- Sensitisation programme for girl-students has been successfully organised in collaboration with Barasat Govt. College conducted by CIPLA.
- Teachers-Aid Fund has been introduced.

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

a. Awareness

b. Field Study

***Please see Annexure-4***

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 permit 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.

**\* 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.
- 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 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 and NET-SET Coaching Centre for Life Sciences
- The NSS unit of the College works actively towards arousing social awareness programmes.
- 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.
- 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.
- Partial Wi-Fi enabled campus will create a better connectivity among the stakeholders and will increase the academic output to a great extent.
- It has provision for adult and continuing education through NSOU.

- We encourage our students to adopt a holistic approach towards education and appear in various competitive examinations pertaining to research, administration, and so on.
- 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 in the process of being digitized for easy access. Besides, 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.
- The college will prepare for the inspection of NAAC
- 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'.

### **8. Plans of institution for next year :**

- Extension of New building along with installation of necessary infrastructure for shifting of various departments to the new building
- Wi-Fi connectivity to be introduced in certain areas within the college campus
- New laboratory set up in different lab-based departments.
- Online e-billing installation to be introduced through the process of COSA data filing.
- Utilisation of DST-FIST fund
- The college is getting prepared for the inspection of NAAC

*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
COSA	-	Computerisation of Salary Accounts
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
OPAC	-	Online Public Access Catalogue
PEI	-	Physical Education Institution
PSC	-	Public Service Commission
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

**Annexure 1**

No. of important equipments purchased ( $\geq$  1 lakh) during the current year.

<b>Sl. No.</b>	<b>Name of Equipment</b>	<b>Amount (Rs. in lakh)</b>	<b>Department</b>	<b>Funding agency</b>
1.	CO <sub>2</sub> incubator	4.4	Microbiology	UGC

## Annexure 2

Academic Calendar 2013– 2014

MONTH	DATE	EVENT
Jul 2013	Mon, 26 <sup>th</sup>	2 <sup>ND</sup> AND 3 <sup>RD</sup> YR CLASSES RESUME
	Tue, 27 <sup>th</sup>	1 <sup>ST</sup> Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm
Aug 2013	Thurs, 15 <sup>th</sup>	Independence day celebration
Oct 2013	1 <sup>st</sup> and 2 <sup>nd</sup>	Departmental class test-50 marks(Hons) 1 <sup>st</sup> and 2 <sup>nd</sup> yrs(To be conducted departmentally)
	Tue, 3 <sup>rd</sup>	Declaration of result
	Tue, 12 <sup>th</sup>	Parent-Teacher meeting for 1 <sup>st</sup> and 2 <sup>nd</sup> yr students
	Thurs, 4 <sup>th</sup>	Mahalaya
	Fri, 5 <sup>th</sup>	Puja Vacation begins
Nov 2013	Fri, 15 <sup>th</sup>	College reopens
Dec, 2013	Thurs, 12 <sup>th</sup> to Mon, 16 <sup>th</sup>	Departmental class test-50 marks(Hons) 1 <sup>st</sup> and 2 <sup>nd</sup> yrs(To be conducted departmentally)
	Tue, 17 <sup>th</sup>	Distribution of awards/medals for the last academic yr
	Fri, 20 <sup>th</sup>	Publication of results of class test
	Sat, 21 <sup>st</sup>	Annual college sports
	End Dec	College fest
Jan 2014	Mon, 27 <sup>th</sup> to Fri, 31 <sup>st</sup>	Selection Test for 3 <sup>rd</sup> yrs(Hons) 4X100 marks
Feb 2014	Mon 10 <sup>th</sup>	Remedial classes for 3 <sup>rd</sup> yr students to commence
	Mon 17 <sup>th</sup>	Declaration of results of 3 <sup>rd</sup> yr Selection Test



March 2014	Sat, 1 <sup>st</sup>	Parent-Teacher meeting for 1 <sup>st</sup> and 2 <sup>nd</sup> yr students
	Date to be notified	University Form filling up for 3 <sup>rd</sup> yr students
	Mon, 3 <sup>rd</sup> to Sat 8 <sup>th</sup>	Selection Test for 2nd yrs(Hons) 2X100 marks
	Mon 17 <sup>th</sup> to Wed 19 <sup>th</sup>	2 <sup>nd</sup> yr Selection Test: Hons Practical
	Mon, 3 <sup>rd</sup> to Sat 8 <sup>th</sup>	Selection Test for 1 <sup>st</sup> yrs(Hons) 2X100 marks
	Mon, 10 <sup>th</sup> to Sat Wed 12 <sup>th</sup>	1 <sup>st</sup> yr Selection Test: Hons Practical
	Mon, 10 <sup>th</sup> to Sat 15 <sup>th</sup>	2 <sup>nd</sup> yr Selection Test: Elective I-Paper II+Paper III-100+100 marks Elective II-Paper II+Paper III-100+100 marks 1 <sup>st</sup> yr Selection Test: Elective I-100 marks; Elective II-100 marks
	Mon 24 <sup>th</sup>	Remedial classes for 1 <sup>st</sup> and 2 <sup>nd</sup> yr students to commence
Apr 2014	Mon, 1 <sup>st</sup>	Declaration of results of both 1 <sup>st</sup> and 2 <sup>nd</sup> yr Selection Test
	Mon, 8 <sup>th</sup>	Supplementary Examinations of both 1 <sup>st</sup> and 2 <sup>nd</sup> yr
	Thurs, 11 <sup>th</sup>	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 3

#### Summary of Feedback from stakeholders

In 2013- 14 , 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: 4

#### **Best Practice - I**

##### **1. Title of the Practice (2013-14): Awareness on the Prevention of HPV Infection and Cervical Cancer**

##### **2. Goal :**

Worldwide, cervical cancer is both the fourth-most common cause of cancer and the fourth-most common cause of death from cancer in women. In India, the number of people with uterine cervix cancer are rising, but overall the age-adjusted rates are decreasing.<sup>[92]</sup> Improvement of education in the female population has improved the survival of women with cancers of uterine cervix.<sup>l</sup>

##### **3. The Context :**

The college aims at the development of proper awareness of health and medicinal issues amongst its students to create a bright and healthy future for themselves and for their surroundings. Due to the presence of a large number of girl students in the college, who are going through their prime age, it is important to sensitise the students about such diseases.

##### **4. The Practice :**

Dr. Ratnabali Chakraborty , eminent gynecologist, Kolkata spoke on “HPV Infection and Cervical Cancer” of persons at the early age. She also emphasized on preventive measures the students and teachers can take to avoid the infection as well as the disease. Dr. Chakraborty also gave information to the audiences for different type of checkups for early detection of the infection as well as the disease and also about the treatment of the persons having infections and disease.

**5. Evidence of Success :** The programme created huge amount of interest among the participants who interacted with the speaker for a long time with enthusiasm. Overall the programme generated an overall awareness among the participants.

**6. Problems Encountered and Resources Required :** The male members of the student-community as well as those of the faculty largely stayed away from the event. It is important to sensitise the men as well.

## 7. Contact Details

Name of the Principal: Dr. Subhas Chandra Jana  
Name of the Institution: Bidhannagar College.  
City: Kolkata.  
Pin Code: 700064.  
Accredited Status: B++

## Best Practice - II

### 1. Title of the Practice (2013-14): 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 Anthropology, Geography, Microbiology, Botany and Economics have conducted fieldworks to supplement classroom teaching.

### 4. The Practice:

The Department of Geography organised field tour to Ghatshila (2 days).

The Department of Microbiology organised academic excursion to Vishakhapattanam (7 days)

The Department of Botany conducted field trips to Acharya Jagadish Chandra Bose Indian Botanic Garden, The Mushroom Cultivation Centre and Medicinal Garden of Narendrapur Ramakrishna Mission Ashrama, and to Nainital.

The Department of Economics arranged surveys amongst the Public Health Engineering Department of Barasat municipality and Habra –I Block Development Office.

**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. Subhas Chandra Jana  
Name of the Institution: Bidhannagar College.  
City: Kolkata.  
Pin Code: 700064.  
Accredited Status: B++

### Annexure 5

- The National Skill Development Corporation (NSDC) of the Ministry of Finance, in collaboration with Orion Edutech Private Limited conducted a career counselling on 16.09.2013
- The Talent Acquisition Manager of Met Technologies conducted a Campus Recruitment Programme on 26.09.2013
- On 23.11.2013, a seminar was conducted by WLC for the final year students
- On 06.12.2013, a seminar was held on 'Alternative Career Options'. The speakers on the occasion were :
  - i. S.V.Raman, former Programme Director, Goethe Institute, Max Muller Bhavan, Kolkata
  - ii. Abhijit Dasgupta, former Station Director, Doordarshan
  - iii. Sandip Mitra, Kolkata Campus, WLC College
  - iv. Debarati Majumdar, Head of Admission, United World School of Business
- A workshop on Career Opportunities in Official Statistics with special reference to NSSO was held on 09.04.2014.