

The Annual Quality Assurance  
Report (AQAR) of the IQAC  
2014-15

**BIDHANNAGAR COLLEGE**

GOVT. OF WEST BENGAL

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**

2014 - 15

**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 Nos.:

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. MHCIGN 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
- iv. AQAR 2013-14 Submitted to NAAC 17/03/2016
- v.

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. IQAC Composition and Activities**

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

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

- ❖ 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 has played an active role in forwarding the Career Advance Scheme (CAS) of the teaching community.
- ❖ The IQAC has proposed a complete on-line admission procedure for a transparent merit-based admission process and the whole admission- process has been made on-line 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 along with the on-line membership of the British Council Library.

### 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	Outcome
<ul style="list-style-type: none"> <li>▪ Growth of physical infrastructure with a six-storey new building annexed to the old one.</li> <li>▪ Extension of laboratories for the lab-based Departments</li> <li>▪ Wi-Fi connectivity to be introduced in certain areas within the college campus</li> <li>▪ Online e-billing installation to be introduced through the process of COSA data filing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The new building is being gradually utilized by shifting Departments like Geography plus some classes for other Departments.</li> <li>▪ Laboratories are being extended for different lab-based departments.</li> <li>▪ Wi-Fi connectivity is introduced, being available for the time being on the 1<sup>st</sup> floor of the old college building.</li> <li>▪ Online e-billing is installed for the process of COSA data filing.</li> </ul>

*See Annexure-2 for Academic Calendar*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body  Teachers' Council

Provide the details of the action taken

AQAR was placed in the Teachers' Council meeting, this being the appropriate body wherein to submit such reports in a purely government college. After a good deal of discussion and minor modifications, 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	03	0	0	0
UG	16	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
<b>Total</b>	19	0	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

Parents

Employers

Students

*(On all aspects)*

Mode of feedback: Manual

*\*Please see Annexure-4*

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 department has little role to play in designing the curriculum, course-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, whose responsibilities to 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, among others, are designed largely to bring in clarity in respect of the basics.
- ❖ In the Post-graduate departments there is scope under the present system to function outside the purview of the affiliating university. The characteristic feature of the syllabi fashioned by the P.G. departments is the inclusion of dissertation-presentation within the core curricula encouraging – a feature which helps develop researching and analytical skills. The entire PG syllabus is remodeled regularly in the PG-BOS meeting, whereby all recent developments in the discipline are incorporated in the PG syllabus.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others <sup>1</sup>
85	37	45	00	03

2.2 No. of permanent faculty with Ph.D.

51
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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
05	32	00	00	00	04	00	00	05	36

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

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

G-19	V-12	T-01
------	------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	05	02
Presented papers	04	02	01
Resource Persons	00	03	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
- ❖ Scheduled sudden class test
- ❖ Computer aided teaching and learning

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

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

28	09	04
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2.10 Average percentage of attendance of students

75.60
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<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	185	NA	23.74	68.65	6.52	98.91
PG	63	NA	87.30	12.70	-	100

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

Three things are done at 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 giving-and-taking of feed-back; and c) meeting with the departments severally 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	00
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	05
Others	02

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	10	05	Nil	Nil
Technical Staff	20	10	Nil	Nil

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- ❖ By 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	02	0	0	01
Outlay in Rs. Lakhs	14.86	0	0	8.02

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	05	0
Outlay in Rs. Lakhs	0	0	11.40	0

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	13	01
Non-Peer Review Journals	01	03	03
e-Journals	00	00	00
Conference proceedings	04	05	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	0	0	0	0
Minor Projects	2 years	UGC	11.40	7.90
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	0
Total	0	0	11.40	7.90

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

ii) Without ISBN No.

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	04
Sponsoring agencies	0	0	0	0	College

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

07

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

02

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

From funding agency

11.40

From Management of University/College

NIL

Total

11.40

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
02	0	0	0	02	0	0

3.18 No. of faculty from the Institution

who are Ph.D. Guides

01

and students registered under them

02

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

NIL

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

JRF

01

SRF

01

Project Fellows

NIL

Any other

NIL

3.21 No. of students Participated in NSS events:

College/University level: 560

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 acre	0	-	7.5 acre
Class rooms	33	0	-	33
Laboratories	22	0	-	22
Seminar Halls	01	0	-	01
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	-	05	UGC&DST	-



Value of the equipment purchased during the year (Rs. in Lakhs)	-	28.63	Govt. of WB,UGC&DST	28.63
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 are 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 lakh)	No.	Value(Rs. in lakh)
Text Books	52701	-	405	1.50	53106	-
Reference Books	856	-	54	0.35	910	-
e-Books	97000	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	6000	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	44	-	03	-	47	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	04	30	-	-	07	59	-
Added	12	Nil	05	-	-	00	-	12
Total	78	04	35	-	-	07	59	12

**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.
- ❖ Preliminary training for some of the staff for implementation of E-PRADAN and E-BONTON.
- ❖ Training of COSA software to the office staff

4.6 Amount spent on maintenance (Rs. in lakhs) :

i) ICT	-
ii) Campus Infrastructure and facilities	*
iii) Equipments	0.31
iv) Others	-
<b>Total:</b>	<b>0.31</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.
- ❖ Ensuring regular remedial classes and tutorials.
- ❖ Extending financial assistance to economically weaker section.
- ❖ Updating and maintaining a well-stocked central library, as well as departmental libraries.
- ❖ Career-counselling cell, Grievance cell for assistance.
- ❖ Providing academic calendar 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.
- ❖ Providing 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
672	130	02	00

(b) No. of students outside the state

05
----

(c) No. of international students

NIL
-----

Men

No	%
413	51

Women

No	%
389	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
589	121	24	41	00	775	649	103	11	39	00	802

Demand ratio : 17.38 : 1

Dropout(in %) : 37.68 %

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

31
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5.5 No. of students qualified in these examinations

It is a premier institute under the West Bengal State University and a good number of students have qualified in examinations like NET/GATE etc. As it is primarily a UG teaching College, we are not able to maintain proper communication with the pass out students who, after their PG courses, qualify in different examinations 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  SET/SLET  GATE  CAT   
 IAS/IPS etc.  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

No. of students benefitted

### 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
NIL	NIL	NIL	NIL

### 5.8 Details of gender sensitization programme: Nil

### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

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	NIL	-
Financial support from government	101	-
Financial support from other sources	09	-
Number of students who received International/ National recognitions	NIL	-

#### 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 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. Students are continuously inspired to achieve knowledge beyond limits; they learn in a sort of natural environment, which is disciplined, yet unbridled by regimented rules. The whole management is so designed as to ensure this atmosphere.

##### 6.2 Does the Institution have 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 being 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 get ready to assume any responsibility in the future.

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

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 are in the centre of the entire process; the teachers come in as quite secondary agents in the process of education. To make the learners interested really 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 alone participate with the teachers around them helping and encouraging 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 of necessity 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 strata and set them on the path of improvement.

#### 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:
- ❖ Full autonomy is given to the Principal Investigator for smooth conduct of the research project.
- ❖ Funds sanctioned by the different agencies are released without delay as and when required by the researcher.

❖ Other facilities:

- 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 ULIB software for the easy accessibility of library books by students and staff.
- Continuation of INFLIBNET software for accessing various e-resources.
- Partially Wi-Fi enabled campus
- Most of the administrative work are also done using computer
- Information literacy training program to students by NIELIT as per MOU
- 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
- Nine laboratory instruments have been purchased under the FIST program of DST (Department of Science and Technology, Govt. of India) [Details of the items is provided in Annexure]

### 6.3.6 Human Resource Management

- Faculty members are involved in academic work as well as committee works.
- Various responsibilities are coordinated with academic duties without any overlap
- Regular attendance records of teaching and non-teaching staff maintained
- Regular parent-teacher meetings in various departments are organized
- Feedback from students, parents and alumni are considered frequently
- Students are given all-round exposures 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, Zoology and Chemistry

Partially 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 : 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? This is a little relevance as of now.

6.11 Activities and Support from the Alumni Association

An Alumni Association has been formed with participation 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 campus 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.

- ❖ Online transparent admission process has been partially introduced. It has made the entire process smooth and less time-consuming for the stake holders.
- ❖ Installation of the computer based GIS information system in the department of Geography.
- ❖ Partial construction of new building and shifting of departments such as Geography, certain pass-course classes of various departments to the new building.
- ❖ Introduction of WI-FI network in the first floor of the main building of the college providing efficient, secure internet accessibility.
- ❖ Allocation of fund under the **FIST Program of DST (Department of Science and Technology, Government of India)** to purchase various laboratory instruments such as **FPLC, Bio-Safety Cabinet, High Speed Cold Centrifuge, -80°C Deep Freeze and Rotary Evaporator with vacuum pump.**

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

- ❖ Partial on-line admission procedure for smooth and transparent admission has been introduced.
- ❖ The infrastructural facilities have been enhanced.
- ❖ Facilities for research activities have been improved.
- ❖ PG course in Chemistry has been introduced.

- ❖ WI-FI partially enabled in the college-campus.

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

- a) Awareness
- b) Seminar

***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 has prioritised 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 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 programme are held in 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? 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
- 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 Cashless 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 such as Blood Group testing, Eye-Camps, and so on.
- Many departments have their own wall-magazine which are prepared with great gusto by students and which help in inculcating values of friendship and co-operation, apart from showcasing 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.
- 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.
- Teachers of the college are actively involved in research and advanced studies and have a number of on-going minor as well as major UGC research projects currently. At the same time, primary attention is placed on training our students for a bright future in academics and other areas.
- Computer training as well as NET-SET coaching is offered in the college. 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 digitization for easy accessibility. 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 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 24 Parganas (North) 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'.

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

- Total online e-billing under the E-Pradan scheme with corresponding SBI e-connectivity
- WAN connectivity all around the campus
- Introduction of well-equipped, separate laboratories for the PG Departments
- Introduction to complete online admission
- Renewal of INFLIBNET system in the library.
- Installation of KOHA in the Library
- The college is getting prepared for the inspection of NAAC

Name \_\_\_\_\_

Name Dr. Subhas Chandra Jana



*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\_\_\_\_\_ \*\*\* \_\_\_\_\_

**Abbreviations:**

- |     |   |                        |
|-----|---|------------------------|
| BOS | - | Board of Studies       |
| 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

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### **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.)</b>	<b>Department</b>	<b>Funding agency</b>
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1.	FPLC (Fast protein liquid chromatography)	Rs.988918	Microbiology	DST-FIST
2.	Bio-safety Cabinet	Rs.232320	Microbiology	DST-FIST
3.	Cold Room 4 <sup>0</sup> C	Rs.690680	Microbiology	DST-FIST
4.	High Speed Cold Centrifuge	Rs180064	Microbiology	DST-FIST
5.	- 80 <sup>0</sup> C Deepfreeze	Rs426313	Microbiology	DST-FIST

**Annexure - 2**

Academic Calendar 2014 – 2015

MONTH	DATE	EVENT
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Jul 2014	Tue, 26 <sup>th</sup>	2 <sup>ND</sup> AND 3 <sup>RD</sup> YR CLASSES RESUME
	Tue, 26 <sup>th</sup>	1 <sup>ST</sup> Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm
Aug 2014	Fri, 15 <sup>th</sup>	Independence day celebration
Sept 2014	Wed, 23 <sup>rd</sup>	Mahalaya
	Thurs, 24 <sup>th</sup>	Puja Vacation begins
Nov 2014	Thurs, 10 <sup>th</sup>	College reopens
Dec, 2014	Mon, 15 <sup>th</sup> & Tue, 16 <sup>th</sup>	Departmental class test-50 marks(Hons) 1 <sup>st</sup> and 2 <sup>nd</sup> yrs (To be conducted departmentally)
	Thurs 18 <sup>th</sup>	Distribution of awards/medals for the last academic yr
	Sat, 20 <sup>th</sup>	Publication of results of class test
	End Dec	College fest
Feb 2015	19 <sup>th</sup>	Annual college sports
	16 <sup>th</sup> to 21 <sup>st</sup>	Selection Test for 3 <sup>rd</sup> yrs(Hons.) 4X100 marks
March 2015	Mon, 2 <sup>nd</sup>	Remedial classes for 3 <sup>rd</sup> yr students to commence
	Mon, 9 <sup>th</sup>	Declaration of results of 3 <sup>rd</sup> yr Selection Test
	Sat, 14 <sup>th</sup>	Parent-Teacher meeting for 1 <sup>st</sup> and 2 <sup>nd</sup> yr students
	16 <sup>th</sup> to 21 <sup>st</sup>	Selection Test for 2 <sup>nd</sup> yrs(Hons) 2X100 marks
	Wed, 25 <sup>th</sup> to Sat, 28 <sup>th</sup>	2 <sup>nd</sup> yr selection test: Hons Practical
Apr 2015	Date to be notified	University Form filling up for 3 <sup>rd</sup> yr students
	Tue 7 <sup>th</sup> to Fri, 9 <sup>th</sup>	Selection Test for 1 <sup>st</sup> yrs (Hons) 2X100 marks
	Wed 15 <sup>th</sup> to Sat 18 <sup>th</sup>	1 <sup>st</sup> yr Selection Test: Hons Practical
	Wed, 1 <sup>st</sup> to Sat 4 <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 amrks 1 <sup>st</sup> yr Selection Test:

		Elective I-100 marks; Elective II-100 marks
Apr 2015	20 <sup>th</sup>	Remedial classes for 1 <sup>st</sup> and 2 <sup>nd</sup> yr students to commence
	Thurs, 23 <sup>rd</sup>	Declaration of results of both 1 <sup>st</sup> and 2 <sup>nd</sup> yr Selection Test
	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 for the regular test on health ground 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

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

##### **1. Title of the Practice (2014-15): Awareness Programme on AIDS.**

**2. Goal :** HIV/AIDS has had a great impact on society, both as an illness and as a source of discrimination. The disease also has significant economic impacts. There are many misconceptions about HIV/AIDS such as the belief that it can be transmitted by casual non-sexual contact. It is beneficial for the entire society if awareness can be raised on this issue amongst today's youth.

### **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. Given their young and unripe years, the students are prone to numerous ill practices, which in turn, might be aggravated by the lack of proper guidance or misconceptions. An awareness programme of this sort might help them stay safe and maintain a healthy life.

### **4. The Practice**

The NSS Unit of Bidhannagar College organized a seminar cum awareness programme on AIDS on 1<sup>st</sup> December, 2014 –celebrated as WORLD AIDS DAY. The West Bengal State Aids Prevention and Control Society, SwasthyaBhavan, GN -29, sector-V, Salt Lake, Kolkata-91 took part in this programme . Mrs. Sumita Samanta, Assistant Director, West Bengal State Aids Prevention and Control Society, attended the programme with her group members in this awareness programme. Mrs. Samanta delivered a lecture on AIDS and its prevention through power point presentation. Mrs. Samanta discussed elaborately about the disease AIDS and how the same can be prevented. She emphasized on public awareness to grow about the disease and the students can play a very great role in forming this awareness among common people.

Interestingly, Mr. Jagadish Chandra Jana, an AIDS victim and a member of West Bengal State Aids Prevention and Control Society, took part in this programme and he delivered a lecture on AIDS and told the stories about –how he came to know about his disease and what hard challenges he had to face at that time and ultimately how he conquered the disease with the help of his family members and other friends. The audience listened to him with great care and attention and everyone was inspired at this incident.

Then a group of four persons from West Bengal State Aids Prevention and Control Society presented an act which depicted how the disease could be detected combated and the society could be free from AIDS.

The students and teachers interacted with the speakers with great interest and the programme was a great success.

Almost 100 students, 20 teachers and 10 non teaching staff attended the programme. The Programme Officer, volunteers and the other members of the NSS Unit of Bidhannagar College conducted the Programme smoothly and efficiently.

### **5. Evidence of Success**

20 Teachers and 120 students and 15 non teaching staff took part in this programme and were thoroughly enriched.

### **6. Problems Encountered and Resources Required**

The existing social taboo surrounding the disease made it difficult to bring in students in the programme. Proper inputs on the subject on a more regular basis might prove to be helpful in doing away with the taboo.

## 7. Contact Details

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City: Kolkata.

Pin Code: 700064.

Accredited Status: B++

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## Best Practice – II

### 1. Title of the Practice (2014-15): Seminar on Thalassemia and Screening Test

#### 2. Goal :

Thalassemia is caused by variant or missing genes that affect how the body makes hemoglobin, the protein in red blood cells that carries oxygen. People with thalassemia make less hemoglobin and have fewer circulating red blood cells than normal, which results in mild or severe microcytic anemia.

Thalassemia can cause complications, including iron overload, bone deformities, and cardiovascular illness.

#### 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. Given the fact that people with thalassemia traits do not require medical or follow-up care after the initial diagnosis is made, it is easy to undergo the initial screening process in order to detect the existence of the disease in a particular person. Large scale awareness campaigns are being organized in India both by government and non-government organizations in favour of voluntary premarital screening to detect carriers of thalassemia and marriage between both carriers are strongly discouraged.

#### 4. The Practice :

The NSS Unit of Bidhannagar College organized a seminar on “THALASSEMIA” and conducted a “THALASSEMIA SCREENING TEST” on 25<sup>th</sup> March, 2015 at Bidhannagar College. The Haematology Department, N.R.S. Medical College and Hospital, Kolkata, took part in this programme. Dr. Tuhin Subhra Gayen, Medical Officer, N.R.S. Medical College and Hospital, delivered a lecture on Thalassemia elegantly. The students, teachers and non teaching staff of the college attended the programme. The students and teachers interacted with DR. GAYEN regarding Thalassemia and the students enjoyed thoroughly the seminar and they learned a lot about the subject.

Almost 125 students, 20 teachers and 10 non teaching staff attended the seminar. After the seminar, Thalassemia screening test were conducted and about 91 students went through this screening test of thalassemia. Miss MouMukherjee, Mrs. Arpita De, Counsellor, Mr. Angsuman Chatterjee, Mr. PalashSamanta, Medical Technologist, Mr. Siddhartha GuhaThakurtha, Medical assistant, conducted the screening test.

## **5. Evidence of Success**

There was an overwhelming response from the part of the students and they spontaneously went through thalassaemia screening test.

The Medical Officer of N.R.S. Medical College and Hospital will separately call the students of Thalassaemia carrier at N.R.S. Medical College along with their parents for counseling in due course.

The programme was a great success.

The Programme Officer, volunteers and the other members of the NSS Unit of Bidhannagar College conducted the Programme smoothly and efficiently.

## **6. Problems Encountered and Resources Required**

Thalassaemia being a genetic disease, those unaffected by it is often unable to comprehend the severity of it and fails to recognise the necessity of proper check-up and diagnosis. It being asymptomatic in most cases, there is no obvious expression of the disease. A voluntary check-up, therefore is a must.

## **7. Contact Details**

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## **Annexure 4**

### **Summary of Feedback Analysis from Stakeholders 2014 – 15**

In 2014- 15, meetings were convened of the teachers, the students and the parents alongside with 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 – has added 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.

A considerable number of students-those who are already through – were given a questionnaire for feedback from them. They filled in all the relevant data, gave their views and suggestions for betterment, all sealed up and kept in proper custody. Better it would have been if we could analyse the data for proper documentation.