

**The Annual Quality Assurance
Report (AQAR) of the IQAC
2015-16**

BIDHANNAGAR COLLEGE

GOVT. OF WEST BENGAL

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	17
7. Criterion – V: Student Support and Progression	19
8. Criterion – VI: Governance, Leadership and Management	22
9. Criterion – VII: Innovations and Best Practices	26
10. Abbreviation	31
10. Annexure – 1	32
11. Annexure – 2	33
12. Annexure – 3	35
13. Annexure – 4	38
14. Annexure – 5	67

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015 - 16

1.

Details of the Institution

1.1 Name of the Institution

BIDHANNAGAR COLLEGE

1.2 Address Line 1

EB - 2

Address Line 2

SECTOR I

City/Town:

SALT LAKE

State:

WEST BENGAL

Pin Code:

700064

Institution e-mail address:

bidhannagarcollege@gmail.com

Contact Nos.:

033-23374761

Name of the Head of the Institution:

DR. MADHUMITA MANNA

Tel. No. with STD Code:

033-23374782

Mobile:

9903072249

Name of the IQAC Co-ordinator:

SRI ARUP KUMAR HAIT

Mobile:

9433878779

IQAC e-mail address:

bnciqac@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

WBCOGN12751

OR

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

NOT AVAILABLE

1.5 Website address:

www.bidhannagarcollege.org

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

www.bidhannagarcollege.org/aqar.php

1.6 Accreditation Details

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

29/01/2013

1.7 Date of Establishment of IQAC:

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

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. AQAR 2014-15	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)

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Student Alumni Others

**Each department held one parent-teacher meeting with the presence of one IQAC member*

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

If yes, mention the amount NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The method employed for quality assurance and academic development is one of supervision and scrutiny.

Given that an advisory body, it has suggestions to offer for development on multiple levels – development of intellectual quality, 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 online admission procedure to make things transparent, merit-based. Happily so, the whole admission-process has been made more or less fully online since 2012.

The IQAC devises plans for the future academic growth and, where it is, more or less, assured, as in the case of online admission, it helps sustain the quality after feedback analysis, wherever applicable.

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 to be changing or somewhat encouraging.

As per the proposal given by the IQAC, the central library of the college has been initiated into the UGC-INFLIBNET online 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	OUTCOME
<p>Total online e-billing under the E-Pradan scheme with corresponding SBI e-connectivity</p> <p>WAN connectivity all around the campus needs to be done.</p> <p>Setting up of well-equipped, separate laboratories for all the relevant Departments .</p> <p>Online admission process be upgraded.</p> <p>The Library be shifted to the New Building for more space and accommodation.</p> <p>Renewal of INFLIBNET system in the library.</p> <p>Installation of KOHA in the Library.</p> <p>The college be ready for the NAAC visit.</p> <p>Some national-level seminars be organized.</p>	<p>The financial activities, such as billing, of the College are largely done electronically. Likely, the process is going to be upgraded, being far more centralized.</p> <p>WAN Connectivity is still not set up.</p> <p>Given financial crunch, upgrading the laboratories has been admittedly slow; no separation of laboratories for the specialized areas possible right now.</p> <p>Usual online Admission-process has been on.</p> <p>The shifting process is on.</p> <p>INFLIBNET has been there set up and renewed regularly in the Library to access the national and the international journals.</p> <p>KOHA needs to be set up so as to reorganize the Library. The trial is underway.</p> <p>The preparation for the NAAC Visit has been underway; all the Departments are advised to get reorganized and get ready for the process.</p> <p>Departments of Bengali,Botany and Chemistry have been sanctioned UGC grants for organizing Seminars.</p>

See Annexure-2 for Academic Calendar

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

AQAR for the year 2015-16 was placed in the Governing Body meeting. After a good deal of discussion and 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
Total	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 for students feedback and Annexure-5 for parents feedback

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

- A college affiliated to the West Bengal State University, it has to follow the given curricula. A department, therefore, has little role to play in designing the curriculum, the course-structure or the centrally organized examination system. Incidentally, the University has made revisions in the syllabus and the evaluation system of late. However, some of the senior teachers of this college do act as members of the respective Board of Studies, whose bear the responsibility 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 other things, 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 held regularly at the College Departments, 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 ¹
103	57	43	01	02

2.2 No. of permanent faculty with Ph.D

56

¹ Part-time teacher

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
29	07	09	00	01	04	00	00	05	36

2.4 No. of Guest and Visiting faculty and Temporary faculty²

G-19	V-00	T-01
------	------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	14	00
Presented papers	07	11	03
Resource Persons	00	01	00

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

- Field Trips
- Audio visual aids
- Peer Teaching
- Group Discussions
- Real life Data Analysis
- Use of free e-book
- Smart Board
- Surprise test
- Computer-aided teaching and learning

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

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

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

² G -Guest, V- Visiting, T- Temporary faculty

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

33	09	01
----	----	----

2.10 Average percentage of attendance of students

75.57

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	211	NA	23.20	53.56	23.20	99.96
PG	66	NA	78.80	18.20	-	97.00

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 give-and-take of feed-back; and c) meeting with the departments severally to discuss matters arising.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	02
Staff training conducted by the university	00
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	07
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	15	0	0
Technical Staff	10	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC seeks to inspire the teachers for seminar presentation, to get their articles published in reputed journals, preferably peer-reviewed, and to apply for different research projects from UGC and other funding agencies.
- The IQAC suggested the formation of a Research and Development Committee as well as a committee to deal with UGC-related matters. The Committees, thus formed, make the teachers aware 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 the researchers to undertake the respective work 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	01	0	01	0
Outlay in Rs. Lakhs	5.81	0	25.22	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	04	04	0
Outlay in Rs. Lakhs	0	7.50	12.20	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	11	12
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

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 organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs. in lakhs)	Received (Rs. in lakhs)
Major projects	2 years	MOFPI	25.22	9.36
Minor Projects	2 years	UGC	12.20	5.55
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	37.42	14.91

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	2	1	1
Sponsoring agencies	0	0	0	0	2

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

01

and students registered under them

03

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

0

SRF

0

Project Fellows

0

Any other

01

3.21 No. of students Participated in NSS events:

College/University level: 202

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 (\geq 1-0 lakh) during the current year.	-	02	Govt of WB (Non-plan)	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5.49	Govt of WB (Plan & Non-plan)	5.49
Others	-	-	-	-

4.2 Computerization of administration and library

- ❖ Computerization of the library documents is being done by using KOHA software including bar-coding of the books and OPAC (on-line public access catalogue) facility.
- ❖ Most of the administrative works are also being done by using computer.
- ❖ Computerization of office records largely in terms of financial transactions and library cataloguing are in process.
- ❖ Online admission has been on.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value(Rs. in lakh)	No.	Value(Rs. in lakh)
Text Books	53106	-	479	1.50	53585	-
Reference Books	910	-	25	-	935	-
e-Books	97000					
Journals	-					
e-Journals	6000					
Digital Database	-					
CD & Video	47	-	12		59	
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	74	04	34	-	-	06	56	12
Added	0	0	0	-	-	0	0	0
Total	74	04	34	-	-	06	56	12

N.B. : Some of the computers have been kept out of use, needing repair or replacement .

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 e-PRADAN software to the office staff

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

i) ICT	0.53
ii) Campus Infrastructure and facilities	
iii) Equipments	-
iv) Others	0.17
Total:	0.70

*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

- ❖ Invitation made to notice and website.
- ❖ Information given about the modalities for getting financial assistance from government and other agencies.
- ❖ Developing awareness of the need of remedial classes and tutorials.
- ❖ Invitation to the central library as well as the departmental ones.
- ❖ Invitation to Career-counselling cell and Grievance cell for assistance.
- ❖ Providing academic calendar at the earliest.
- ❖ Encouraging students to participate in academic/educational excursions organised by some of the departments.
- ❖ Regulating norms of admission/ courses offered at UG/PG level as mentioned in the prospectus.
- ❖ Encouraging students to participate in seminars and conferences and to present papers.
- ❖ Encouraging students to participate in different summer and/or winter courses conducted by several educational bodies and communicated to the students through their relevant posters.
- ❖ Awareness made about the prospect of Higher Academic pursuits at different levels.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
761	140	3	0

(b) No. of students outside the state

02

(c) No. of international students

NIL

Men

No	%
421	46.72

Women

No	%
480	53.28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
649	103	11	39	00	802	650	125	37	92	00	901

Demand ratio : 6.36 : 1

Dropout(in %) : 11.4

Demand Ratio = Number of Applications 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

NIL

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	01	SET/SLET	03	GATE	02	CAT	0
IAS/IPS etc.	0	State PSC	0	UPSC	01	Others	02

5.6 Details of student counselling and career guidance

No. of students benefitted

NIL

5.7 Details of campus placement

On campus			Off Campus	
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	53	-
Financial support from other sources	1	-
Number of students who received International/ National recognitions	NIL	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
				<input type="text" value="0"/>		

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 at the centre of the entire process; the teachers come in as quite secondary 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 to help and encourage but never in any way interfere 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 of the various Research schemes and Fellowships and encourages them to apply for the same. The relevant committee looks into any project, if submitted, and okays it for onward transmission and approval.
- ❖ 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:

- College hours internet facility
- Computer laboratories
- More or less computerized library with books and journals of various kinds.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

- Digitization being done of library books with OPAC data management system using KOHA software for the easy accessibility of library books by the students and the staff.
- INFLIBNET software being continued.
- Partially Wi-Fi enabled campus
- The administrative work is largely done by the use of computers.
- Computer literacy training programme for the students undertaken by NIELIT as per MOU
- College website www.bidhannagarcollege.org regularly maintained so as to keep all concerned updated through notices of various kinds.
- Merit-based admission process, fully made online, guarantees transparency and smooth functioning of the process

6.3.6 Human Resource Management

- Regular academic duties apart, the members of the faculty are also assigned administrative works within the limits of the sub-committees.
- Attendance records of the teaching and the non-teaching staff are properly maintained
- Parent-teacher meetings are held by the departments immediately after the first mid-term examination taken by the students.
- Feedback analysis is made.
- Students are encouraged for greater exposures to the greater libraries and other famous academic institutions .
- Exposure to cultural variety is offered through organization of cultural programmes and college fests.

6.3.7 Faculty and Staff recruitment

The College is a purely Government Establishment. The responsibility of recruitment as of teachers or of the teaching associates rests completely with the Government ; and it is done largely through WBPSC recommendations.

Renowned teachers and scholars are sometimes (often on a regular basis) are commissioned for invited lectures, subject to approval by the Government of West Bengal.

6.3.8 Industry Interaction/Collaboration: Not as yet.

6.3.9 Admission of Students

Merit-based admission to the UG courses is done online, the merit being quantified through the score of the last relevant Examination taken by the applicants.

Admission to PG Courses in Microbiology, Zoology and Chemistry is merit-based too, but the merit is deciphered by two things: i) score of the last Examination taken by the applicants and ii) an Admission Test held at this college. The reason of this method is the relatively large number of applicants against a limited number of seats.

6.4 Welfare Scheme

Teaching	West Bengal Health Scheme LTC once in every 10 years for a trip to any of the neighbouring countries or any place in India and HTC once in every five years.
Non-teaching	West Bengal Health Scheme LTC once in every 10 years for a trip to any of the neighbouring countries or any place in India and HTC once in every five years. Bonus and /or Ex-gratia for Festive Season
Students	Various Scholarship schemes for needy and meritorious students Students Health Home, sponsored by Government of West Bengal.

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: No

6.8 Does the university/autonomous colleges declare results within 30 days: Not applicable for UG courses. But there is time-bound regularity in publishing PG results.

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? There is little relevance as of now.

6.11 Activities and Support from the Alumni Association

An effort is being made to register the Alumni Association under Society Registration Act. There is active participation of the members, the meetings being held more or less on a regular basis. The involvement of the Alumni Association appears to be quite active and positive for the college.

6.12 Activities and Support from the parent-teacher Association

The college holds regular interactive parent-teacher-ward meeting after the first Mid-Term Test to discuss areas of concern and collectively resolve the problems, if any.

6.13 Development Programs for support staff: Done according to Government Guidelines

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
- ❖ The Gardening and Premises Maintenance Committee is there to supervise cleanliness and beautification of the campus.
- ❖ Programmes for plantation are regularly organized.

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.

- ❖ The online admission process has been upgraded so as to avoid cash-handling.
- ❖ Partial completion of the new building has led to the shifting of the central library, thus guaranteeing more space required, and of some of the departments which suffer no space-crunch anymore in finding out class rooms even in the full session.

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

- The financial activities, such as billing, of the College, are largely done electronically. Likely, the process is going to be upgraded, being far more centralized.
- WAN Connectivity is still not set up.
- Given financial crunch, upgrading the laboratories has been admittedly slow; no separation of laboratories for the specialized areas possible right now.
- Usual online Admission-process has been on.
- The shifting process is on.

- INFLIBNET has been there set up and renewed regularly in the Library to access the national and the international journals.
- KOHA needs to be set up so as to reorganize the Library. The trial is underway.
- The preparation for the NAAC Visit has been underway; all the Departments are advised to get reorganized and get ready for the process.
- Departments of Botany and Chemistry have been sanctioned UGC grants for organizing Seminars.

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

a) Student Extension Programme

b) Awareness

Please see Annexure-3

7.4 Contribution to environmental awareness / protection:

*** Energy conservation**

The teachers in general assume the responsibility of making the students aware of the need to conserve energy:

- **To turn on and of the lamps and the fans as and when required only. That is to follow the motto: “No one present, no electricity consumed”**
- **If AC room is used the students are advised to keep the doors and windows closed or shut so as to avoid energy loss.**
- **To make the most of the natural, renewable energy resource such as the sunlight**
- **To avoid wasting drinking water, that being most precious**
- **The teachers have made themselves aware that the alternate energy resource(solar energy) be used for all practical purposes.**
- **Low power-consuming lamps are going to be set up in the new building .**
- **Power-run equipments, such as ACs, laboratory appliances , are regularly maintained so as to avoid extra consumption of power**

*** Use of renewable energy**

Use of solar energy is made within the college campus. Most of the units of the college such as the chamber of the principal, the office, the departments have a source of solar energy connected at least to one lamp or fan. All are made aware that the solar energy is the first to be exploited and then the other resources.

* **Water harvesting:**

The college has by now developed a system for rain water harvesting, used for gardening, and cleaning the campus.

* **Efforts for Carbon neutrality**

Two things done: i) Plantation with care and nurturing and ii) the campus and the buildings are so made as to have free sunlight and wind in an attempt to neutralise carbon emission in and around the campus.

* **Plantation**

As part of the programme, a constant process has been made to ensure the constancy of greenery within the campus, to ensure the health or vitality of the medicinal garden and that of the floral garden

- 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**

- Disposal of biodegradable components by the 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.
- Strictly, there is no such thing as management, as in industry, of hazardous waste, especially in the department of chemistry. However, extreme care is taken of the use made of hazardous compounds or elements, making the students aware of the hazard, such as in handling benzene vapour or acid vapour or handling sodium as metal kept always under kerosene. The waste of the laboratory experiments is relatively shorn of much of the hazardous essence of the original elements or compounds in the process of experiments.

* **e-waste management**

The college is yet to face the problem of e-wastes, given that the electronic gadgets are either new or need repairing. In case, some gadgets are to be written off, the Government as authority assumes the responsibility of such measures as auction/e-auction. The question of e-waste management, therefore, loses much of its importance in a purely Government establishment.

As regards electrical waste, the WBPWD disposes off the waste .

7.5 Whether environmental audit was conducted? No

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

Strength

- The first and the most important thing about the college is the story of its growth. Established in 1984, it has by now become a college offering Honours courses in 16 subjects and PG courses in 3 subjects. Initiatives have been taken to introduce PG courses in 3 more subjects .The six storey

annexed building is getting ready to accommodate new courses, PG and/or UG, all telling of the growing tale.

- A purely Govt. set-up, the college is most trusted for its transparency and assurance of quality.
- Economic support is lent to the economically backward class of pupils.
- Sincere and serious students score high marks, often the highest in the University Examination.
- The greater degree of research orientation is obvious in the greater number of publications, both in the national and the international journals.
- The college has been gradually under the process of being updated with electronic-based administrative and academic set-up.
- The laboratories are relatively modern.
- A canteen is there for the students and the teachers alike. It is constantly monitored for health and hygiene.
- Cashless health schemes are there for all the employees, and the Students Health Home takes care of the students, whenever so needed.
- The students are assured of computer-literacy at a nominal course in the UG first year through an agreement with NIELIT (erstwhile DOEACC) under Government of India.
- For the best use of infrastructure, the college accommodates a NET-SET Coaching Centre for Life Sciences plus a NSOU centre for Zoology.
- The NSS unit of the College works quite actively within the college campus.
- Wall-magazine is often a token of encouragement to the students who wish to get their writing read by others.
- Educational tours and outreach programmes are undertaken regularly to supplement routine, syllabus-oriented studies in keeping with a broader view of life.
- The play-ground – the college is proud of it – contributes a lot to the all round development of the students.
- The success-rate of the students at the all-India level entrance examinations such as IIT- JAM, GATE, UGC-CSIR-NET has increased.

Weakness

- The college is yet to have its own hostel, though the students have been accommodated in other government hostels. A hostel for the girls is almost going to be set-up shortly. The WBPWD has undertaken the task officially to built it up within a reasonable period of time.
- “No hostel for boys” is admittedly a weakness.
- An open internet access may guarantee a better networked development and an easier solution to any official or academic problems.

Opportunity

- Given that measures have been taken for further growth, more and more PG and UG courses to be introduced, the students having been through the UG courses with credit may continue to become students of PG courses. Besides there is provision for Higher 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 during the current year.
- Computer training as well as NET-SET coaching is offered in the college.
- Interdepartmental exchanges at the academic level have become effective within the scope of the curricula. Experience suggests such activities would go on.

- The college library is in the process of digitization for easy accessibility. Besides, students are always free to use the departmental library.
- Conferences and symposia are in the near future going to be held in some of the spaces getting ready for such activities in the new building – auditorium in its real sense.

Challenge

- Given the annual increase in intake capacity, the challenge is to retain and enhance the quality performance.
- Helping the students get really ready for the job market outside is a real challenge.
- A small Computer laboratory has been set up, but it needs upgrading and shifting to the new building for greater accessibility and wider internet facility for the students.
- The bright results of a few notwithstanding, the weaker section of the students needs care at a different level. A thought-process is on for special classes to be arranged simultaneously for the relatively weak.
- A real challenge is to provide the students hailing from rural areas with subsidized accommodation in the hostels to be built at the earliest. This is as much for their physical safety as for their constructive time management, which lends support to their academic development. .
- Besides formal academic brilliance it is a challenge for the college to do all it can to ensure a process of socialization through which the students get truly humanized, become the really valuable citizens of India.

8. Plans of institution for next year :

- WAN/ LAN be set up.
- The college campus be made WIFI-enabled.
- The Herbal Garden be better maintained.
- The Gymnasium be upgraded.
- PG Courses in English, Botany and Geography be introduced.
- Steps be taken for a Hostel for the Students at the earliest.
- The Canteen be renovated.
- More UG Courses be introduced.
- The Sick Room be done up

Name _____

Name Dr. Madhumita Manna



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

Annexure 1

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

Sl. No.	Name of Equipment	Amount (Rs. in lakhs)	Department	Funding agency
1.	Mettler Electronic Top Loading Analytical Balance (High Precision) Model- ML 204T	1.47	Chemistry	Govt. of West Bengal (Non-plan)
2.	Digital Multi-functional Photocopier	1.52	Office of the Principal	Govt. of West Bengal (Non-plan)

Annexure - 2

BIDHANNAGAR COLLEGE

ACADEMIC CALENDER, 2015-2016

MONTH	DATE	EVENT
July, 2015	Monday, 20 th	2 ND AND 3 RD YR CLASSES RESUME
	Thursday, 23 rd	1 ST Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm
August, 2015	Saturday, 15 th	Independence day celebration
September, 2015	Thursday, 17 th	Distribution of awards/medals for the last academic yr
October, 2015	Tuesday, 13 th	Puja Vacation begins
November, 2015	Saturday, 21 st	College reopens
December, 2015	Tuesday, 8 th & Thursday, 10 th	Mid-term Examination-50 marks for each paper(Hons) 1 st and 2 nd years(To be conducted departmentally
	Thursday, 17 th	Publication of results of class test
	Saturday, 19 th	Parent-Teacher meeting for 1 st and 2 nd yr students
	End December	College fest
January, 2016	Saturday, 16 th	College annual sports
	Monday, 18 th to Thursday, 21 st	Selection test for 3 rd yr (Hons) 4X100 marks
	Thursday, 28 th	Remedial classes for 3 rd yr students to commence
February, 2016	Tuesday, 2 nd	Declaration of results of 3 rd yr selection test
March 2016	Date to be notified	University form filling up for 3 rd yr students
	Tuesday, 8 th to Wednesday, 9 th	Selection test for 2 nd yrs(Hons)
	Thursday, 10 th	2 nd yr selection test: Hons practical

	Monday, 14 th to Tuesday, 15 th	Selection test for 1 st yrs(Hons) 2X100 marks
	Wednesday, 16 th	1 st yr selection test: Hons practical
	Monday, 21 th to Tuesday, 22 th	2 nd yr selection test: Elective I-Paper II+Paper III-100+100 marks Elective II-Paper II+Paper III-100+100 marks 1st yr selection test: Elective I-100 marks; Elective II-100 marks
	Monday 28 th	Remedial classes for 1 st and 2 nd yr students to commence
Apr 2017	Tuesday, 5 th	Declaration of results of both 1 st and 2 nd yr selection test
	Friday, 15 th	Supplementary Examinations of both 1 st and 2 nd yr
	Saturday, 16 th	Declaration of results of Supplementary Examinations
	Date to be notified	University form filling up for 2nd yr students
	Date to be notified	University form filling up for 1st yr students

Supplementary Examination is meant only for students failing to appear 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:

Socio-Environmental Interactive Programme for Students from different disciplines through excursions.

2. Goal:

In order to enhance their academic pursuit and to add to their awareness of the surrounding environment, be it physiological or biological, the students of different departments are often taken to diverse fieldworks and other excursion programmes.

3. The Context:

The Departments of Anthropology, Geography, Microbiology, Botany and Zoology have conducted fieldworks to supplement classroom teaching.

4. The Practice:

The Department of **Anthropology** conducted trips to Gairigaon, Paren, Darjeeling District, West Bengal and Museum Of Anthropological Survey Of India. (B.Sc III).

The Department of **Botany** conducted field trips to Sillarigaon and adjoining areas in Kalimpong Sub-Division, Dist. - West Bengal and Zuluk of East Sikkim from 16th November to 21st November, 2015. (B.SC. II)

All students of Botany (Hons. And General) were taken for a trip to the AJC Bose Indian Botanic Garden, CNH, Howrah on 17th February 2016 accompanied by the department faculty members in order to gain knowledge about it.

The Department of **Geography** organised field tour to Mangalbari (Jalpaiguri District) and its surroundings from 14-20th January, 2016 (B.Sc III Year Students)

The Department of **Microbiology** organised academic excursion to South Sikkim (Pelling, Ravangla, Dentam), Name of Industry – Alpine Cheese Factory, Dentam. January 2016. (U.G. III, P.G. Sem. III)

The Department of **Zoology** arranged educational tours to Gorumara, Chapramari, Murti and Adjoining areas in North Bengal. 25th -29th, November, 2015. (P.G. Sem.I and III) and to

Jaldapara, Chilapata and adjoining areas. 6-10th April, 2016.(BSc. III and II)

5. Evidence of Success

Anthropology: Students received insight into the Gairigaon village community demography, culture, beliefs, and social organization and enriched their knowledge by interacting with directly with the village community.

Palaeoanthropology Museum of Anthnropological Survey of India was visited to have a glimpse of human evolution in India, more particularly in Narmada Valley region of Central India.

Botany: Students enriched their knowledge by knowing plant community of temperate and sub-alpine montane and their ethno-botanical utility from this excursion.

Geography: The primary purpose of the trip was to bring out the relationship between the physical and cultural landscape of the area.

Microbiology: Students received on-site knowledge in the industrial processing of milk and production of Cheese and Paneer. The industry personnel also delivered lecture on their QA and QC which gave the students an overall understanding of the product.

Zoology: Students of the department were benefitted by knowing different animals in their natural habitats and faunal distribution of different topography.

Thus, students of these departments wholeheartedly participated in the above excursions and field trips and noted down observations which they later included in their academic performances. This programme has 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:

Needy students face serious problem in funding their travel expenses for these excursions.

7. Contact Details

Name of the Principal: Dr. Madhumita Manna

Name of the Institution: Bidhannagar College.

City: Kolkata.

Pin Code: 700064.

Accredited Status: B++

Work Phone : 03323374782 Fax : 03323374782

Website: www.bidhannagarcollege.org, E-mail :

Best Practice - II.

1. Title of the Practice (2015-16):

Psychological and Physical Health Awareness Programme

2. Goal : The students are constantly having to deal with myriad stressful exchanges both in their pursuits for academic excellence as well as their social interactions. This hampers their mental and physiological development towards becoming ideal members of our society. This awareness programme helps them to cope with their distresses and to overcome them.

3. The Context : The NSS Unit of Bidhannagar College and a Psychological Counseling Cell have taken initiatives through various programmes to boost up both physical and mental awareness of students.

4. The Practice:

The NSS Unit of Bidhannagar College organized a programme on **AIDS** on 18th December, 2015 at 1 p.m. in the Hall of the College

The NSS Unit of Bidhannagar College organized a Blood Donation Camp in the college on 10th February, 2016.

A **Psychological Counseling Cell** has been formed for the students, the teaching and the non-teaching staff.

5. Evidence of Success

Seminar on AIDs Awareness: Dr. Smarajit Jana, Principal of Sonagachi Research and Training Institute (SRTI), Kolkata, India and Chief Advisor of Durbar Mahila Samanwaya Committee (DMSC), or Durbar, Kolkata delivered lecture on AIDS and ostracism.

Blood Donation Camp: Dr. Madhusudan Mandol, Medical Officer, Blood Bank, Calcutta National Medical College Hospital, and 7 of his team members conducted a Blood Donation Camp. The blood donors were the students, teachers and non teaching staff of the college and were given Blood Credit Cards.

Renowned psychiatrist Dr. Suparna Das is attached to the **Psychological Counseling Cell** and she will be working as a psychological counselor for students, teachers and non-teaching staffs, initially for one year (2016-17).

All of the above programmes have been successfully conducted with wholehearted participation of the college community especially by the enthusiastic students.

6. Problems Encountered and Resources Required

More students need to be encouraged to participate actively.

7. Contact Details

Name of the Principal: Dr. Madhumita Manna

Name of the Institution: Bidhannagar College.

City: Kolkata. Pin Code: 700064.

Accredited Status: B++ Work Phone : 033-23374782 Fax: (033)23374782 Website:
www.bidhannagarcollege.org E-mail : bidhannagarcollege@gmail.com Mobile: 9903072249

BIDHANNAGAR COLLEGE

EB-02,SALT LAKE

KOLKATA-700064

STUDENTS FEEDBACK ANALYSIS

2015-16

Mechanism of the Feedback Analysis:

A mechanism of quantification based on the analysis of student feedback is adopted, using parameters related to a variety of items like the Course, the respective Department in general and the Teachers in particular. In quest of some sort of objectivity, only the outgoing 3rd year students of each Department are called upon to respond to the questionnaire, severally.

Analysis of the Course and the Departments:

The 5-to-8-item questionnaire (a set of two) relates to the Course and the Department. Each question has 5 options - A, B, C, D and E. A, as verbally demonstrated to the students, stands for Excellent, B for Very Good, C for Good, D for Fair and E for Poor. The questionnaire involves a multiplicity of items and issues like learning value of the course, its depth and applicability, the infrastructure of a department and its academic ambience.

The method quantification employed has a number of steps undertaken serially.

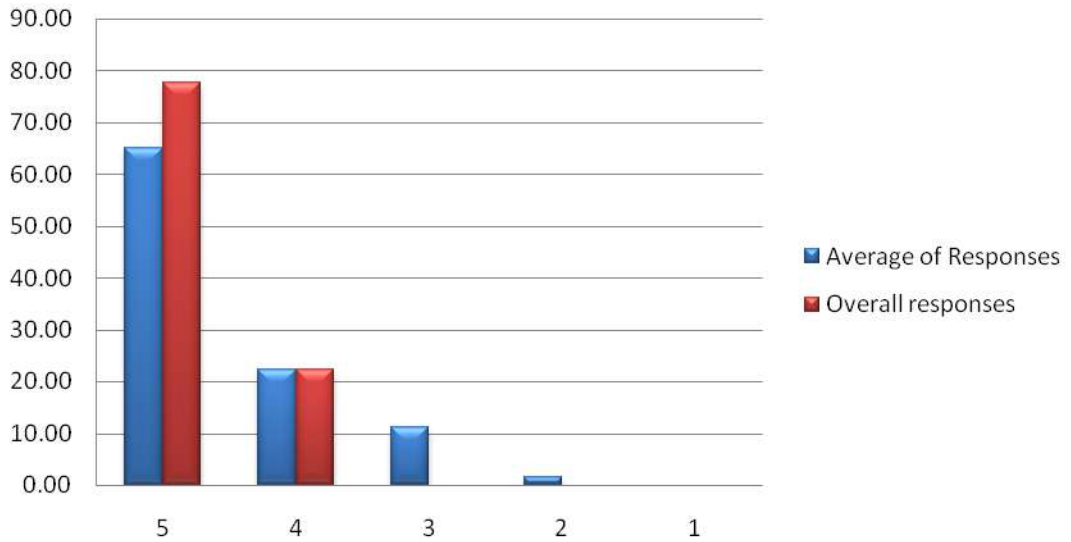
- **Step 1:** calculating the percentage of grade-response to each question asked about the course of a department.
- **Step 2:** The pooled average is calculated in terms of percentage, as in Step 1, thus determining an overall percentage of responses to each grade for a specific parameter. This gives us a sense of the combined proportion of A for Excellent, B for Very Good, C for Good, D for Fair, and E for Poor for each of the parameters (items).
- **Step-3:** Difficult as the grades are to visualize, they are ordinal in nature and this justifies the correspondence developed of the grades to the numerical data assigned. Grade A is thus quantified as 5; B as 4; C as 3; D as 2; E as 1.
- **Step-4 :** Bar Diagrams are prepared for all the departments for both the courses and the departments on the basis of average response and overall response.
- **Step- 5:** An index is thus prepared to make a visual representation for both the courses and the departments on the basis of average responses and overall responses, in which the high value indicates good performance and the low value, poor. The Formula used for calculation of the index is: $5*(\text{proportion of A}) + 4*(\text{proportion of B}) + 3*(\text{proportion of C}) + 2*(\text{proportion of D}) + 1*(\text{proportion of E})$.
- **Step-6:** All the departments are put under the same process of quantification.
- **Step-7:** In order to get a single index for a specific year we have taken the weighted average of the indices for every department, the weights being the number of responses for every department. Thus a single composite index for the college is projected for the Department and the Course. A location scale adjustment is made of the index in order that it takes values within the span of 0 (zero) and 1 (one), where 0 is indicative of the worst possible performance and 1, of the best possible. 0.5 denotes the average.

Indices (in Table1) and the Bar diagrams are given below.

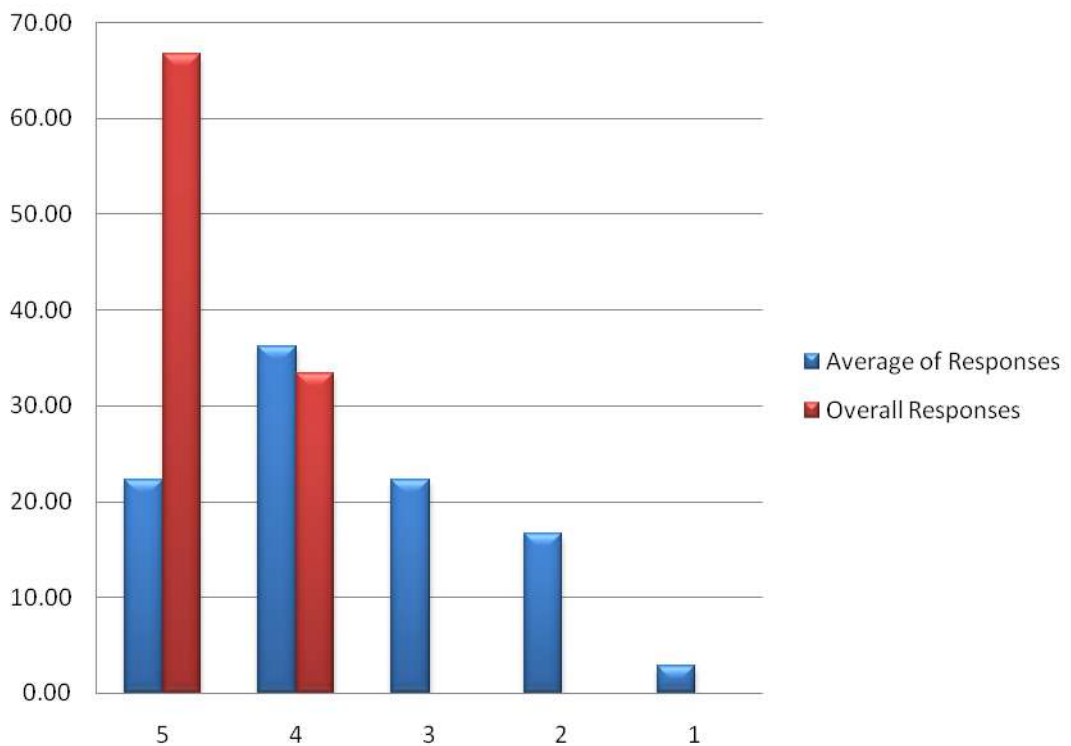
Table 1
Indices of different departments based on average response and overall response in Courses and departments

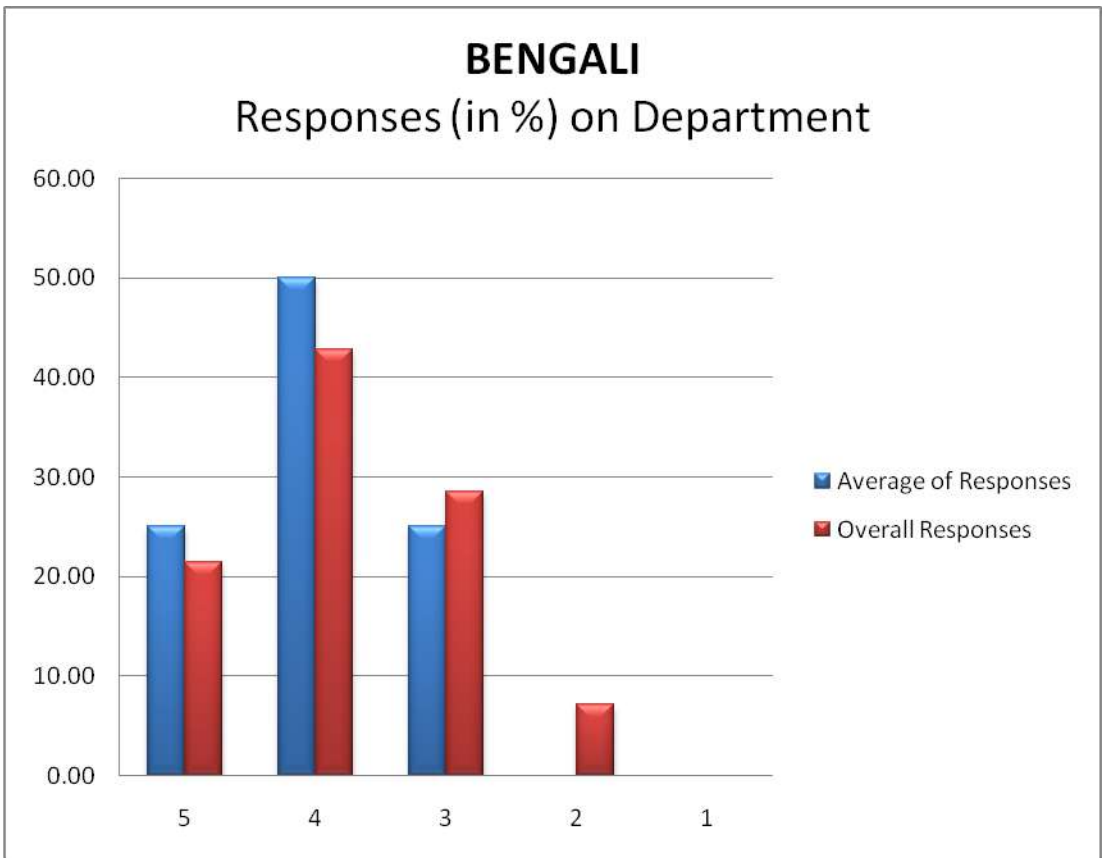
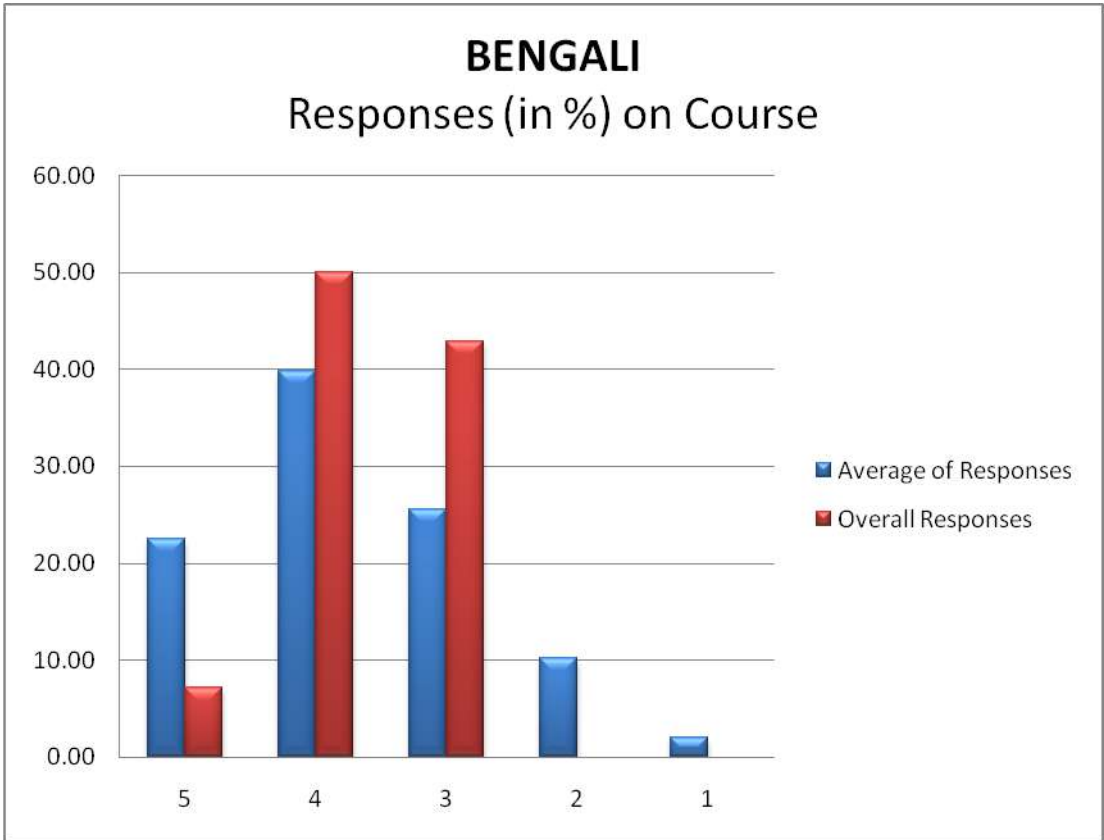
Department	Normalised Index of the course		Normalised Index of the department	
	Based on average response	Based on overall response	Based on average response	Based on overall response
Anthropology	0.50	0.53	0.40	0.48
Bengali	0.74	0.73	0.80	0.76
Botany	0.69	0.69	0.71	0.75
Chemistry	0.67	0.67	0.69	0.67
Economics	0.94	0.94	0.91	0.91
Education	0.93	0.97	0.84	0.34
English	0.81	0.81	0.74	0.79
Geography	0.65	0.62	0.65	0.63
History	0.87	0.94	0.91	0.94
Mathematics	0.89	0.84	0.88	0.83
Microbiology	0.40	0.40	0.43	0.34
Philosophy	0.94	1.00	0.95	1.00
Physics	0.34	0.27	0.27	0.23
Political Sc.	0.85	0.91	0.82	0.88
Statistics	0.83	0.75	0.70	0.75
Zoology	0.82	0.80	0.71	0.80
College	0.75	0.74	0.71	0.69

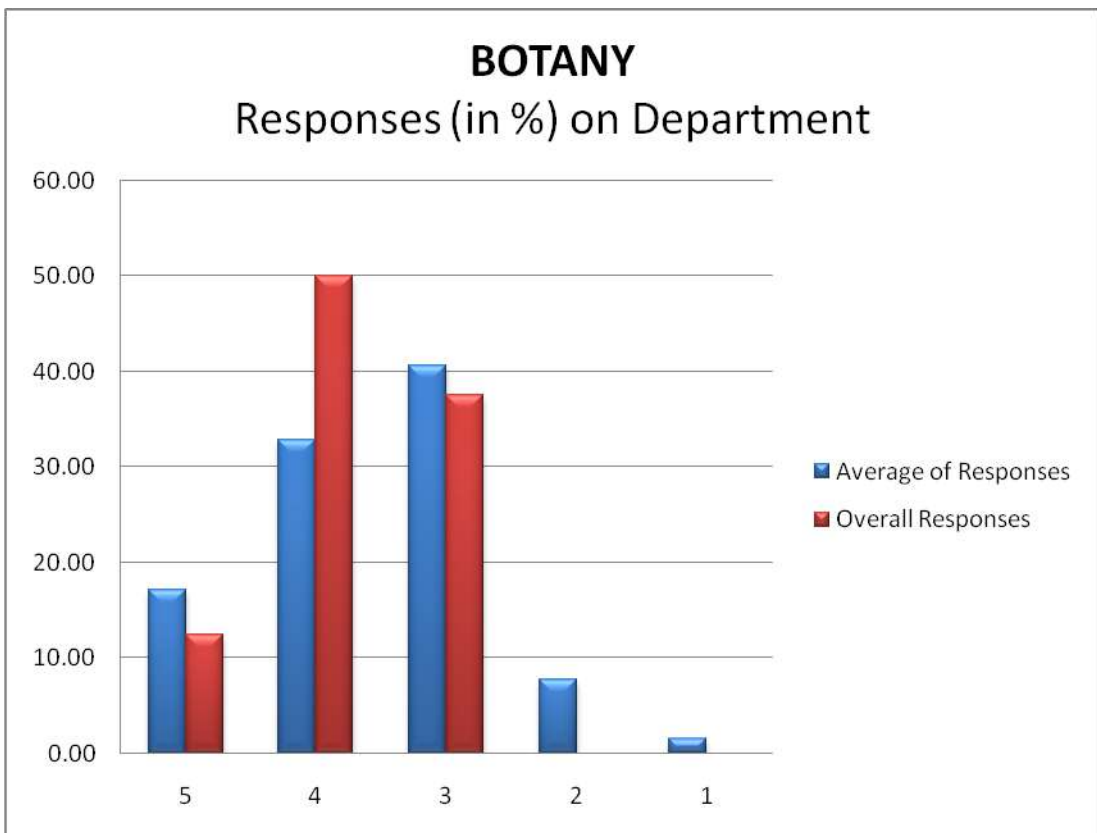
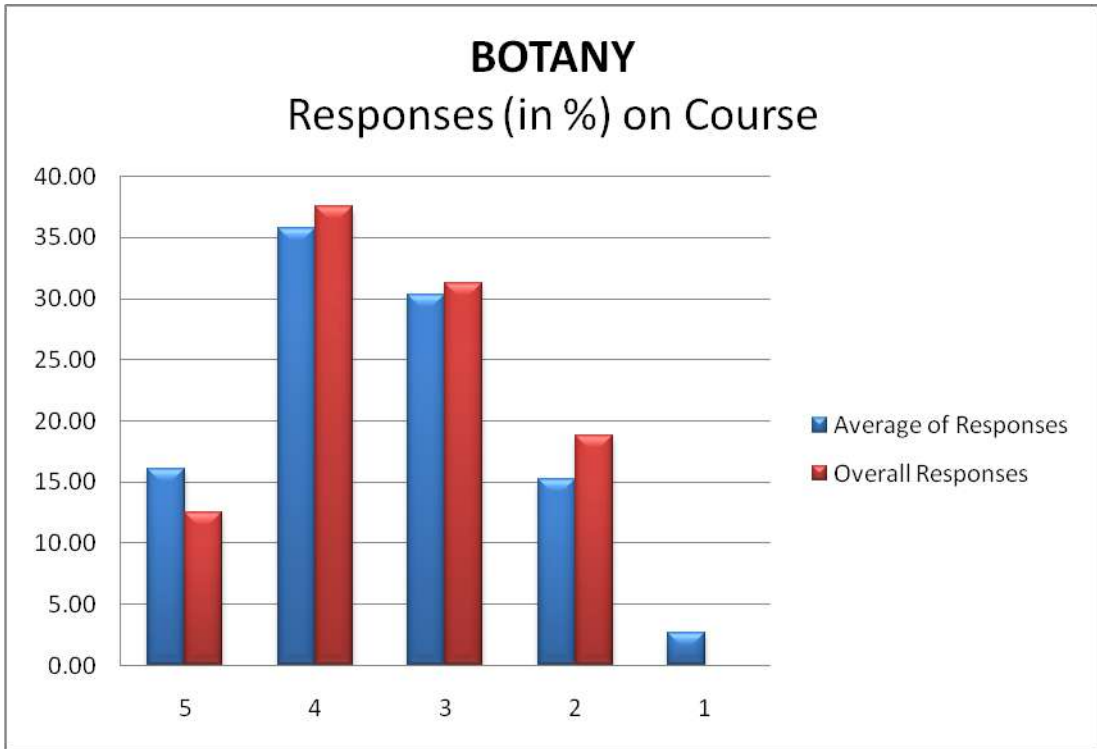
ANTHROPOLOGY Responses(in %) on Course

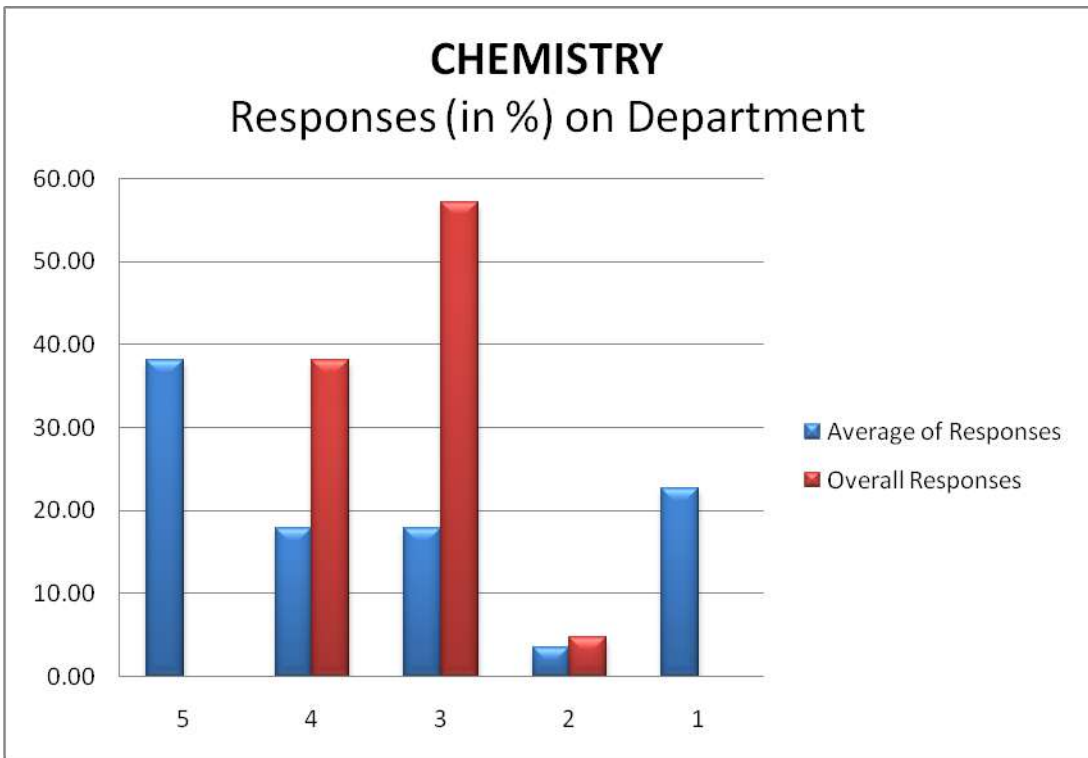
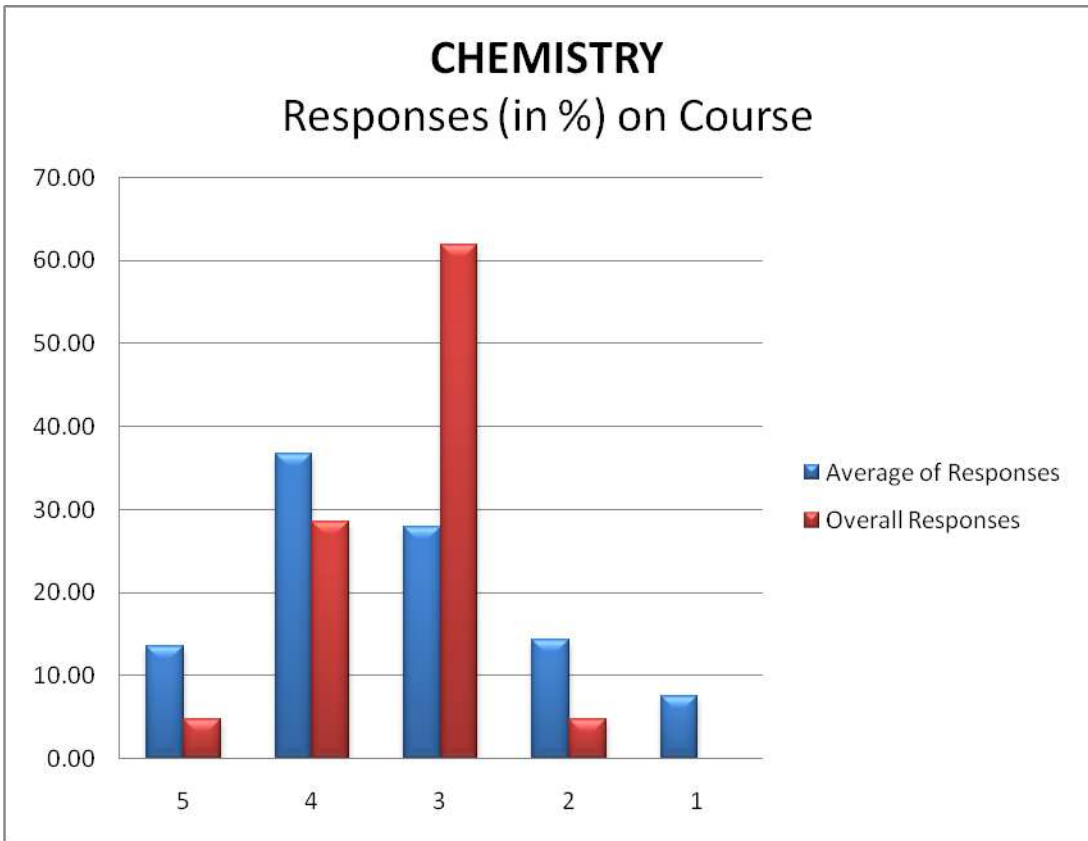


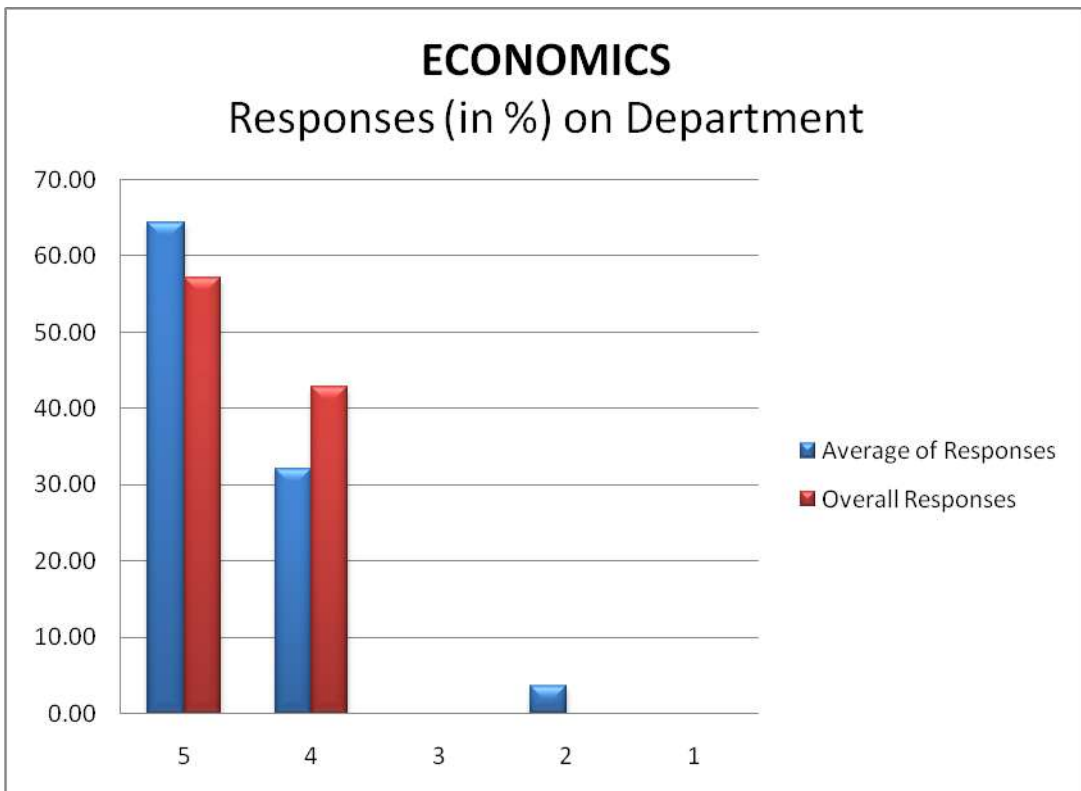
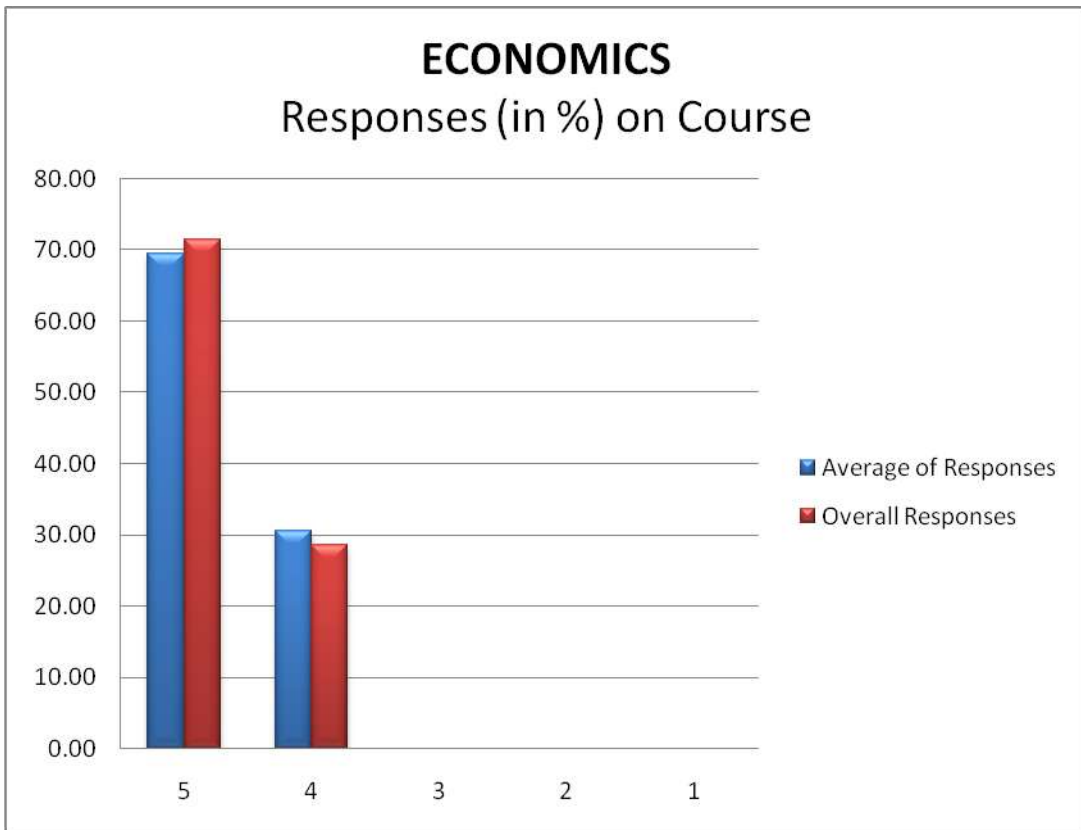
ANTHROPOLOGY Responses(in %) on Department

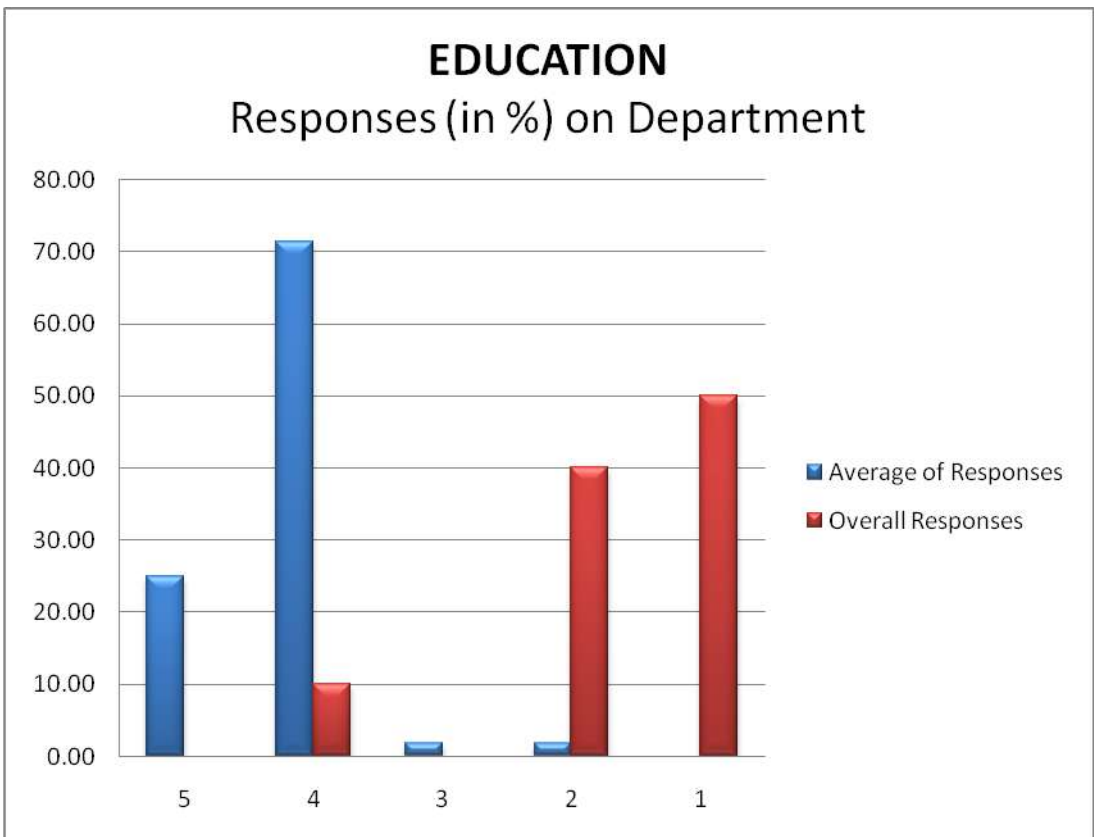
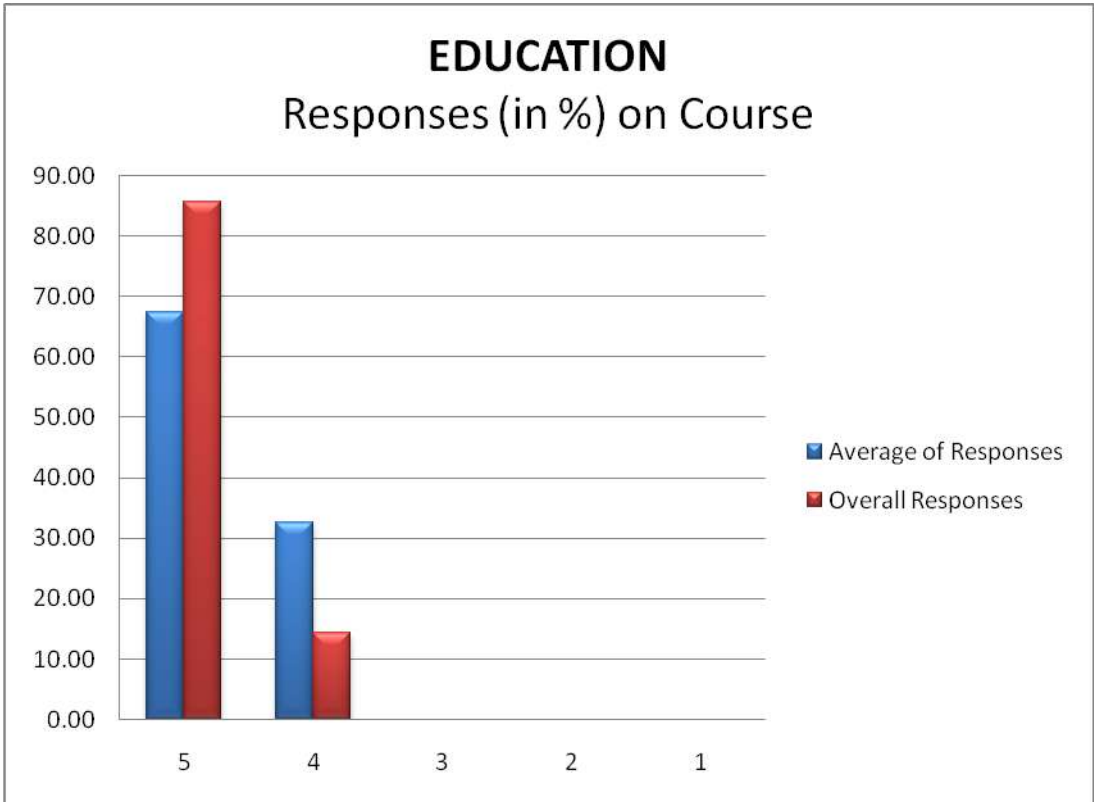


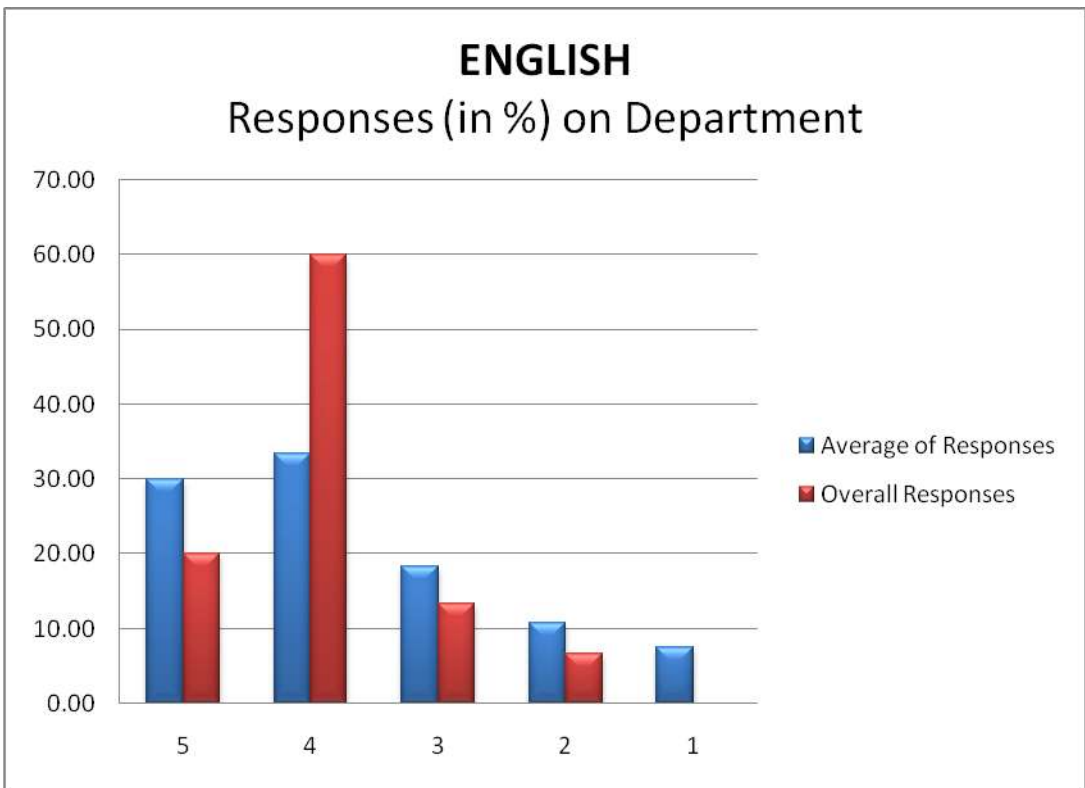
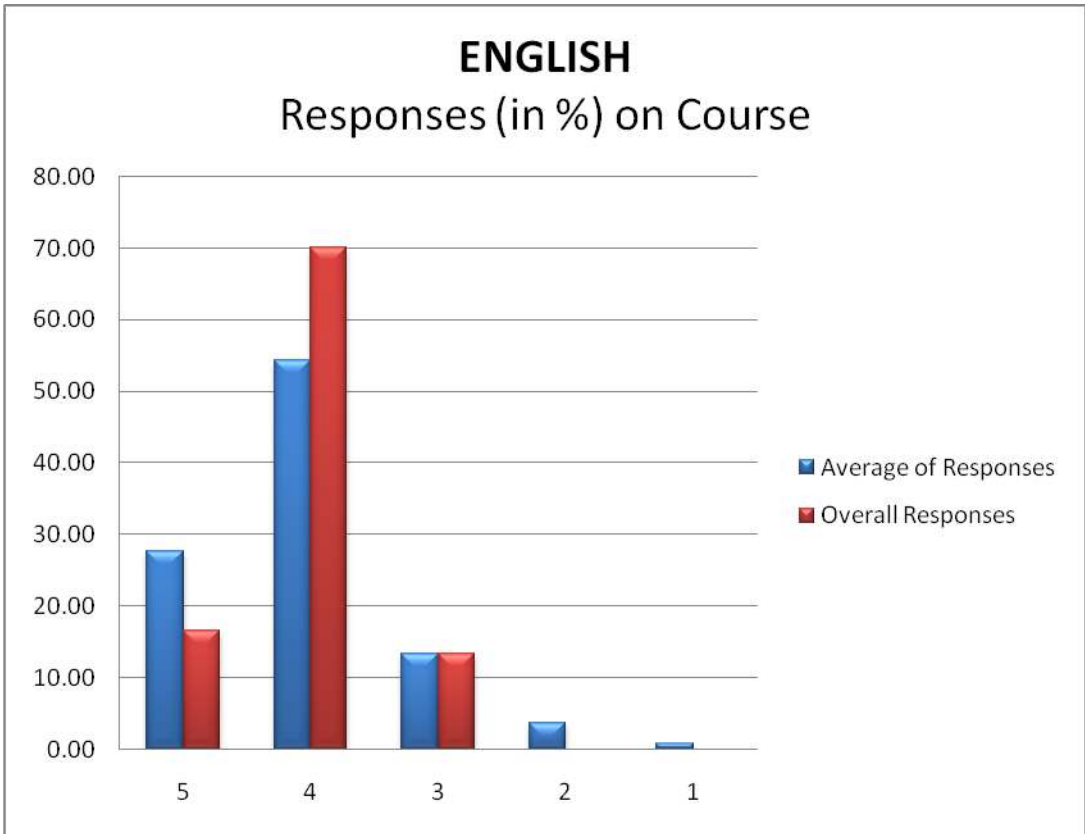


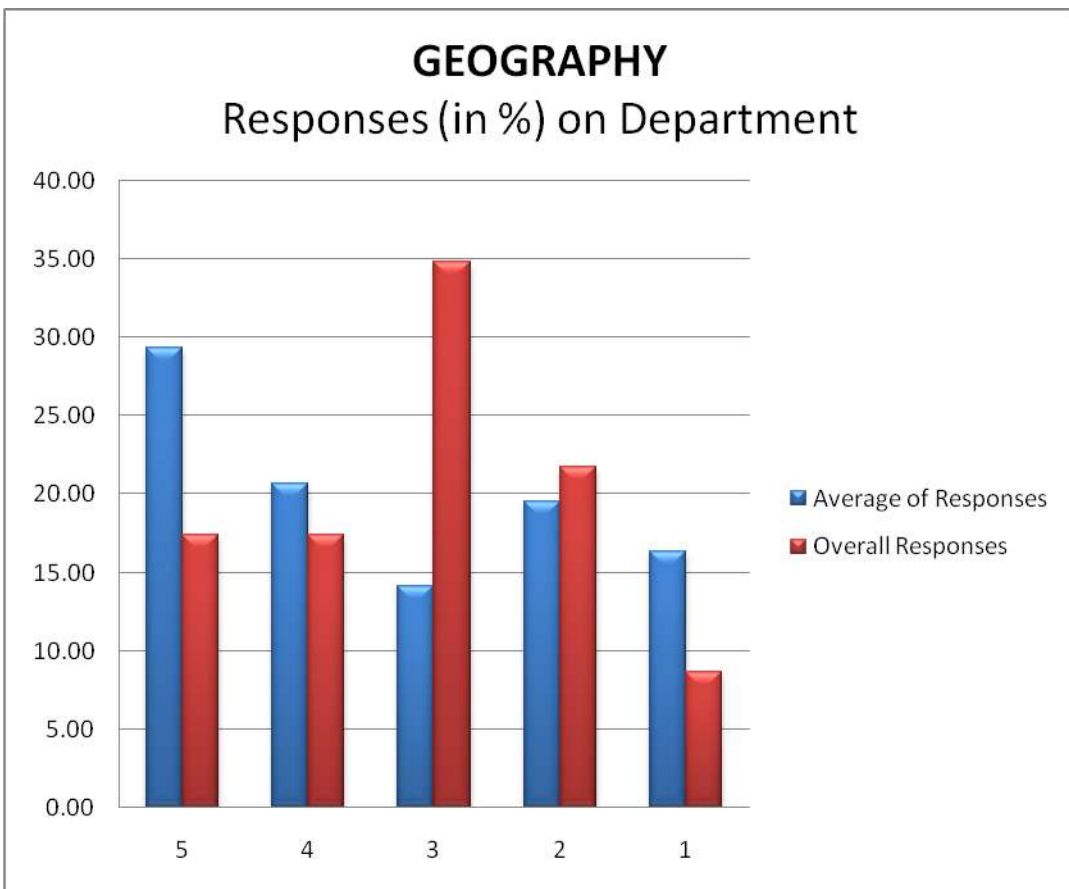
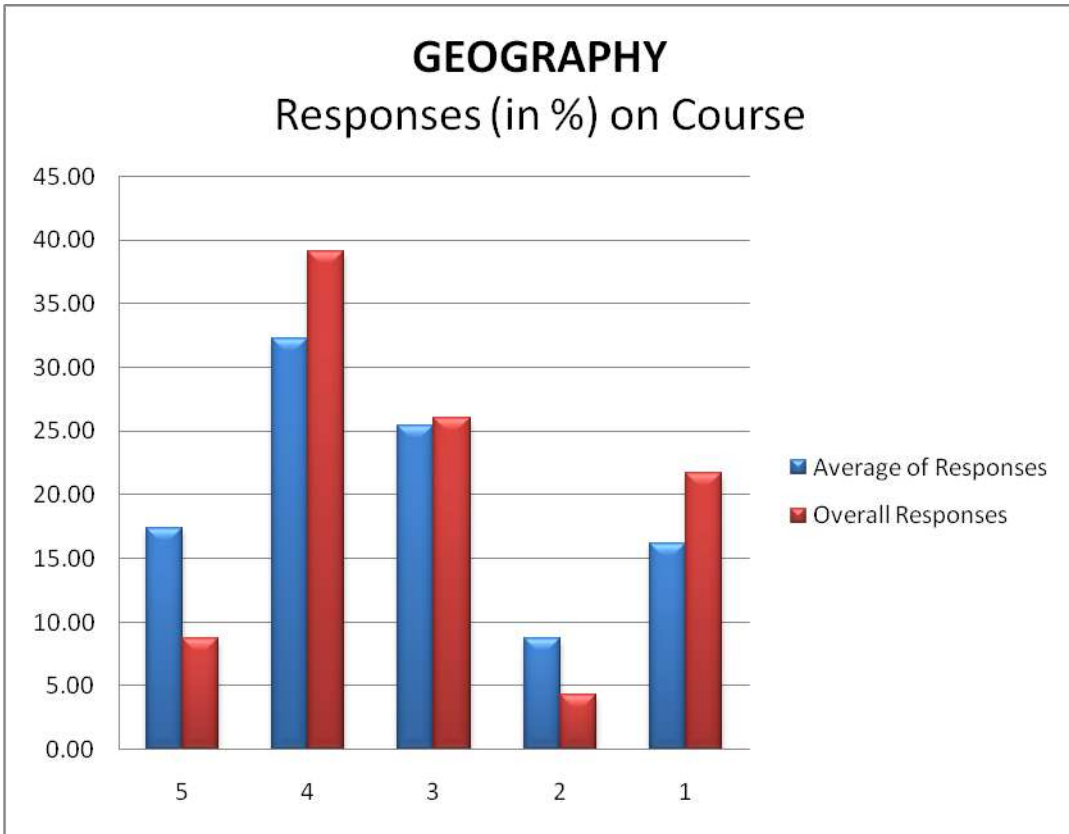


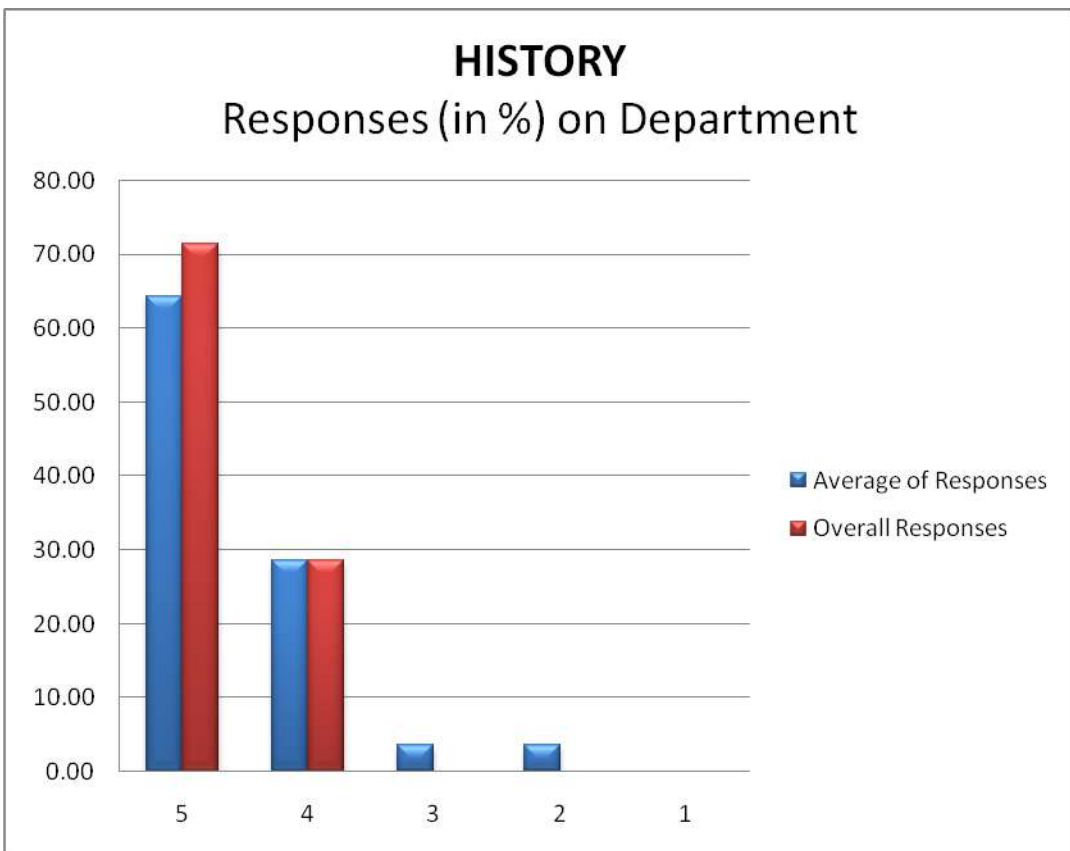
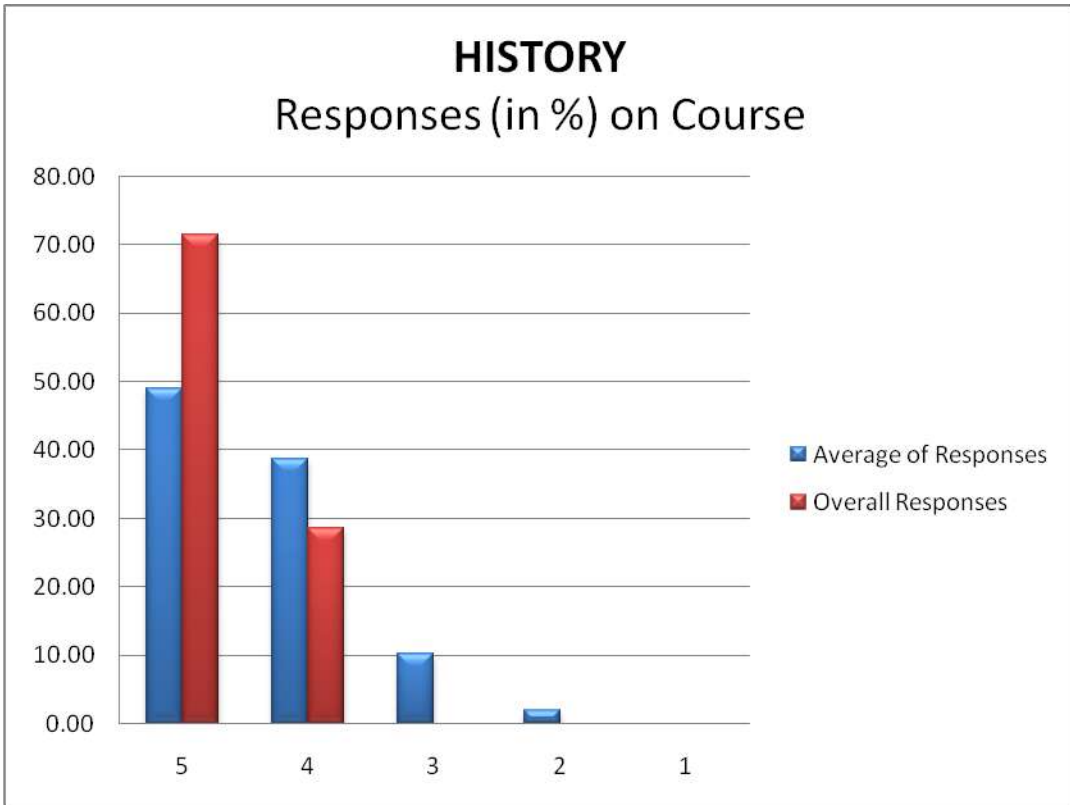


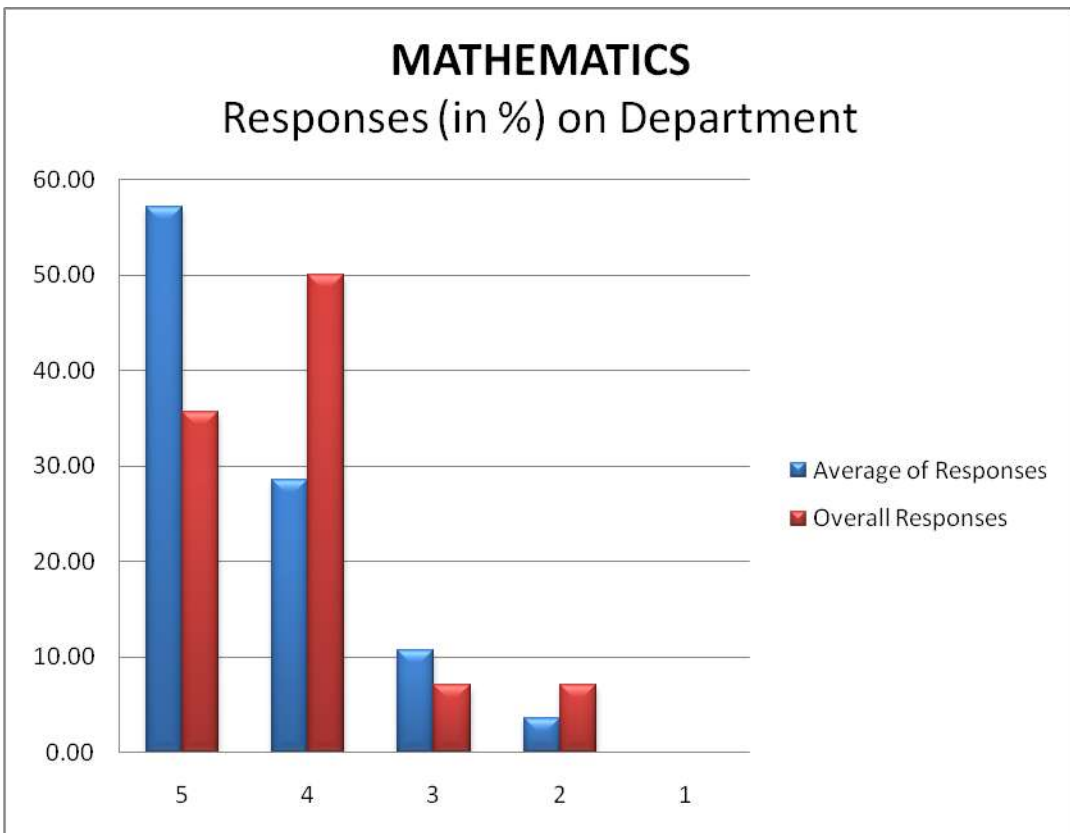
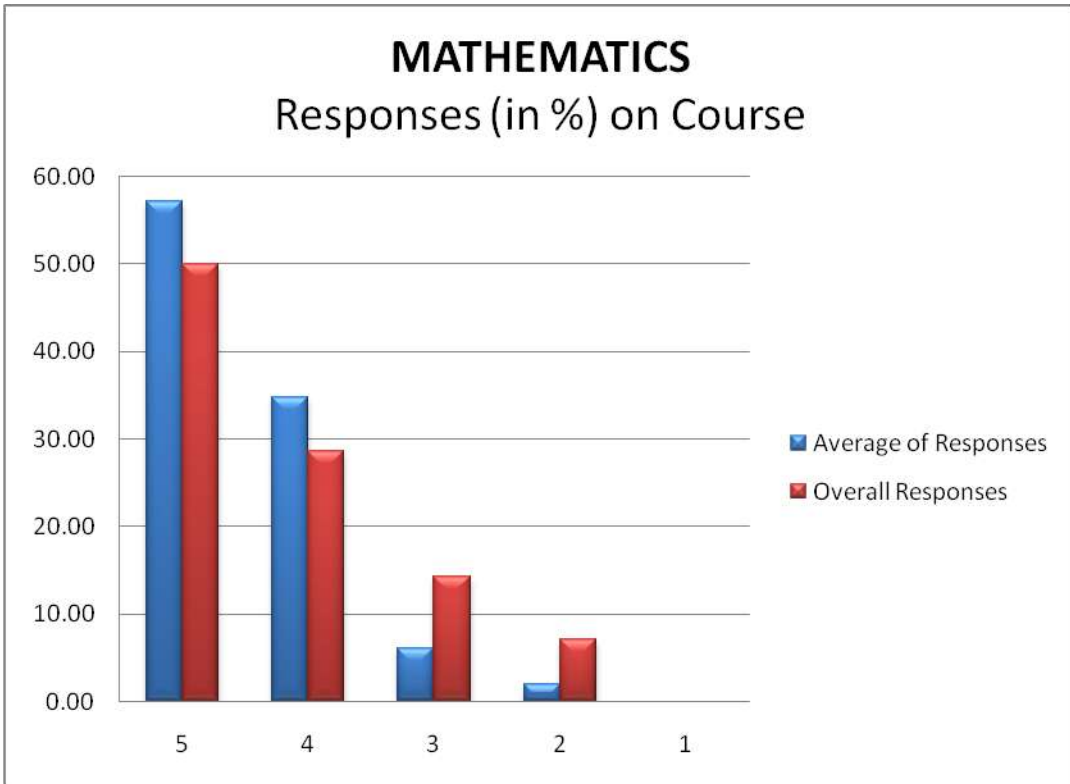


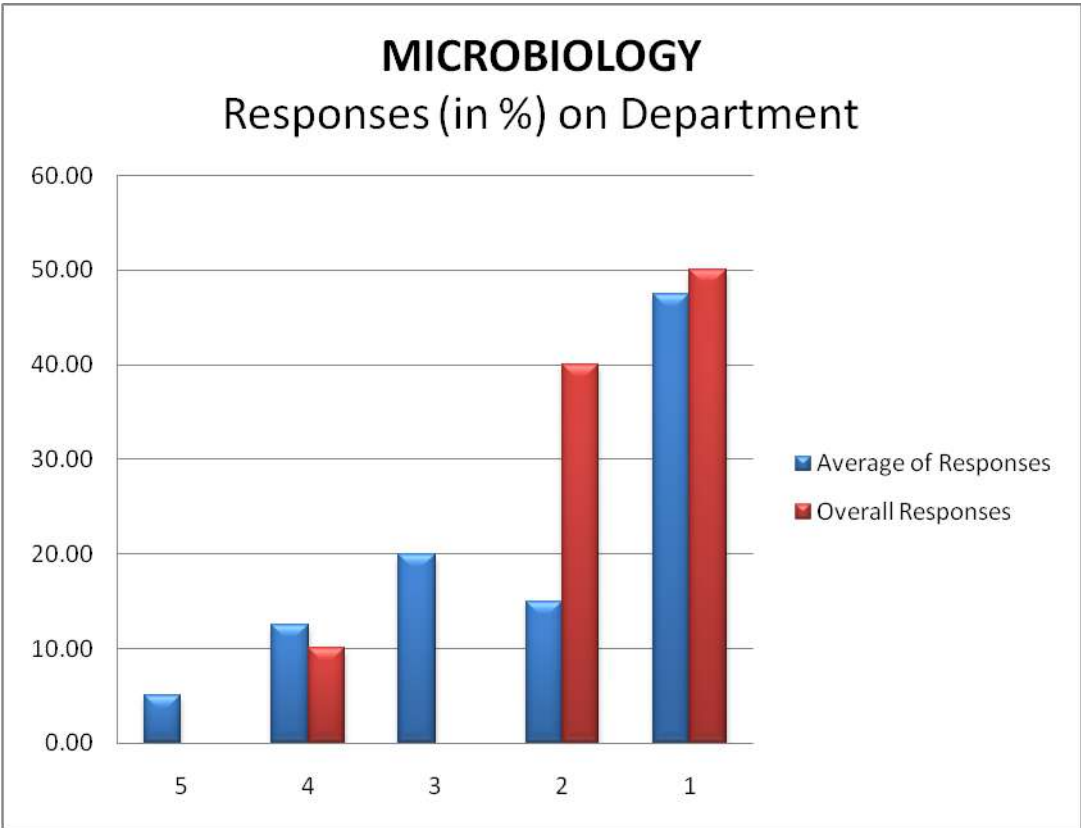
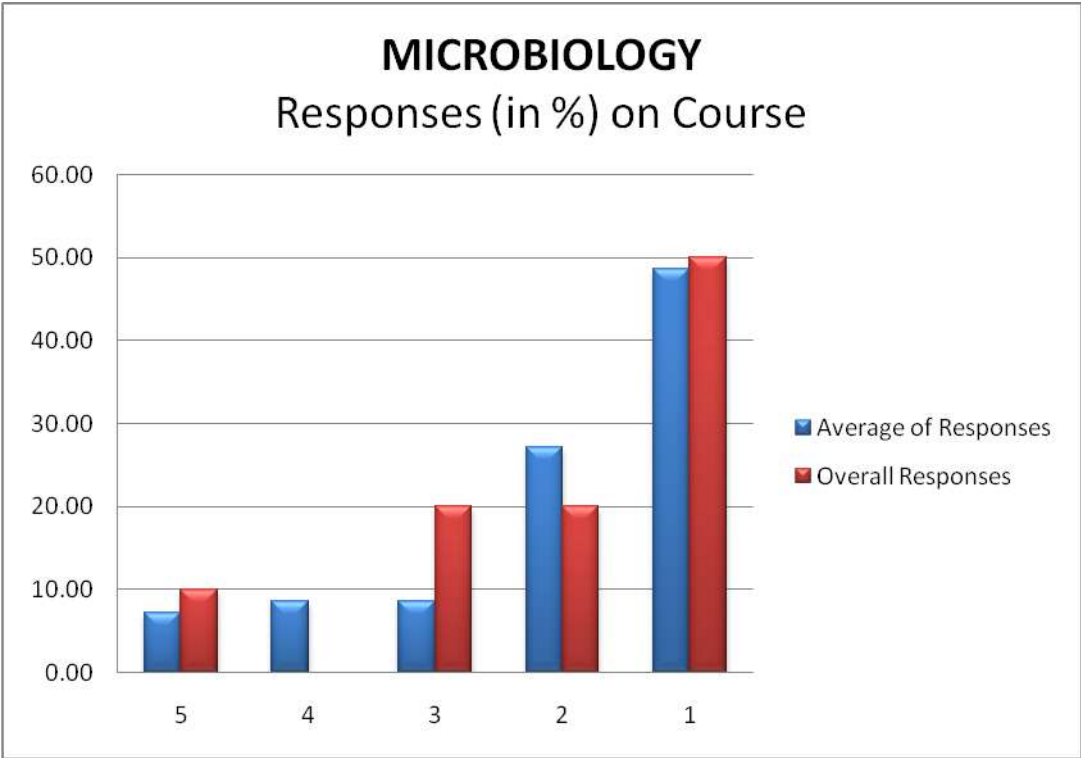


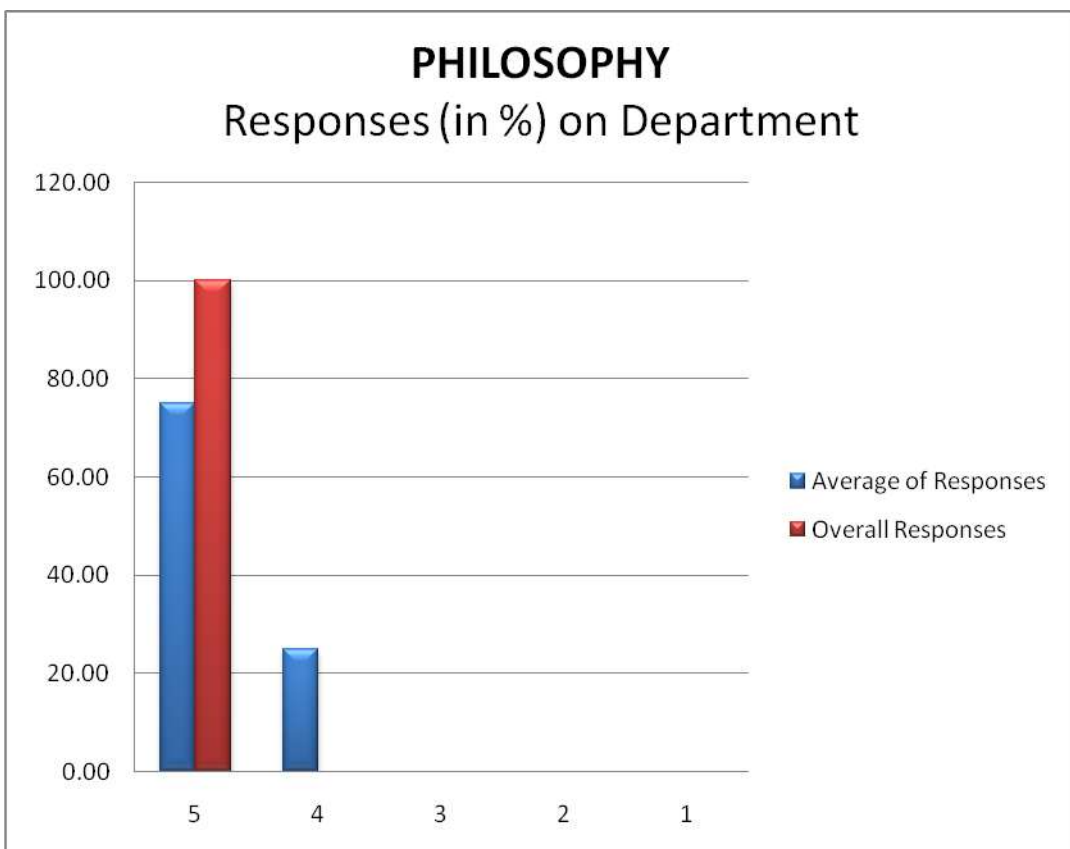
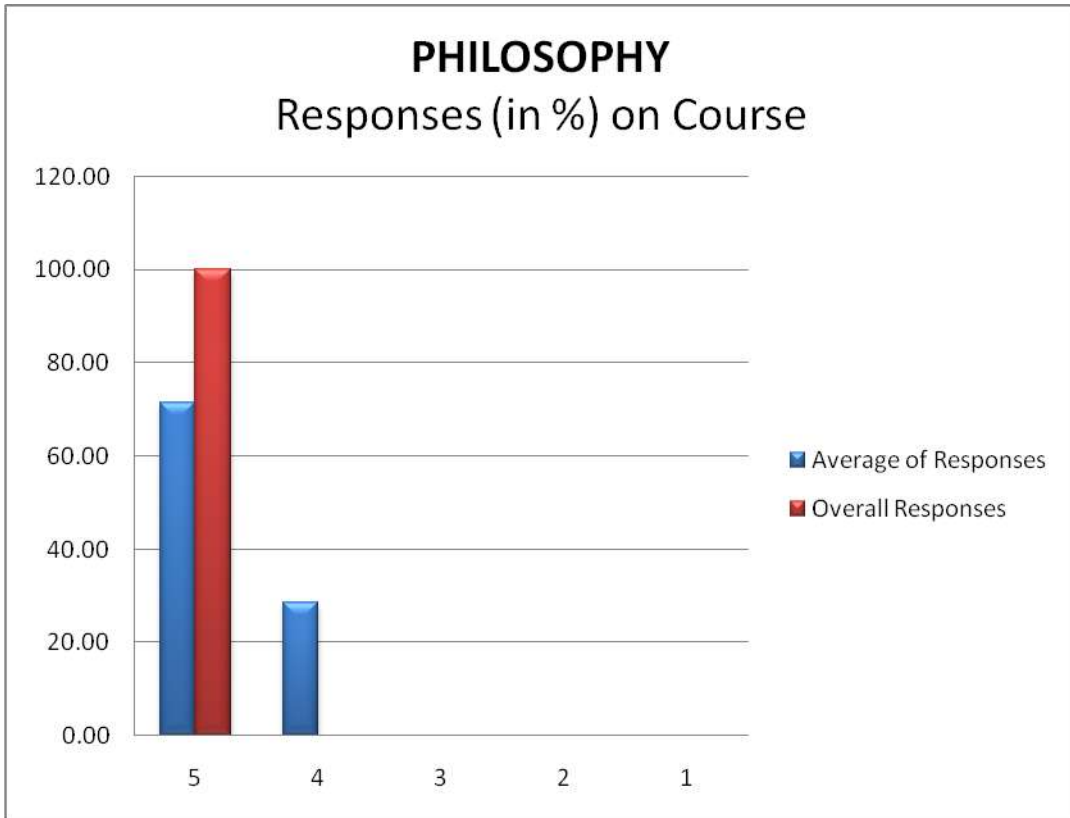


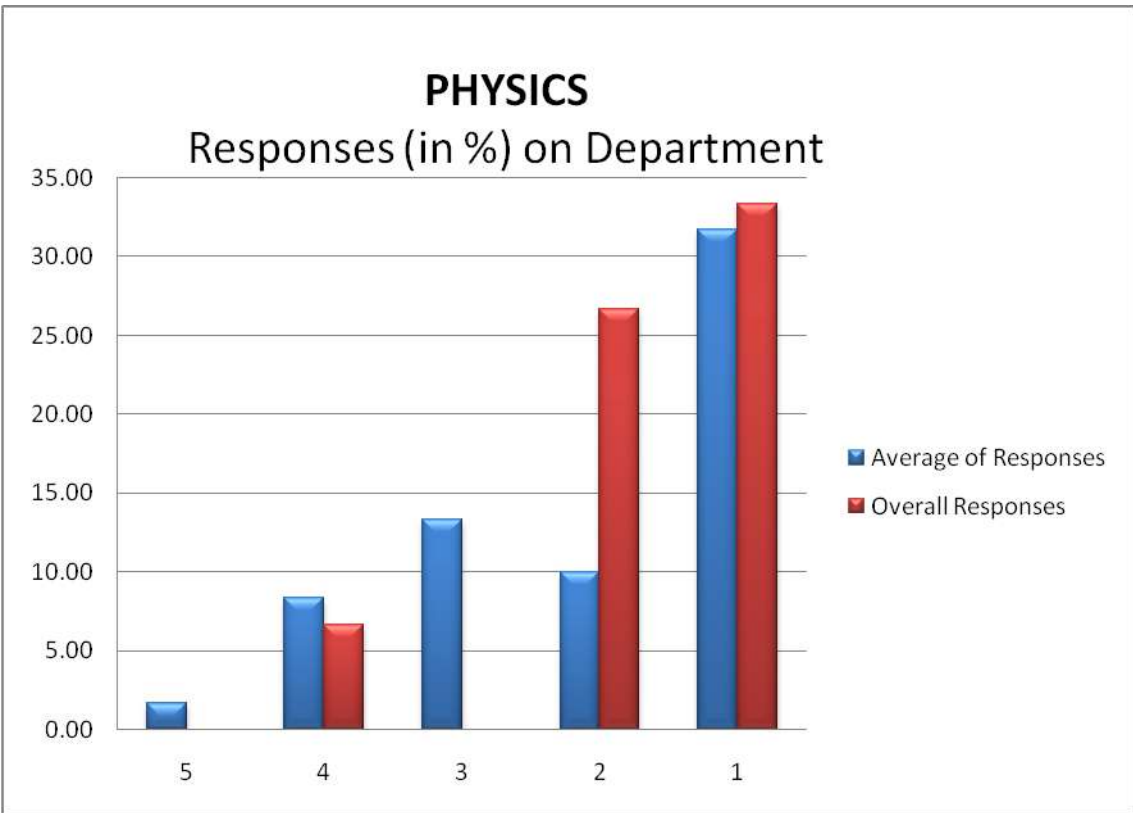
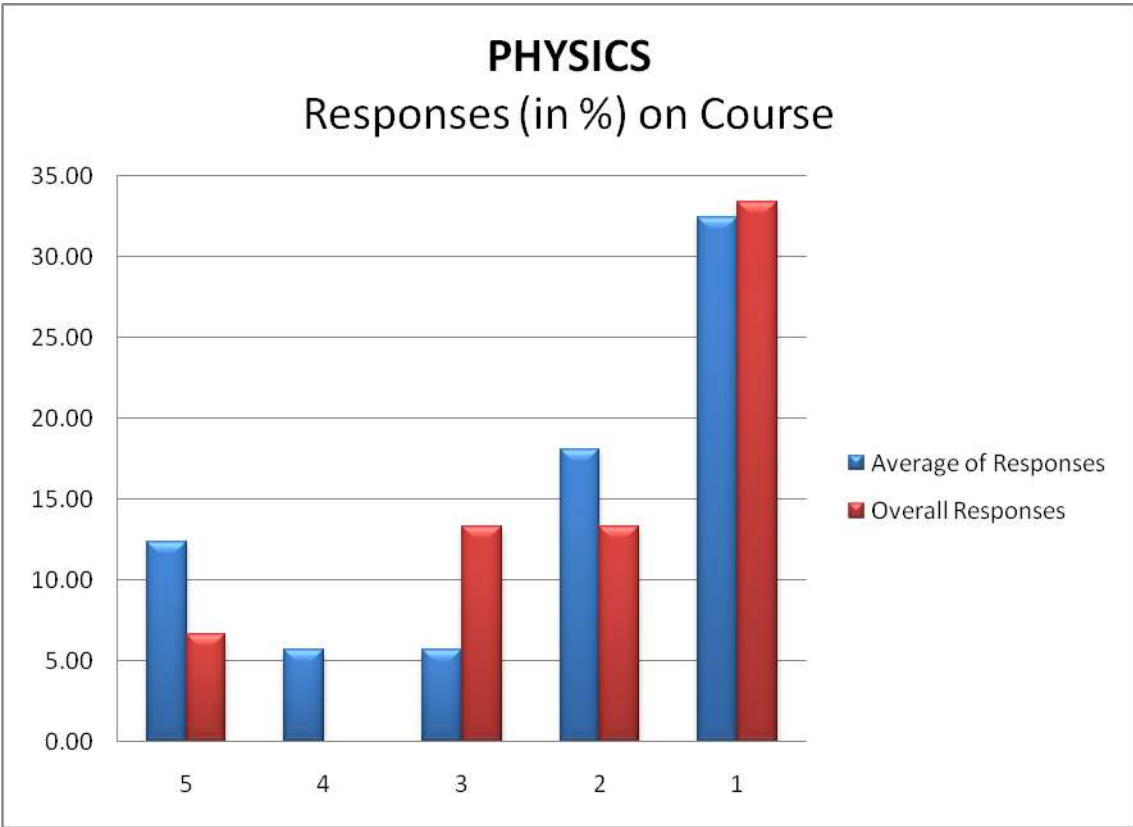


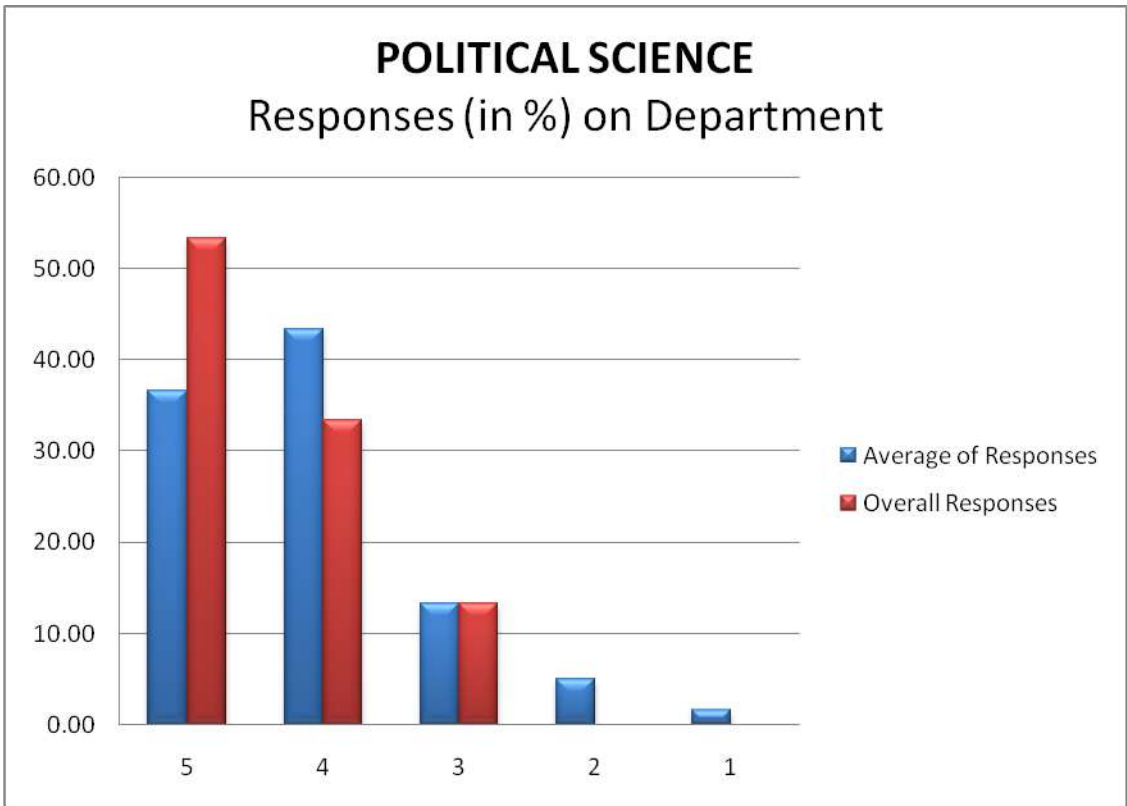
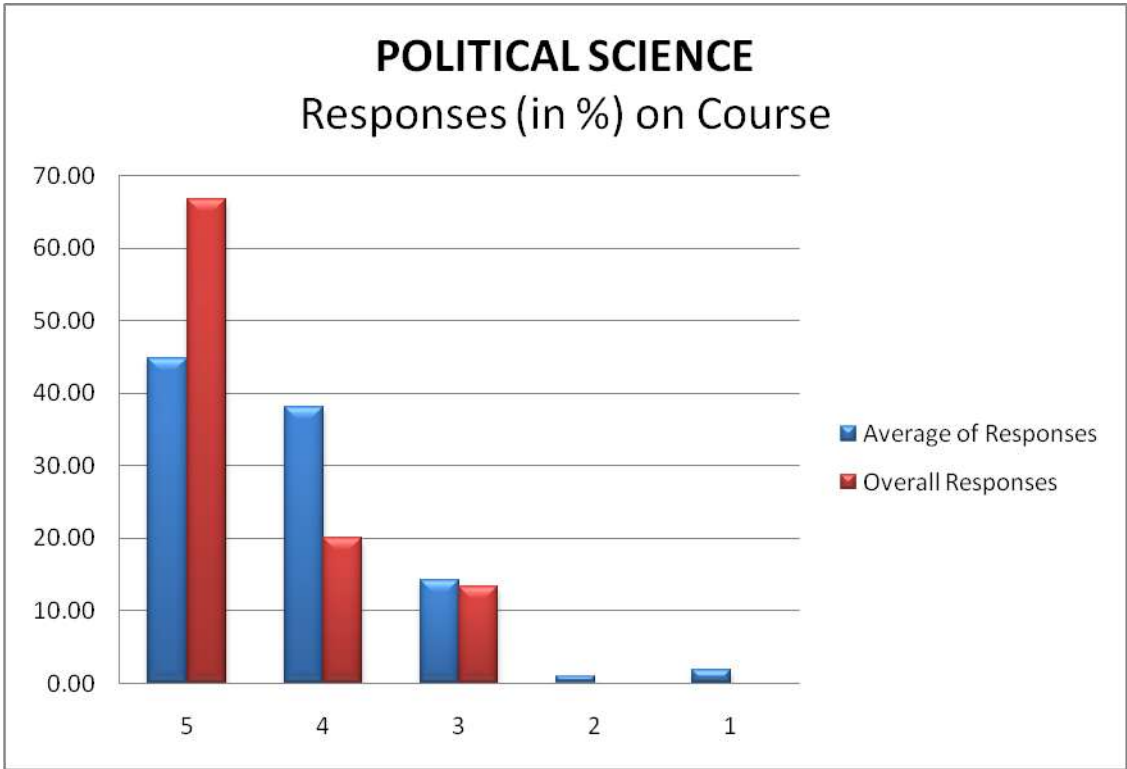


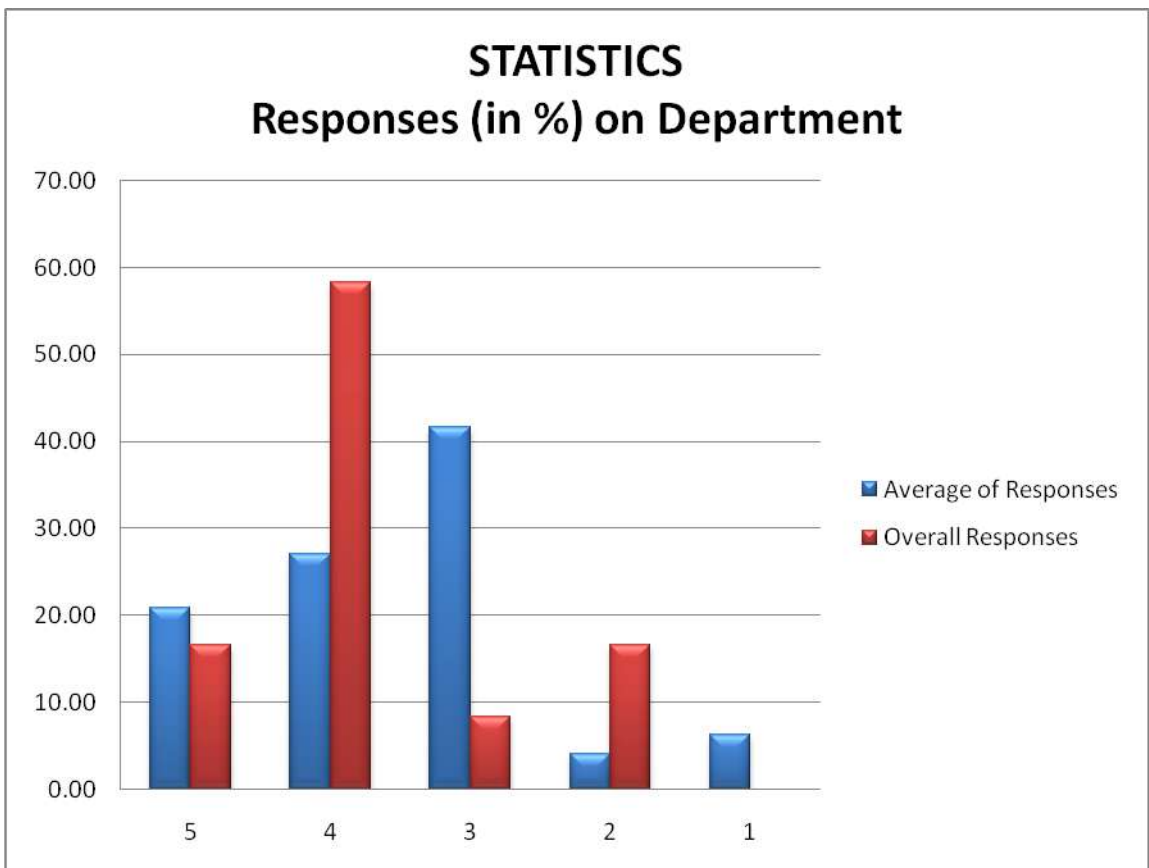
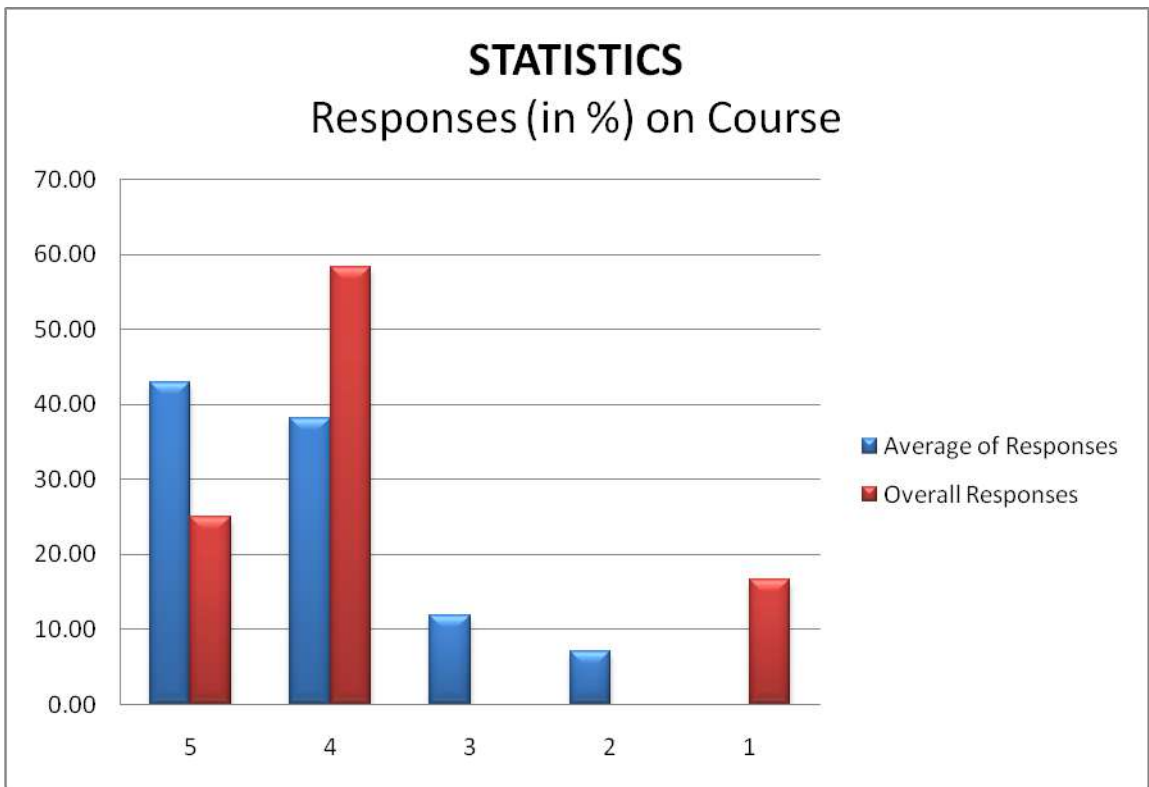


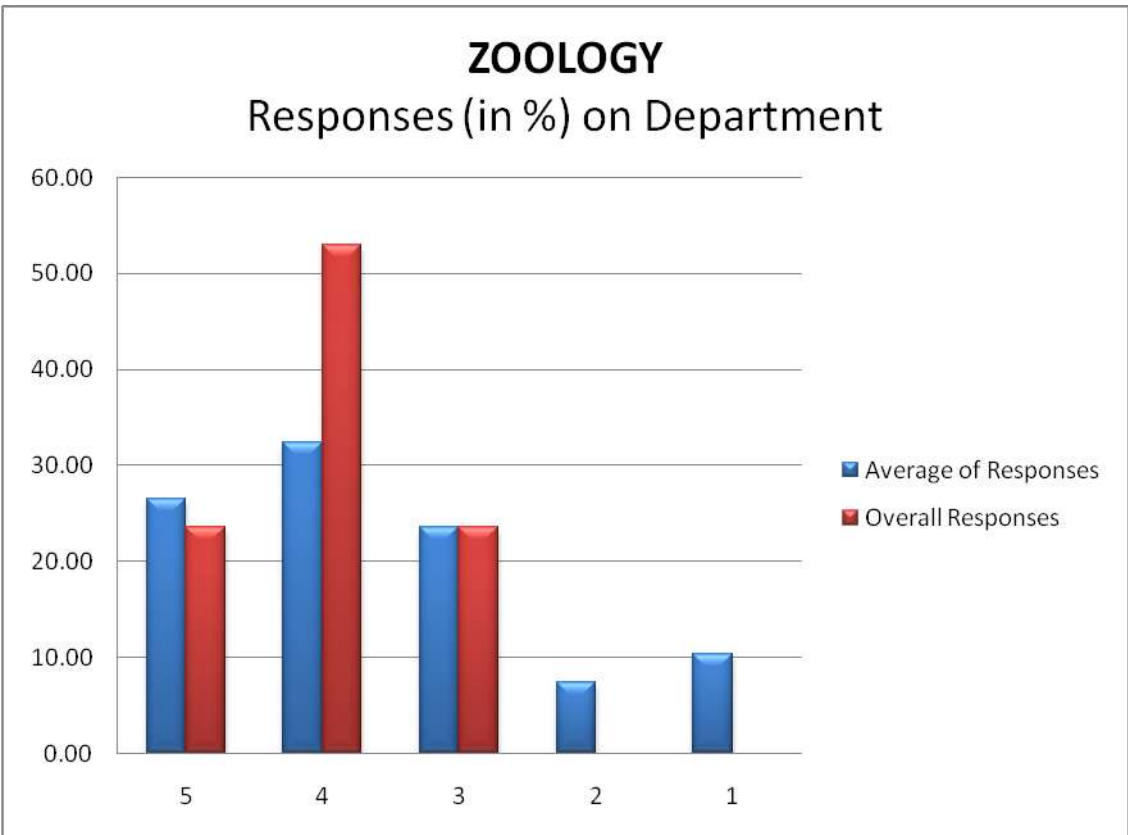
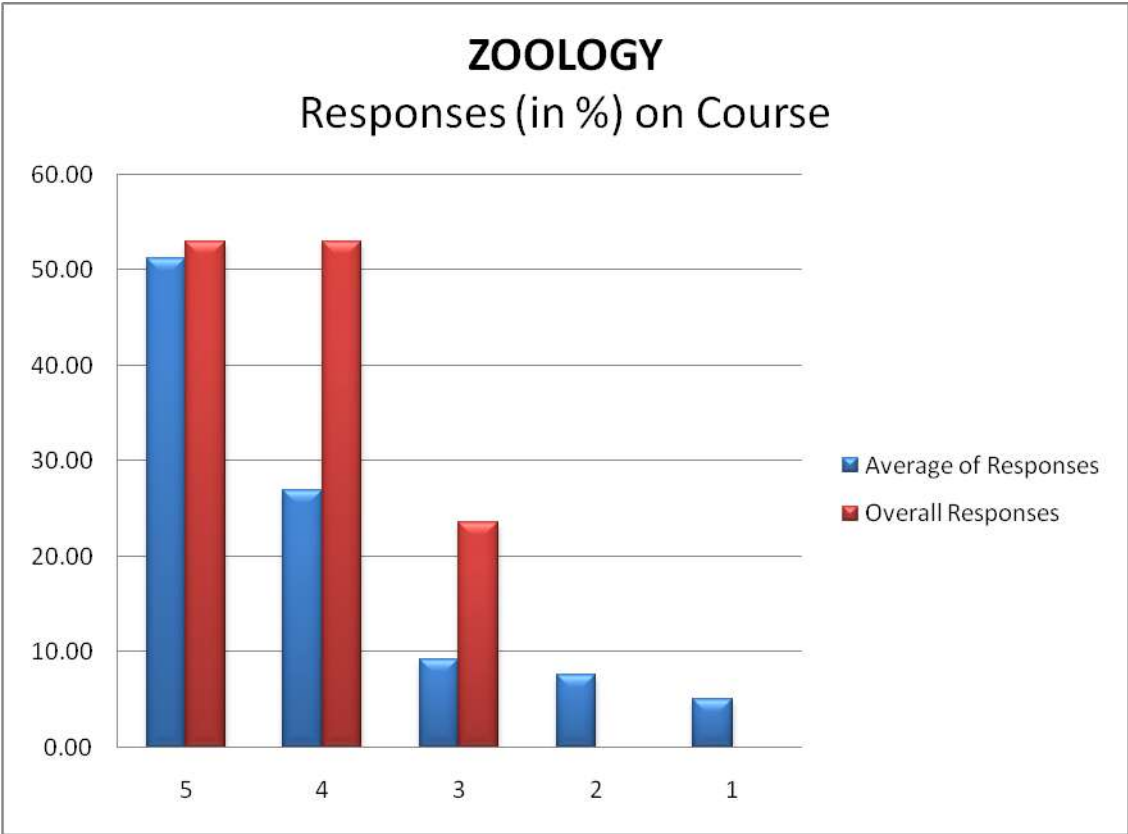












Analysis of the feedback regarding Teachers

A separate questionnaire is fashioned to get student feedback in respect of individual teachers of a Department. Seven different questions are set and the students are invited to mark their teachers on a 10-point scale.

Step 1: Quality, Responsibility and Punctuality/ Availability – these are the three distinct heads under which the questions set are merged, analyzed and visually projected department-wise through percentage bar-chart, the formula used being:

$$H = Q/R/P = \frac{\sum_{i=1}^q n_{ig}}{N \times q} \times 100$$

N= total number of responses received for the teachers severally and collectively on the 10-point scale.

q = number of questions merged to decipher a head, be it Responsibility, Quality or Punctuality.

n_{ig} = total number of responses for the grade-point g (ranging from 10 to 1) corresponding to the i -th question.

Step 2: An index is prepared to make a visual representation for Quality, Responsibility and Punctuality/availability, in which the high value indicates good performance and the low value, poor. The Formula used for calculation of the index is: $10*(\text{proportion of } 10) + 9*(\text{proportion of } 9) + 8*(\text{proportion of } 8) + 7*(\text{proportion of } 7) + 6*(\text{proportion of } 6) + 5*(\text{proportion of } 5) + 4*(\text{proportion of } 4) + 3*(\text{proportion of } 3) + 2*(\text{proportion of } 2) + 1*(\text{proportion of } 1)$.

Step 3: All the departments are put under the same process of quantification.

Step 4: In order to get a single index for a specific year we have taken the weighted average of the indices for every department, the weights being the number of responses for every department. Thus a single composite index is projected for the Quality, Responsibility and Punctuality/availability. A location scale adjustment is made of the index in order that it takes values within the span of 0 (zero) and 1 (one), where 0 is indicative of the worst possible performance and 1, of the best possible. 0.5 denotes the average.

Indices (in Table2) and the Bar diagrams are given below:

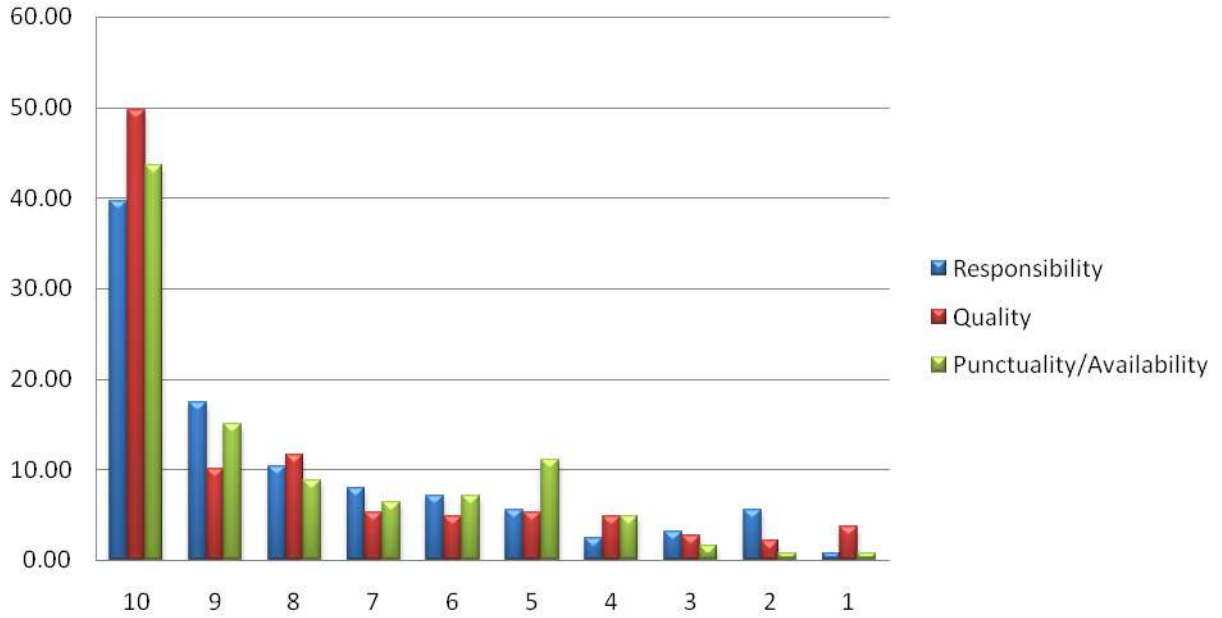
Table 2

Indices of different departments relating to Responsibility, Quality and Availability/Punctuality

Department	Normalised Index		
	Responsibility	Quality	Availability/Punctuality
Anthropology	0.79	0.81	0.81
Bengali	0.75	0.74	0.75
Botany	0.78	0.79	0.66
Chemistry	0.78	0.73	0.72
Economics	0.98	0.89	0.91
Education	0.76	0.81	0.80
English	0.82	0.86	0.80
Geography	0.79	0.78	0.75
History	0.92	0.98	0.87
Mathematics	0.82	0.85	0.86
Microbiology	0.65	0.71	0.74
Philosophy	0.94	0.93	0.95
Physics	0.59	0.55	0.56
Political Sc.	0.88	0.86	0.92
Statistics	0.88	0.84	0.89
Zoology	0.65	0.70	0.69
College	0.78	0.79	0.77

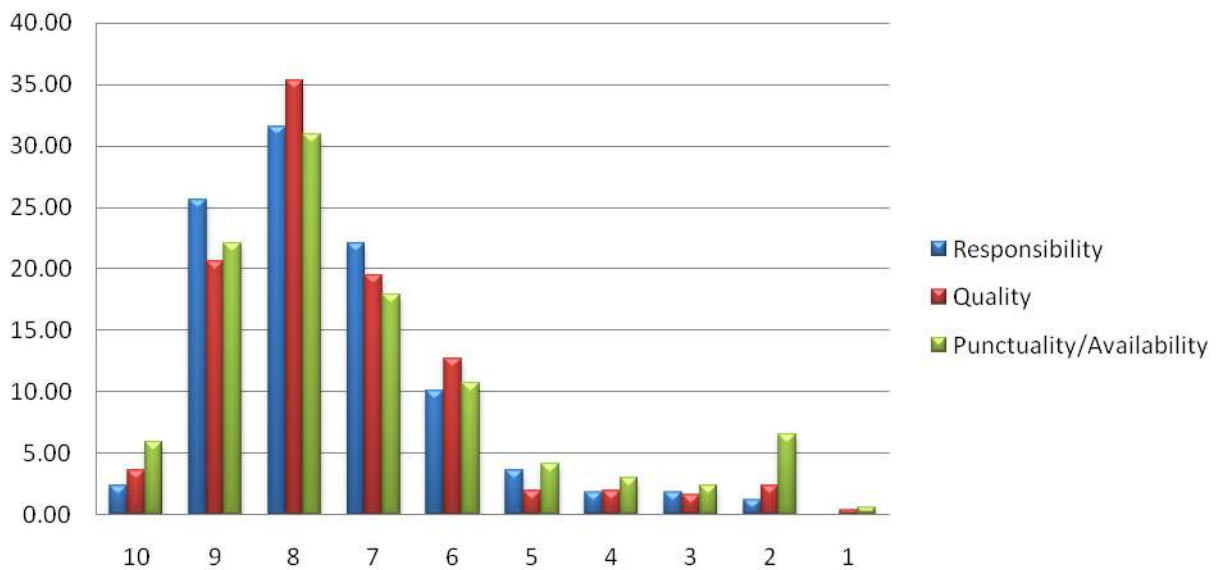
ANTHROPOLOGY

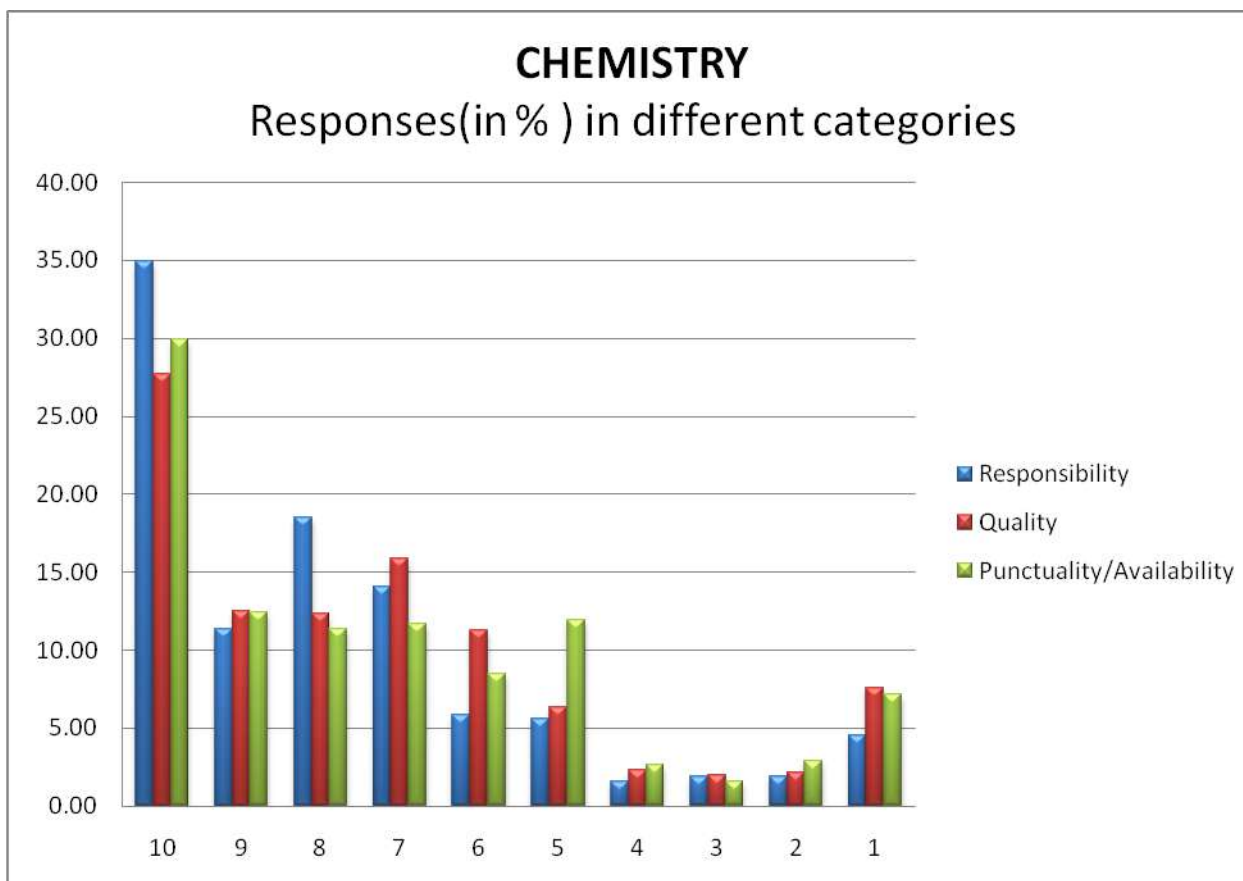
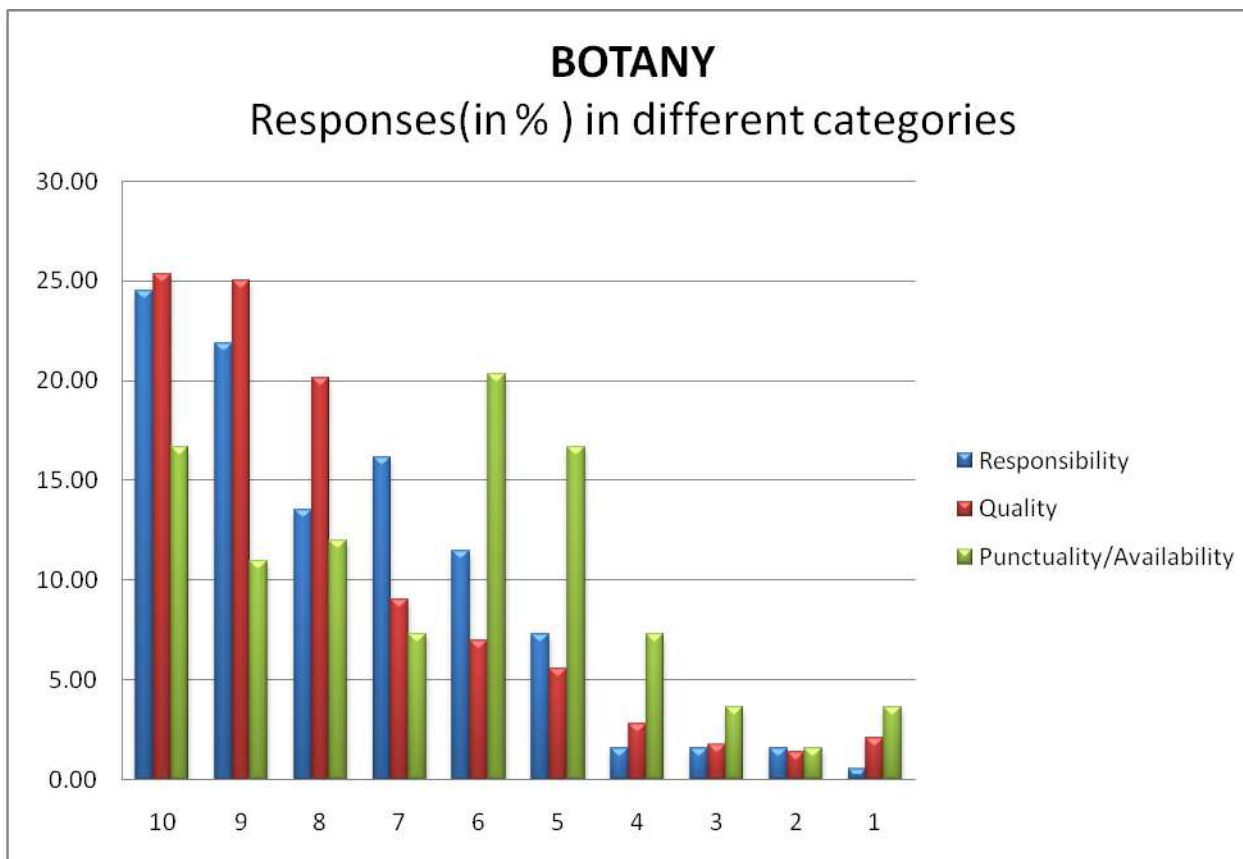
Responses(in %) in different categories



BENGALI

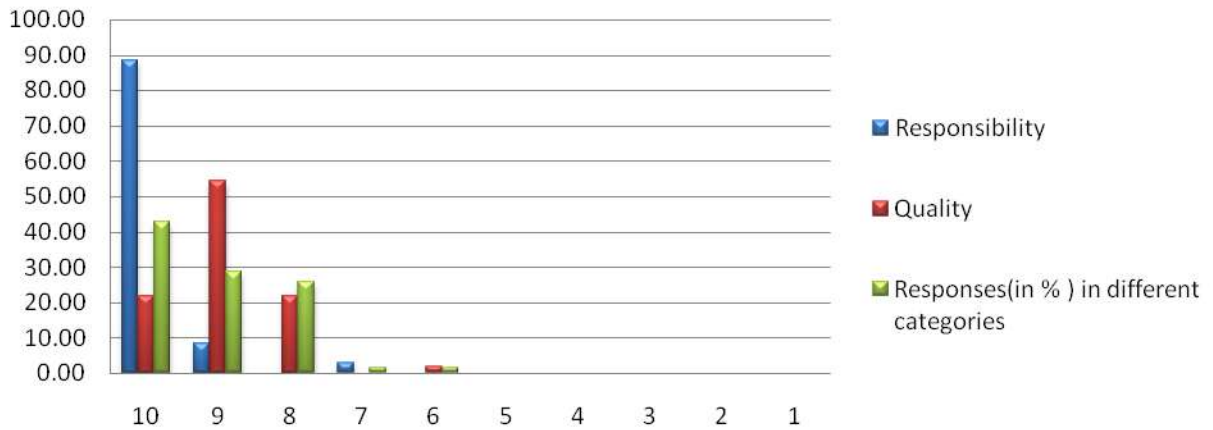
Responses(in %) in different categories





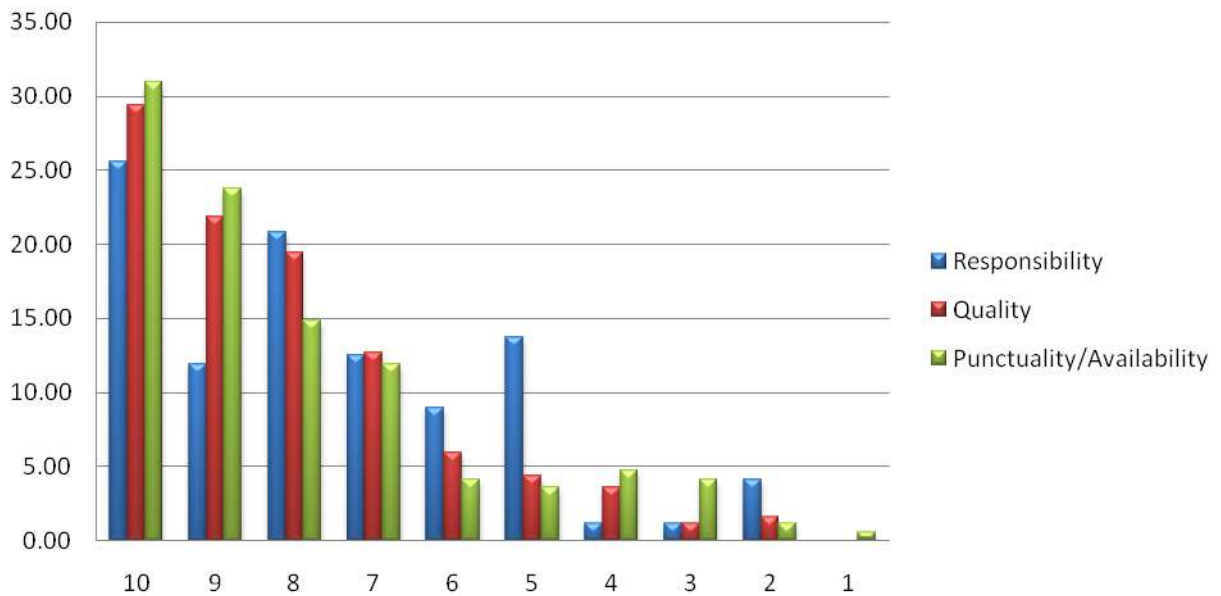
ECONOMICS

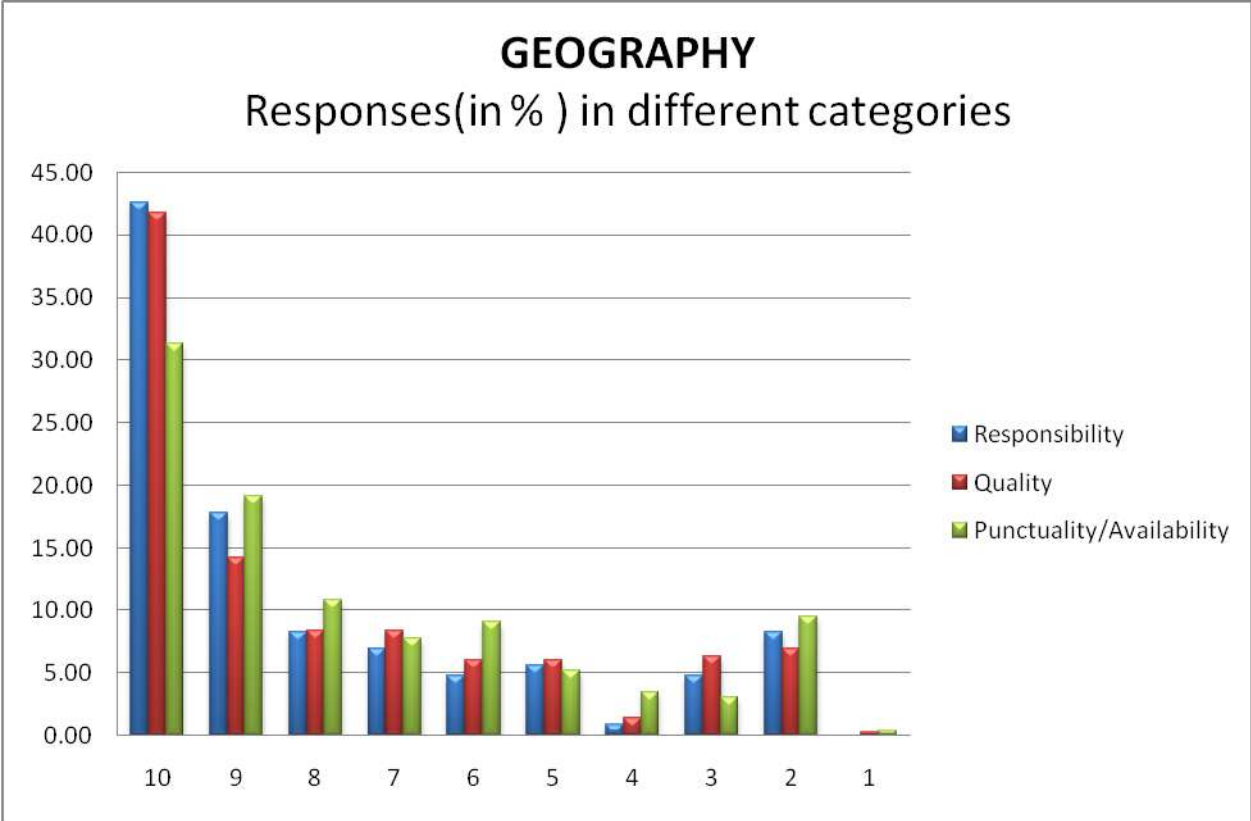
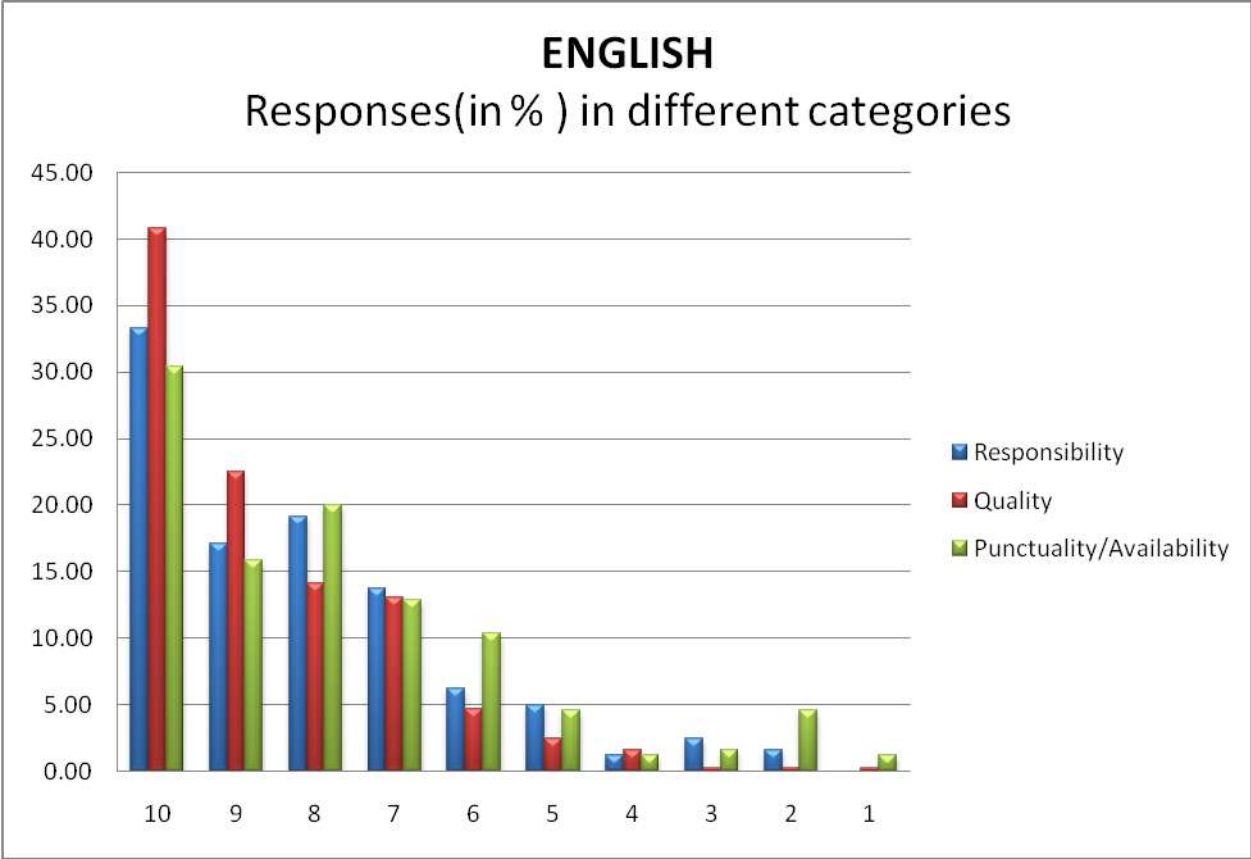
Responses(in %) in different categories

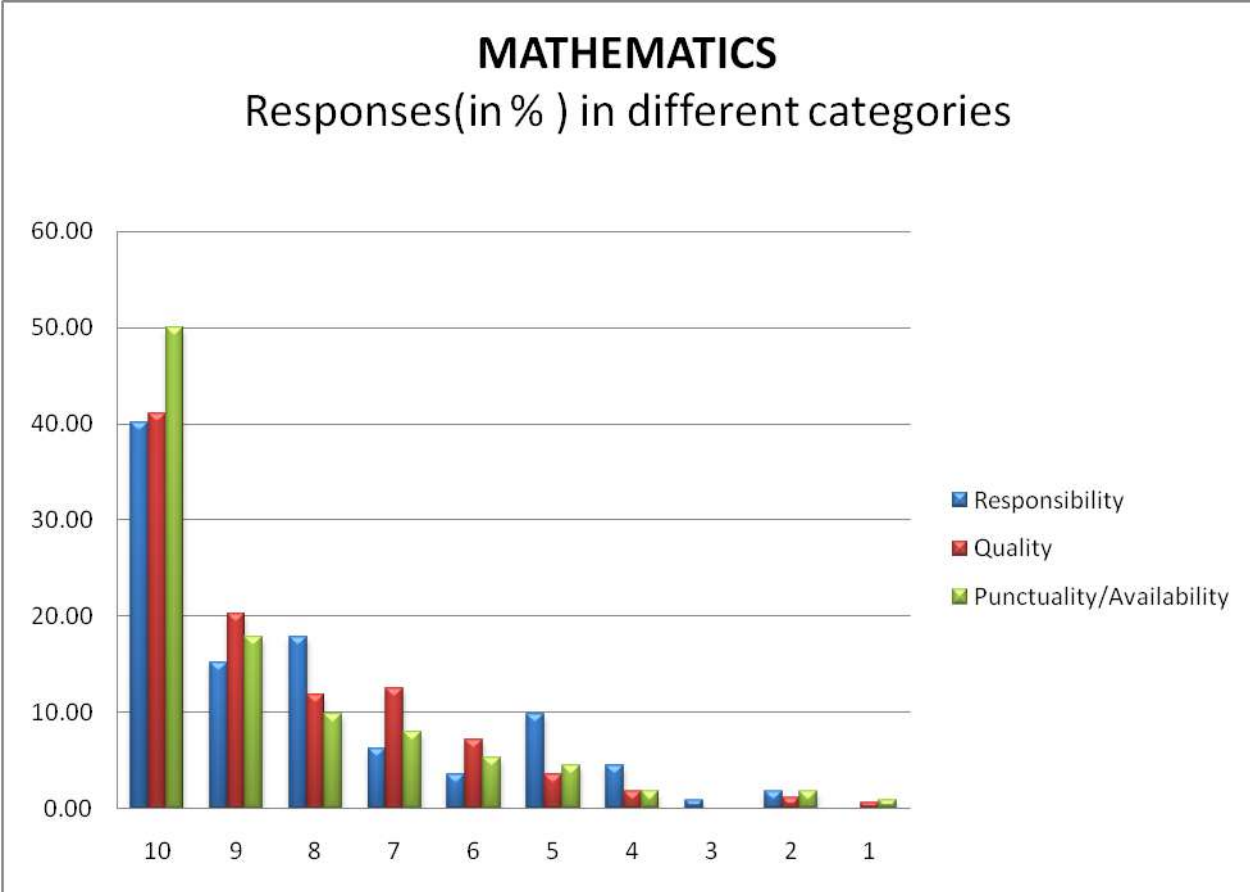
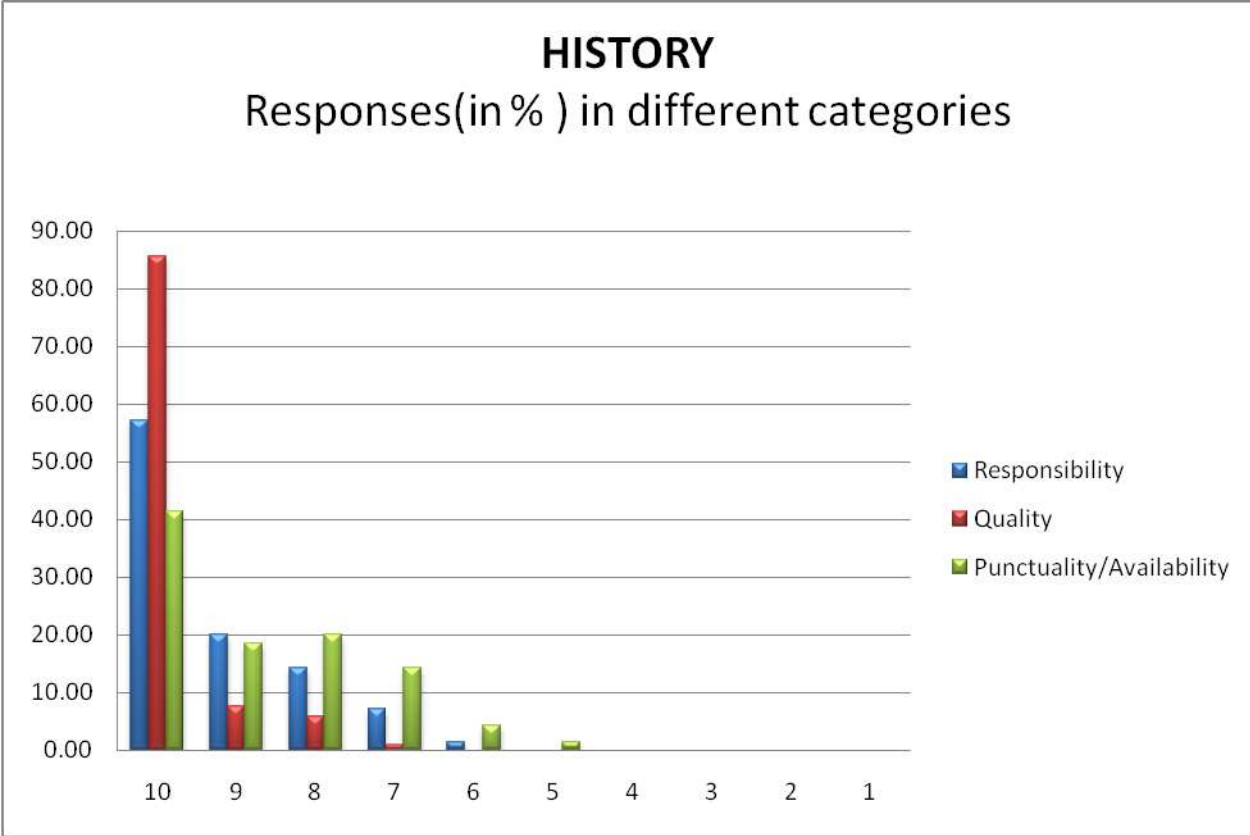


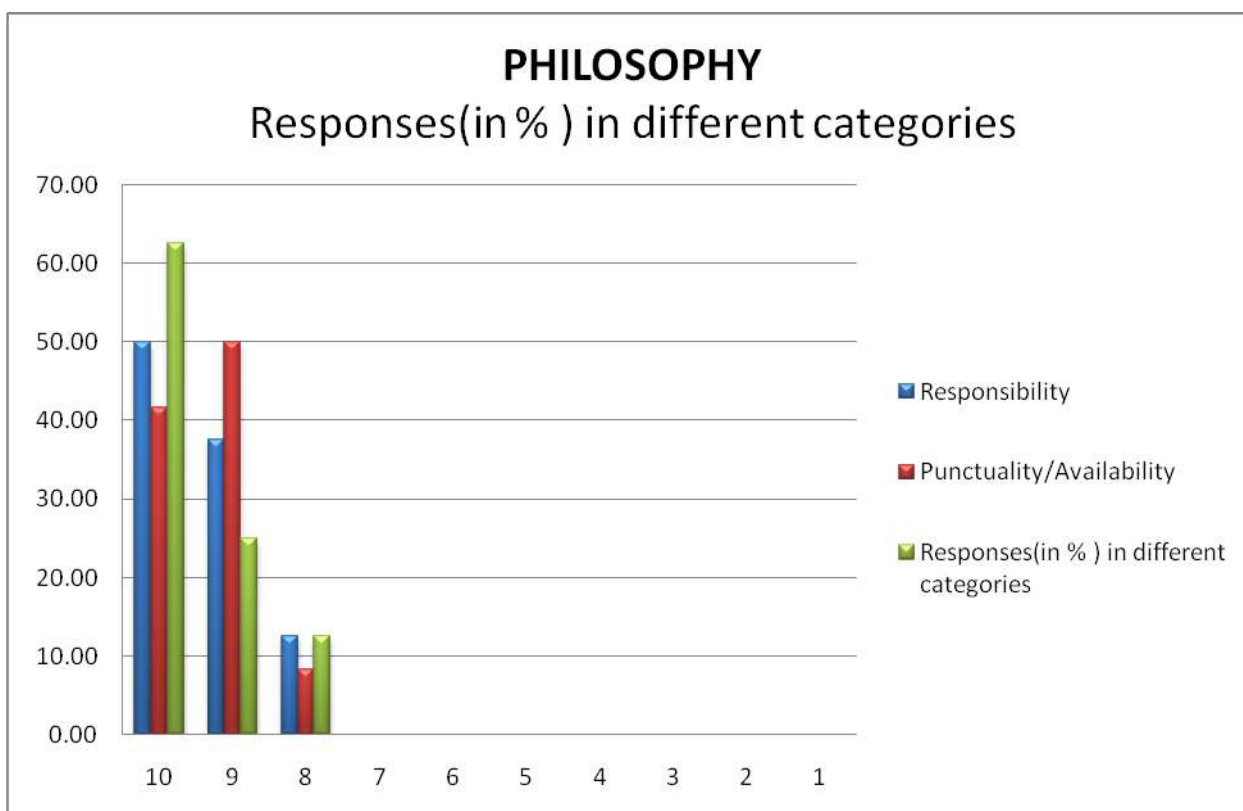
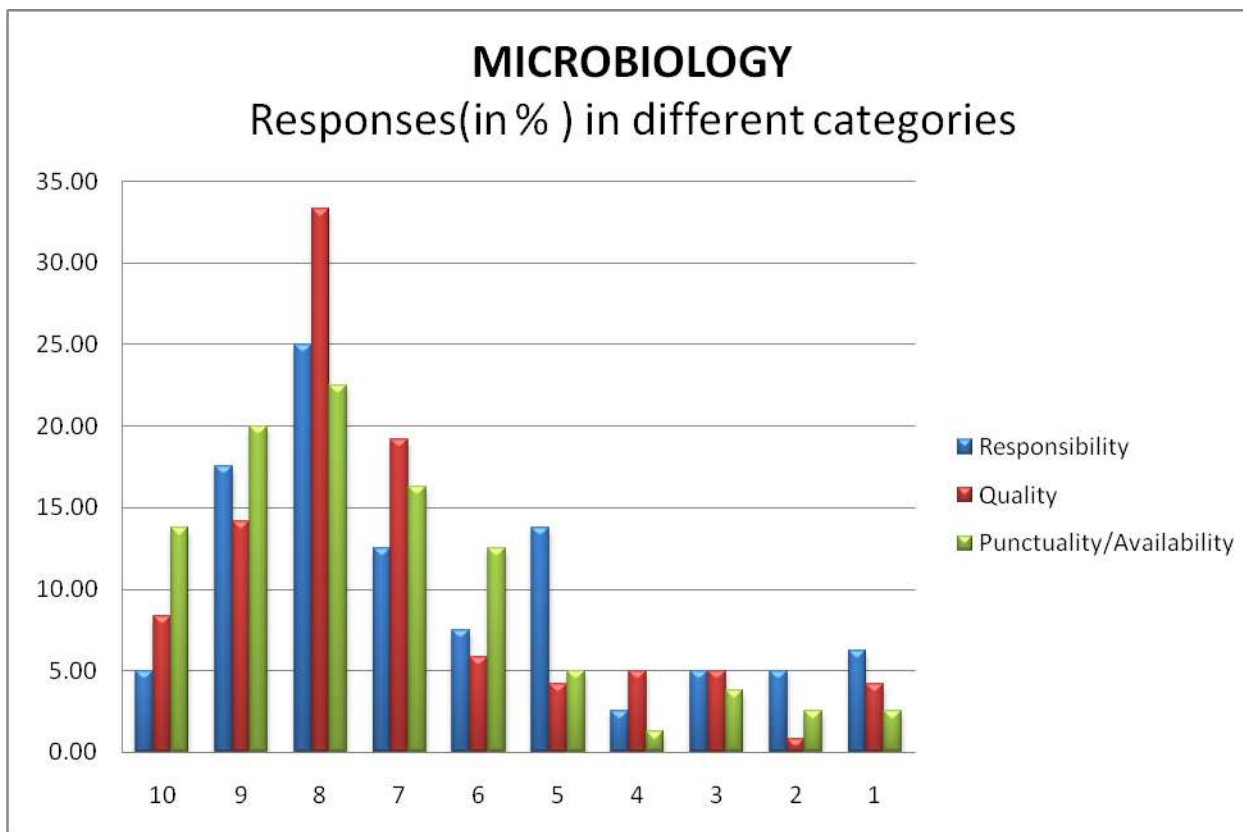
EDUCATION

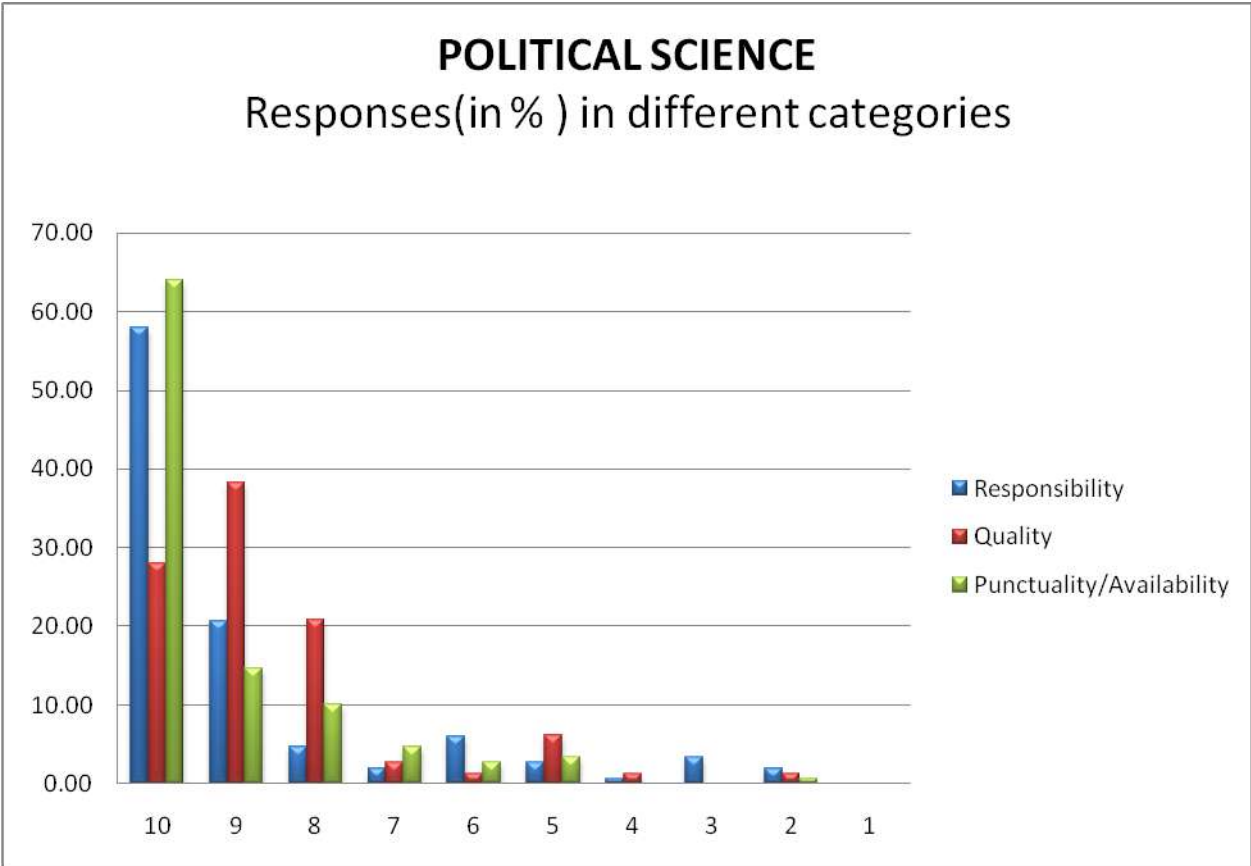
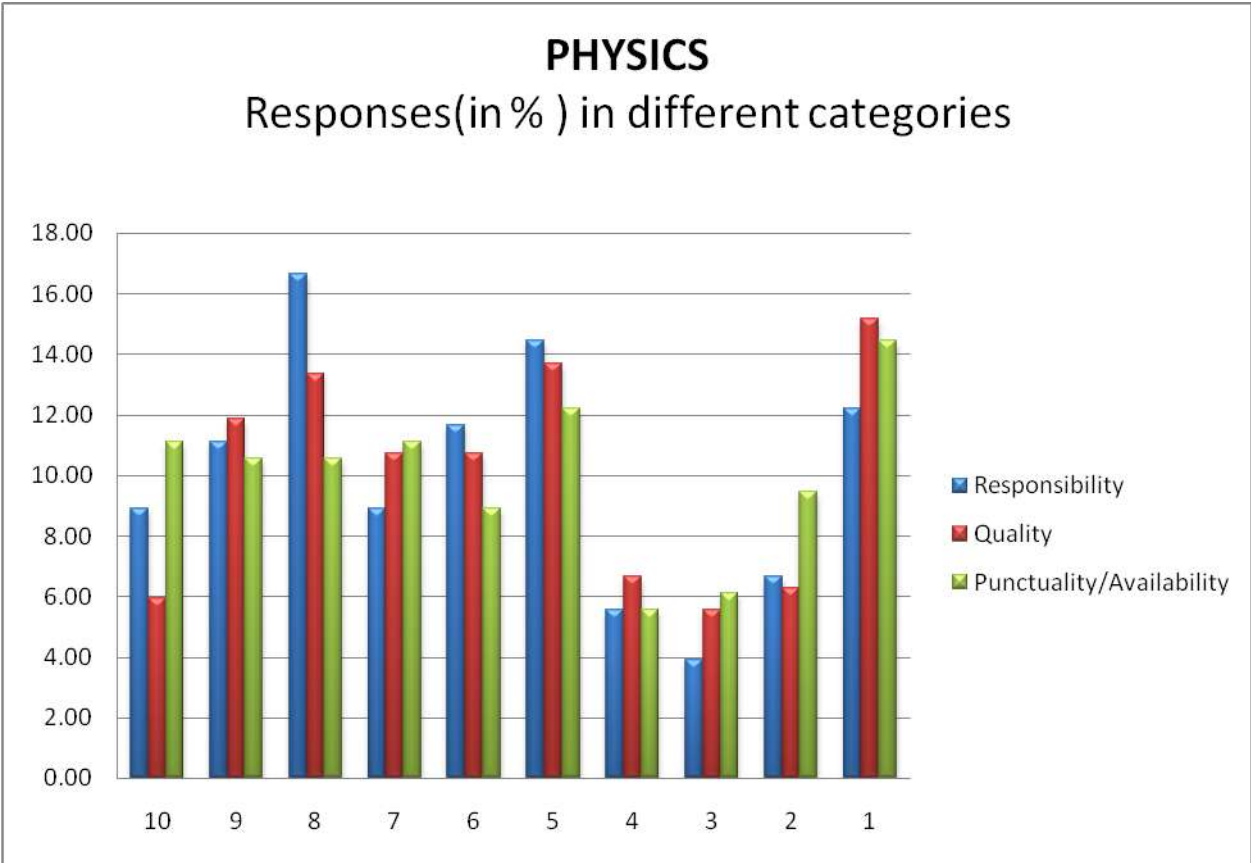
Responses(in %) in different categories





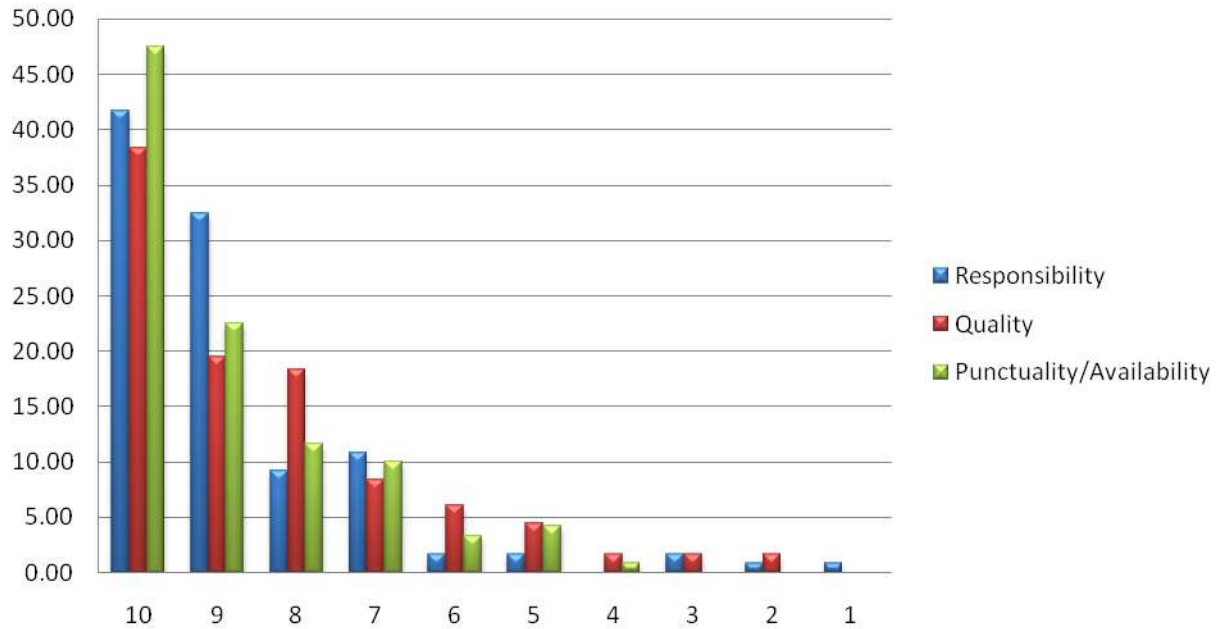






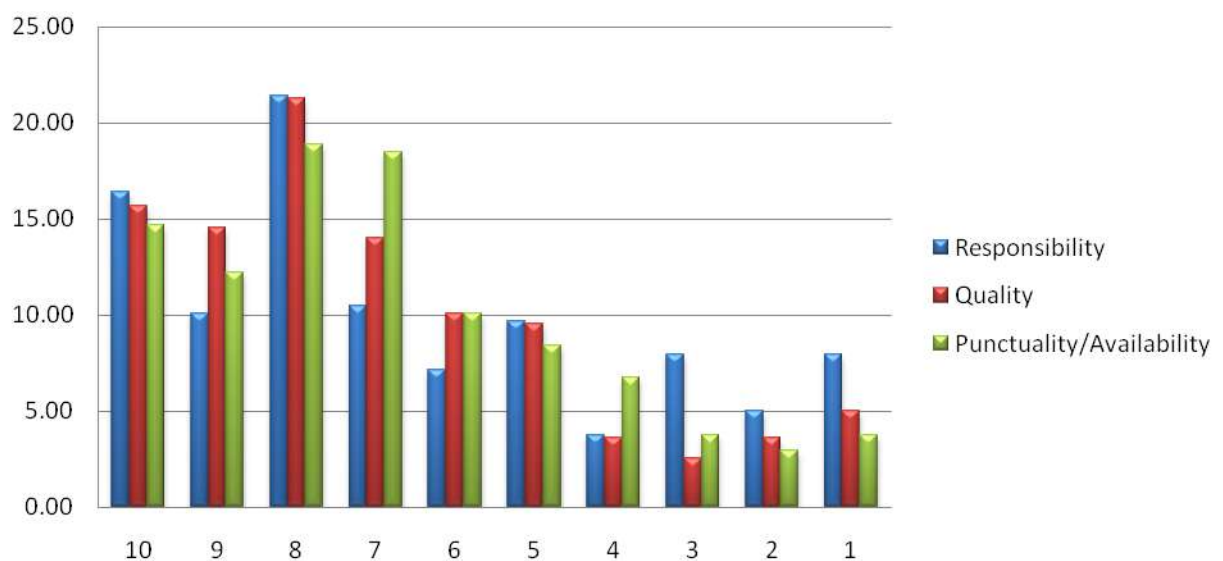
STATISTICS

Responses(in %) in different categories



ZOOLOGY

Responses(in %) in different categories



Annexure 5

Analysis of the Feed-back from Parents

The feed-back analysis is done by some of the departments chiefly to make the the parents aware of the activities and performances of their wards.They offer their feedback in a prescribed format about their wards and suggest certain constructive things about the respective department to which their wards belong. The departments also offer constructive suggestions about specific cases. Such interactions have been put on record and analysed.