The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

BIDHANNAGAR COLLEGE

GOVERNMENT OF WEST BENGAL
EB-02, SECTOR-I
SALT LAKE
KOLKATA-700064
WEST BENGAL

CONTENTS

Part – A

Part – B

The Annual Quality Assurance Report (AQAR) of the IQAC for the Year 2016-17

Part – A

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:

09903072249

Name of the IQAC Co-ordinator: ARUP KUMAR HAIT

Mobile: 09433878779

IQAC e-mail address: bnciqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   WBCOGN12751

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)/23/A&A/26.2
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your Institution's Accreditation Certificate)

1.5 Website address: www.bidhannagarcollege.org

Web-link of the AQAR: www.bidhannagarcollege.org/aqar.php

For exp. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	-	2006	5 years
2	2nd Cycle	B +	2.64	2017	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY   29/01/2013

1.8 AQAR for the year   **2016-17**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.   NA

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   .   NA

1.12 Name of the Affiliating University *(for the Colleges)*   WEST BENGAL STATE UNIVERSITY

1.13 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 [ ]

DBT 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 [8]

2.2 No. of Administrative/Technical staff [1]

2.3 No. of students [1]

2.4 No. of Management representatives [4]

2.5 No. of Alumni [1]

2.6 No. of any other stakeholder and

    community representatives [2]

2.7 No. of Employers/ Industrialists [0]

2.8 No. of other External Experts [2]

2.9 Total No. of members [19]

2.10 No. of IQAC meetings held [13]

2.11 No. of meetings with various stakeholders: No. [8]   Faculty [6]

      Non-Teaching Staff/ Students [1]   [0] Alumni   [01] Others

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 (tick the particular type)

Total No. 01   International ☐   National ☐   State ☐   Institution Level √

(ii) Themes   Psychological Counselling

2.14 Significant Activities and contributions made by IQAC

- The method employed for quality assurance and academic development is one of supervision and subsequent remedial measures.
- Given that it is 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.
- Based on the proposal of the IQAC, the admission procedure has been made online quite effectively since 2016.
- The IQAC monitors the process of Feedback Analysis so as to seek the appropriate remedial measures advised to be taken against the obvious limitations indicated by the students submitting feedback anonymously.
- The IQAC devises plans for the future academic growth and, where it is, more or less, assured, as in the case of class-room teaching and other academic activities, 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; scientific papers and articles are published in National and International journals. The situation appears to be changing or somewhat encouraging.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• WAN/ LAN be set up.	• WAN/LAN needed, yet to be set up. Initiation process for the work had been done.
• The College campus be made WIFI-enabled.	• Wi-Fi enabling had been done through JIO Connect.
• The Herbal Garden be better maintained.	• Renovation of the Herbal garden had been done and is now properly maintained.
• The Gymnasium be upgraded.	• Gymnasium is upgraded to multi-gym facility.
• PG Courses in English, Botany and Geography be introduced.	• Proposals for PG Courses in different subjects reviewed and proposal for introduction of PG Courses in Anthropology, Botany and Education has been initiated.
• Steps be taken for a Hostel for the Students at the earliest.	• Proposal for in-campus Girls' hostel is under process by the WBPWD.
• The Canteen be renovated.	• The old canteen considerably renovated.
• The Sick Room be done up	• Sick room is renovated and Dr. Kajari Lahiri is in-charge of the sick room.

Academic Calendar see Annexure-I

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

AQAR for the year 2016-17 was placed in the Governing Body meeting held on 2nd June 2018. After a good deal of deliberation and modification, the report was finally made and accepted for onward transmission.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	3	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	1*	0	01	01
Others	1**	0	0	0
Total	**21**	**0**	**01**	**01**

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

*The short-term Certificate Course is conducted within the College campus. The certificate is issued by NIELIT.

** PG Course in Zoology under NSOU (Distance Learning Study Centre)

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

Pattern	Number of programmes
Semester	03
Trimester	00
Annual	16

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [√]   Employers [ ]   Students [√]
    (On all aspects)

    Mode of feedback   :   Online [√]   Manual [√]   Co-operating schools (for PEI) [ ]

Please see Annexure-III & IV for student 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. Some of the senior teachers of this College do, however, act as members of the respective Board of Studies, who bear the responsibility to revise the syllabi for the better.
- At the Post-graduate level, the Departments do enjoy an academic autonomy. One important feature of the syllabi fashioned by the P.G. Departments is the inclusion of dissertation-presentation – a feature which helps develop the researching and analytical mind. The entire PG syllabus is remodelled regularly in the PG Boards of Studies, whereby certain quanta of recent development in the discipline are incorporated in the PG syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.   NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
102	55	42	1	4

2.2 No. of permanent faculty with Ph.D.

58

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
0	9	0	0	0	4	0	0	0	13

2.4 No. of Guest and Visiting faculty and Temporary faculty   12   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	29	2
Presented papers	10	26	0
Resource Persons	0	2	0

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

Emphasis is put on participatory programmes.

- Seminar talks by experts and the students' participation in the interactive sessions

- The students' seminars where the students give talks and some teacher(s) monitors the session as Chairperson.

- Workshop too is held for active participation.

- Field Trips, in which students are free to get involved on multiple levels.

- Audio visual aids, punctuated by commentary and interactions from students

- Peer Teaching

- Group Discussions, in which the teachers are just monitors

- Real life Data Analysis, done by the student alone with methods of their own

- Use of free e-book

- Surprise test

- Computer-aided teaching and learning

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

180+ 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, 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 process.

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

19	0	2

2.10 Average percentage of attendance of students

| 76.7 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	192	NA	25.52	40.62	NA	66.14
PG	68	NA	97.06	1.47	NA	98.53

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

Three things are done at interval –
    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, in general and in particular;
    b) Meeting with the parents for give-and-take of feed-back;
    c) Meeting with the departments severally to discuss remedial measures to be taken.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other Institutions	0
Summer / Winter schools, Workshops, etc.	2
Others	1

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	18	6	06	00
Technical Staff	11	9	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has formed a sub-committee for research and development, inspiring the teachers for seminar-presentation, to get their articles published in reputed journals, preferably peer-reviewed, and to apply for different research projects from the UGC and the other funding agencies like DST, ICMR, MOFPI.

Under the leadership of the IQAC, the Committee deals with the UGC-related matters, making the teachers aware of the various Research schemes and Fellowships, and encourage them to make the most of them.

As recommended by the IQAC, the 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	0	4	0	1
Outlay in Rs. Lakhs	-	65.35	-	32

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	5	1	1
Outlay in Rs. Lakhs	6.6	13.0	2.1	6.2

3.4   Details on research publications

	International	National	Others
Peer Review Journals	29	7	
Non-Peer Review Journals	0	0	4
e-Journals	2	0	
Conference proceedings	0	8	

3.5 Details on Impact factor of publications:

Range [0.22-4.20]   Average [1.83]   h-index [18*]   Nos. in SCOPUS [15]

*The figure is reached by using the standard method with which to decipher the h-index. The citation-data are collected from the *Scopus* and the *Google Scholar.* Account is taken of the publications of the members of the Faculty working in the College before June, 2017.

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 (in lakh)	Received (in lakh)
Major projects	2/3	MOFPI, WBDBT	65.35	24.97
Minor Projects	2	UGC	21.70	5.50
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			**87.05**	**30.47**

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | 09 |

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For Colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | DST-FIST |

3.10 Revenue generated through consultancy | NA |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3	1	0	2
Sponsoring agencies		UGC	Tara Prakashani, Kolkata		Calcutta Statistical Association, Kolkata & Bidhannagar College

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs:

From funding agency   UGC, WBDBT, MOFPI | 30.47 |

From Management of University/College | 0 |

Total | 30.47 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
1						1

3.18 No. of faculty from the Institution who are Ph. D. Guides | 4 |

   and students registered under them | 5 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 2 | SRF | 2 | Project Fellows | 1 | Any other | 1 |

3.21 No. of students Participated in NSS events: 234

University level | √ | State level | √ |

National level | | International level | |

3.22 No. of students participated in NCC events: NA

University level | | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS: NIL

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC: NA

University level		State level	
National level		International level	

3.25 No. of Extension activities organized: 4

University forum		College forum			
NCC		NSS	√	Any other	

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

- A seminar on food adulteration is organised on 27.09 2016.

- The NSS Unit organized a free eye check-up camp in collaboration with the ASG Eye Hospital of Lake Town, Kolkata-48 on the 8th and the 9th December, 2016.

- An awareness programme on cleanliness and environment pollution was held on 27.02.2017 in the slum area of Duttabad, Kolkata, and some VATS are donated to the people of the said area.

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	34	28	Govt of WB	62
Laboratories	25	8	Govt of WB	33
Seminar Halls	1	1	Govt of WB	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.244,693/- + Rs 2622,652/- + Rs 443,100/- + Rs 414,317/-	Govt of WB	Rs.3724,069/-
Others	-	Rs 125,265/-	Govt of WB	Rs 125,265/-

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 (online public access catalogue) facility.
- ❖ Most of the administrative works are being done by using computer; the software-based system is yet to be introduced for better administrative cohesion and effectiveness.
- ❖ In respect of financial transactions however, WBIFMS is the integrated financial management system enabling all transactions done fully online.
- ❖ Admission to the different Courses, UG and PG, has been effectively done online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value(Rs)
Text Books	52,754		257	1,38,234/-	53,011	
Reference Books	935		50	10,000/-	985	
e-Books*	3135809+					5750/-
Journals			1	6,250/-	1	6,250/-
e-Journals*	6237+					
Digital Database			1 (KOHA software)	2,71,619/-	1	2,71,619/-
CD & Video	-	-	-	-	-	-
Others (specify)**			4			4080/-

*as in INFLIBNET NLIST Programme
**Magazines

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	85	04	0	-	-	12	63	10
Added	30	0	0	-	-	0	29	1
Total	115	04	0	-	-	12	92	11

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.
❖ Training done for some of the staff for the implementation of WBIFMS.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.45

ii) Campus Infrastructure and facilities

3.90+*

iii) Equipments

0.0

iv) Others

7.70

Total :

12.05+*

+*WBPWD has been in charge of maintaining the campus and the infrastructure, all major
expenditure incurred for the civil and electrical maintenance being funded directly by the Govt
of West Bengal.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ 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.
- ❖ In addition to the CCTV surveillance, an anti-ragging Committee and a Squad have been keeping constant watch over any possibility of ragging.
- ❖ 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 the UG and/or 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.
- ❖ A multi-gymnasium and a Sick room for the student are set up.

5.2 Efforts made by the Institution for tracking the progression

- ❖ The College is yet to develop a mechanism for documentation of students' progression. After a fashion however, each Department maintains some sort of a database which is shared and effectively used on significant occasions.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
900	151	5	1

(b) No. of students outside the state

5

(c) No. of international students

1

Men

No	%
524	49.5

Women

No	%
533	50.5

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
650	125	37	92	00	901	691	213	29	124	00	1057

Demand ratio: 7.49:1   Dropout %: 12.9

Demand Ratio = Number of Applications to number of seats

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

* "Dropout" includes all those who might in all probability have left this College in the first year in response to some 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

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 | 4 | SET/SLET | 1 | GATE | 2 | CAT | 0 |

IAS/IPS etc. | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

No. of students benefitted | - |

5.7 Details of campus placement: NIL

| | *On campus* | | *Off Campus* |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |

5.8 Details of gender sensitization programmes | NIL |

5.9 Students Activities

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

State/ University level | 20 | National level | - | International level | - |

No. of students participated in cultural events

State/ University level | - | National level | - | International level | - |

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

Sports: State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution	0	-
Financial support from Government	288	-
Financial support from other sources	24	-
Number of students who received International/ National recognitions	02	-

5.11   Student organised / initiatives: NIL

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 | NIL |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Multi-level involvement of the academic staff as well as the office under the leadership of the Principal 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 has a management Information System

The management is supported by a number of sub-committees formed by the Teachers' Council and the IQAC. They work in coordination with the Officer-in-Charge/ the Principal. Any specific work like admission to the UG Courses is undertaken officially by the relevant Committee. The work being over, they submit a report to the Principal/ Officer-in-Charge, containing all relevant pieces of information like those of difficulties faced, if any, 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:

     6.3.1   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 the 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 approves it for onward transmission and approval.

- ❖ As recommended by the IQAC, the 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
    - ▪ The Central Library, more or less computerized, rich in 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 the relevant notices.

- ❖ 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 schemes for

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** **For health support 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 the Accountant General, West Bengal intermittently.

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	IQAC
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes: NA

For PG Programmes   Yes √   No ⬜

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 Alumni Association has been registered 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 to discuss areas of concern and collectively resolve the problems, if any.

6.13 Development programmes 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
- ❖ Vapour lamps are replaced by LED lamps

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.

➢ Completion of the new building has led to the shifting of ten Departments, thus providing more space. As a result, there is no space-crunch, as of now.

➢ Two virtual class rooms are set up.

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

- Wi-Fi enabling had been done through JIO Connect.
- Renovation of the Herbal garden has been done and is now properly maintained.
- Gymnasium is upgraded to multi-gym facility.
- Proposals for PG Courses in different subjects reviewed and Proposal for PG introduction in Anthropology, Botany and Education has been initiated.
- Proposal for in-campus Girls' hostel is under process by the PWD.
- The old canteen considerably renovated.
- Sick room is renovated and Dr. Kajari Lahiri is in charge of it.

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

i. Exposure of students to working with NGO -Shikshaniketan, Village & P.O. Kalanabagram, Bardhaman*

ii. Eye Check up Camp*

see annexure-II

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 off the lamps and the fans as and when required. 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 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 set up in the new building.

- Power-run equipments, such as ACs, laboratory appliances, are regularly maintained (by WB PWD Electrical) so as to avoid extra consumption of power.

Use of solar energy is made within the College campus. Most of the units of the College in the old building 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 hailing 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.
Separate disposal techniques are used for the varied waste- hazardous and non-hazardous.
The non-hazardous solid waste is cleared up by the local municipal corporation on a regular basis. For the hazardous liquid-waste a well protected pit has been dug up to take in the waste released by different Departments such as Chemistry, Microbiology and Zoology.

❖ **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 build 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.

➢ LAN is yet to be set up so as to get mutually connected to each other for a better and more effective e-governance. Paperlessness is yet a vision.

➢ The College is yet to develop a mechanism for documentation of students' progression.

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.

➢ 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**

1. Proposals for introduction of PG Courses in Anthropology, Botany, Education and Geography to be sent to the higher authority for approval.
2. Bio-anthropological laboratory be set up.
3. Seminars and /or workshops – at the national and/or international level – be held by Departments such as Education, Anthropology, History, Microbiology, Zoology, Philosophy as well as the IQAC.
4. A virtual Herbarium be set up under the care of the Department of Botany.
5. Intensive tutorial classes be held by the Department of Economics chiefly as help for the PG admission-seekers to the renowned Institutes like ISI, DSE, JNU.
6. Smart class rooms be set up for the Departments of Economics and Statistics plus all the Humanities Departments, inclusive of all aids needed for teaching-intensive programmes on a regular basis.
7. Inter-disciplinary course-curriculum at the PG level be introduced at the earliest by the Department of Zoology.
8. Computer-laboratories be set up for Physics and Statistics.
9. A separate section for the periodicals be made.
10. Online access to journals be made.
11. Wi-Fi needs to be re-set.
12. LAN needed.

Name   Mr. Arup Kumar Hait

_____

Signature of the Coordinator, IQAC

Name   Dr. Madhumita Manna

_____

Signature of the Chairperson, IQAC

_____***_____

Abbreviations

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

****

ACADEMIC CALENDER, 2016-2017

BIDHANNAGAR COLLEGE

MONTH	DATE	EVENT
Jul 2016	Monday, 18th	2ND AND 3RD YR CLASSES RESUME
Aug 2016	Monday, 8th	1ST Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm
	Monday, 15th	Independence Day celebration
Sept 2016	Thursday, 22nd	Distribution of awards/medals for the last academic yr
	Friday, 30th	Mahalaya
Oct 2016	Saturday, 1st	Puja Vacation begins
Nov 2016	Thursday, 10th	College reopens
	Tuesday, 15th	Departmental class test-50 marks(Hons) 1st and 2nd yrs(To be conducted departmentally)
	Monday, 21st	Declaration of result
	Saturday, 26th	Parent-Teacher meeting for 1st and 2nd yr students
Dec, 2016	End of December	College Fest
Jan 2017	Saturday, 7th	College annual sports
	Monday, 16th to Saturday, 21st	Selection test for 3rd yrs (Hons) 4X100 marks
	Thursday, 27th	Remedial classes for 3rd yr students to commence

Feb 2017	Tue 7th	Declaration of results of 3rd yr selection test
March 2017	Date to be notified	University form filling up for 3rd yr students
	Monday, 6th to Tuesday, 7th	Selection test for 2nd yr (Hons) 2X100 marks
	Wednesday 8th to Saturday 11th	2nd yr Selection Test: Hons Practical
	Monday, 13th to Tuesday, 14th	Selection Test for 1st Yr (Hons) 2X100 marks
	Wednesday, 15th to Saturday, 18th	1st Year selection test: Hons practical
	Monday, 20th to Friday, 24th	2nd 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 27th	Remedial classes for 1st and 2nd yr students to commence
Apr 2017	Saturday, 8th	Declaration of results of both 1st and 2nd yr selection test
	Saturday, 15th	Supplementary Examinations of both 1st and 2nd yr
	Tuesday , 18th	Declaration of results of Supplementary Examinations
	Date to be notified	University form filling up for 2nd yr students
	Date to be notified	University form filling up for 1st yr students

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

Best Practice –I

1. Title of the Practice (2016-17)

Exposure of students to working with NGO -Shikshaniketan, Village & P.O. Kalanabagram, Bardhaman

2. Goal : To provide exposure to the students on the working of NGO – Shikshaniketan and a first –hand training to the students regarding method of carrying out development work pertaining to education of a civil society organisation (Here Shikshaniketan) the   underprivileged tribal and   children of economically weaker sections of the locality .

3. The Context: Shikshaniketan is a Non Government Organisation located in village Kalanabagram in Bardhaman. This organisation predominantly works on imparting education to the children from the tribal and economically weaker section in the adjacent areas. This organisation was formed in the year 1935 by Freedom fighter Bijoy Kumar Bhattacharya, who was an ardent follower of Gandhian philosophy. He set up the Institution with the philosophy of imparting education based on Gandhian value system and Rabindranath Tagore's Shantiniketan model of Institution.

With the speed of time, the organisation has gradually expanded its horizon and initiated multifarious development projects with a philanthropic goal for the communities at large. The areas where the Institution is working on at this point of time are educational, health and social work.

DEVELOPMENT PROJECTS OF SHIKSHANIKETAN

The different forms of development projects which this community is working on are mentioned hereby:

1) **EDUCATIONAL**
   a) Rajiv Gandhi Creche Scheme (*Sishu Laloni*)
   b) *Manjusha Tarangini Sishu Bhavan* (Pre-primary School)
   c) *Acharya Promothonath Buniyadi Bidyalaya* (Primary School)
   d) *Arobindo Prakash Vidyayaton* (Secondary School)
   e) *Rabindra Mukto Vidyalaya* (Open Schooling for X & XII)
   f) *Adivasi Ashram Chatrabas* (Tribal Boys Hostel)
   g) *Harijan Ashram Chatrabas* (Boys Hostel for Schedule Caste)
   h) *Shikshaniketan Chatrinibas (Girls Hostel)*
   i) *Nibedita Bhavan* (Girls short stay home)
   j) *Asutosh Granthagar (Library)*

2) **HEALTH**
   a) *Asutosh Chokhu Chikitsha Kendra* (Eye Clinic)
   b) *Rama Ray Sebakendra* (Allopathic treatment centre)
   c) *Niranjan Roy Sishu Sastha Kendra* (Homeopathic treatment centre)
   d) *Abdus Sattar Donto Chikitsha Kendra* (Dental Clinic)
   e) *Mahuasil Seba Kendra* (Gynaecological Clinic)

3) **SOCIAL WORK**
   a) *Sanitary Mart*
   b) *Water Testing Centre*
   c) *Waste Management*
   d) *Ma Sarada Shradhasram (Old Age Home)*

4. The Practice:
Date of study tour: 21/3/2017

Place of visit : **Shikshaniketan ,Village & P.O. Kalanabagram, Bardhaman.**

5. Evidence of Success The students of Department of Anthropology, Bidhannagar College (1st Year, 2nd Year & 3rd Year Anthropology Hons) escort by 6 departmental faculties reached Shikshaniketan on 21st March, 2017 morning. After reaching the place they started interviewing the Secretary of the Organisation, Mr. Gyanendra Biswas. The students started using their anthropological techniques of data collection like Observation and Interview and started collecting different types of information related to the different Development projects. They started visiting each of the aforesaid projects and interacted with the students as well as the teachers of the Institution from crèche to the secondary, and the different training units of handicrafts. They also visited the organic cultivation units of the organization and the newly established sericulture unit developed in the organization. The students collected quantitative as well as qualitative information on the working modalities and the yields of their efforts.

This visit helped the students to understand a specialized field of Anthropology viz. Applied-Action & Development Anthropology. The visit will help the students immensely to venture into a probable area of their future probable professional forefront in the NGO employment scenario.

Interacting with students of Siksha Niketan Kinder Garden Section at the Siksha Niketan

Our Students interacting with students of Siksha Niketan Performance by students of Siksha Niketan

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

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 : 033-23374761   Fax: 033-23374782
Website: www.bidhannagarcollege.org   E-mail : bidhannagarcollege@gmail.com
Mobile: 9903072249

Best Practice – II

1. Title of the Practice (2016-17)

Eye Check up Camp

2. Goal:
The basic objective of the EYE CHECK UP PROGRAMME was to create a general awareness among all sections of people of the College so that they become cautious about one of the most important organ in our body. The people should not have any sort of negligence from their part in dealing with their eyes. They should aware of the fact that as soon as there would be any problem regarding eyes they should consult an eye specialist as well as the people should go through a thorough eye check up at least once in a year.

3. The Context:

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

4. The Practice:

The NSS Unit of Bidhannagar College organized a free eye check up camp in collaboration with ASG Eye Hospital of Lake town, Kolkata-48 on 8th and 9th December, 2016 in the seminar room of the College. The camp continued from 11 am to 4 pm. in both the days.

5. Evidence of Success:

Students, Teachers and non teaching staff of Bidhannagar College took part in this programme. 41 Teachers, 75 students and 15 non teaching staff availed the opportunity of this eye check up camp. The Students, Teachers and non-teaching Staff took part in this programme with great interest. Eye experts of ASG Eye Hospital of Lake town, Kolkata-48 examined the eyes of all participants through modern instruments with great care. They provided the prescriptions to the all participants and they also provided the opportunity of eye checks up in that Hospital within one month with free of cost with their family members.

Eye Check up camp at Bidhannagar College

6. Problems Encountered and Resources Required: Greater no of participants were anticipated.

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 : 033-23374761   Fax: 033-23374782
Website: www.bidhannagarcollege.org   E-mail : bidhannagarcollege@gmail.com
Mobile: 9903072249

BIDHANNAGAR COLLEGE

EB-2, Sector 1, Salt Lake City,
Kolkata-700064, India

Under Graduate

STUDENTS FEEDBACK ANALYSIS

2016-17

Analysis of UG Student Feedback for the Academic Year 2016-2017

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 UG Department in general and the Teachers in particular. In quest of some sort of objectivity, only the outgoing 3rd year students of each UG Department are called upon to respond to the questionnaire, severally.

A. Analysis of the College-level Infrastructural Facilities and Activities:

The 9 item questionnaire relates to the College level Infrastructural facilities and activities. 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 method quantification employed has a number of steps undertaken serially.
- **Step-1:** 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-2:** For each of the 9 items, the 'score' of the College-level Infrastructural facilities and activities at first computed for each of the 16 departments, therefore score for the College is prepared to make a visual representation on the basis of the average over department-wise scores, in which the high value (towards 5) indicates good performance and the low value (towards 1), poor.
- **Step-4:** Bar Diagram is prepared on the scores over 9 different items representing College-level Infrastructural facilities and activities.
- **Step-5:** Bar Diagrams on the scores are prepared for each of the 9 different items over all the 16 departments.
- **Step-6:** In order to get a single index over 9 items for a specific year, we have taken the average of the 9 indices. Thus a single composite index for the College is obtained.
- **Step-7:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 1.

Following the above steps, we found the normalized score of the College on Infrastructural facilities and activities is **0.699**

Item-wise Rating by the Students
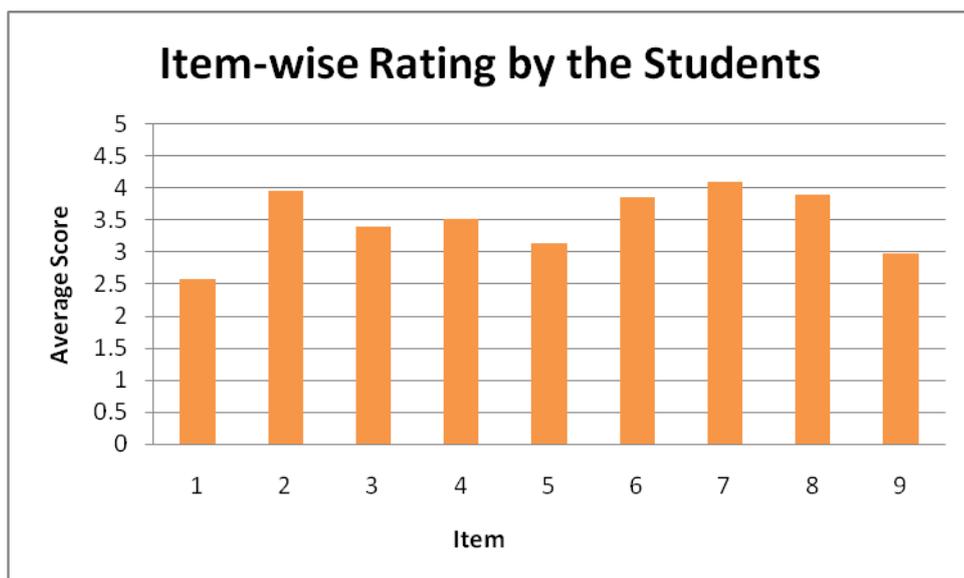
1. Cleanliness of Toilets, 2. Cleanliness of Campus, 3. Administrative Help, 4. Environment for Co-curricular Activities, 5. Scope for Indoor Games, 6. Environment for Cultural Activities, 7. Central Library Books: Availability & Access, 8. Co-operation of Library Staff, 9. Access to Online Academic Resources.

## Subject-wise students' response on the infrastructure of College:

Cleanliness of Toilets

Cleanliness of Campus

Administrative Help

Environment for Co-curricular Activities

Scope for Indoor Games

Environment for Cultural Activities

Central Library Books: Availability & Access

Co-operation of Library Staff

Access to Online Academic Resources

Overall Infrastructure & Activities
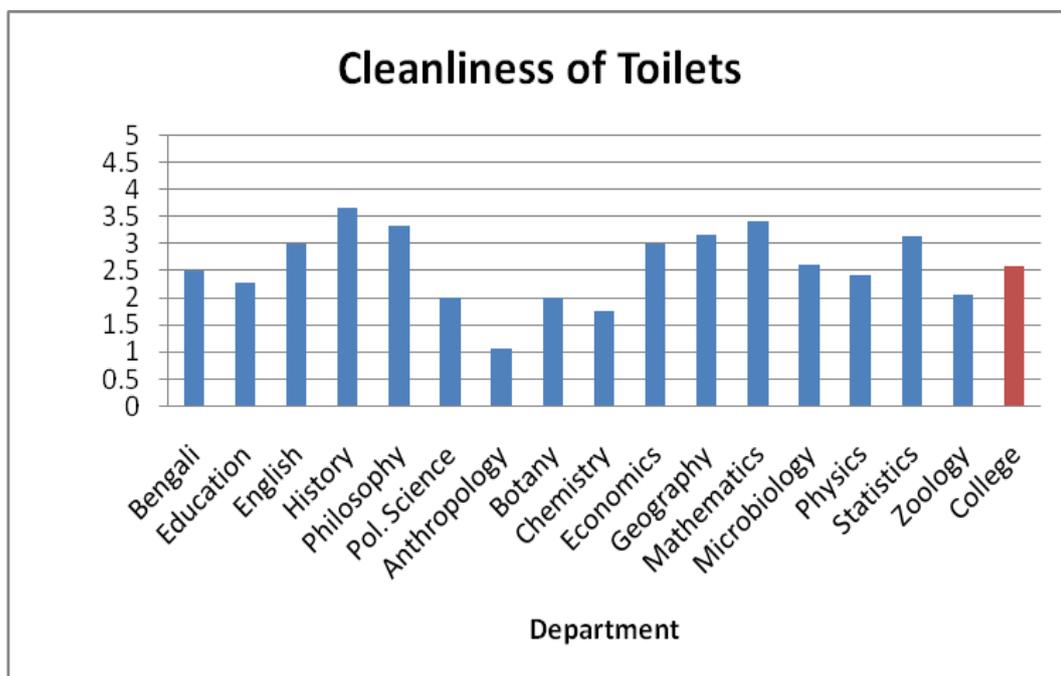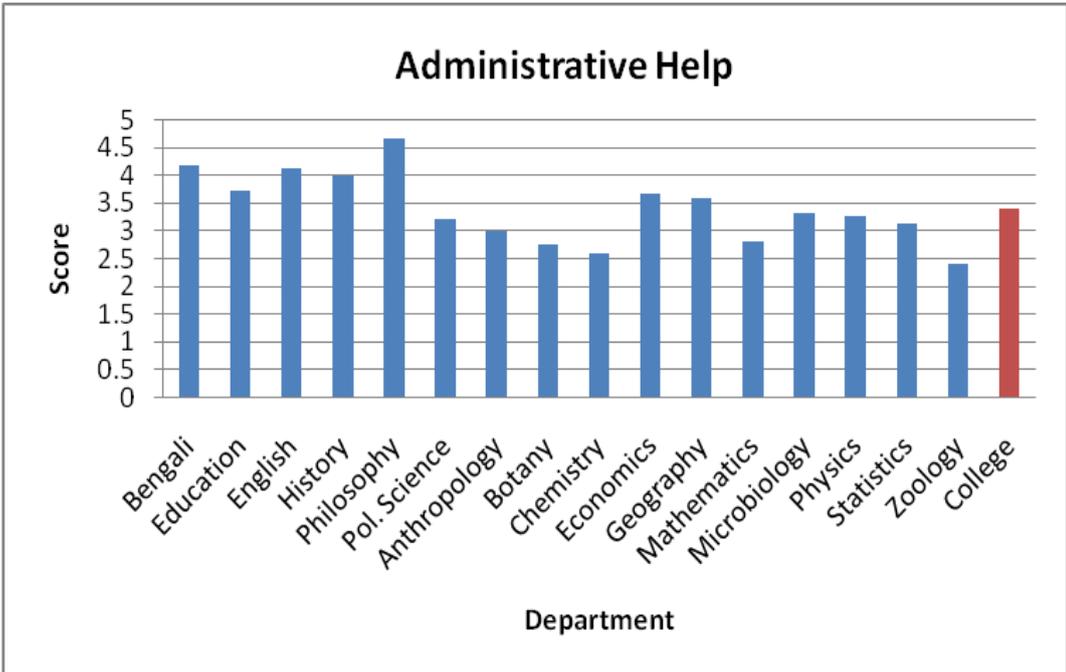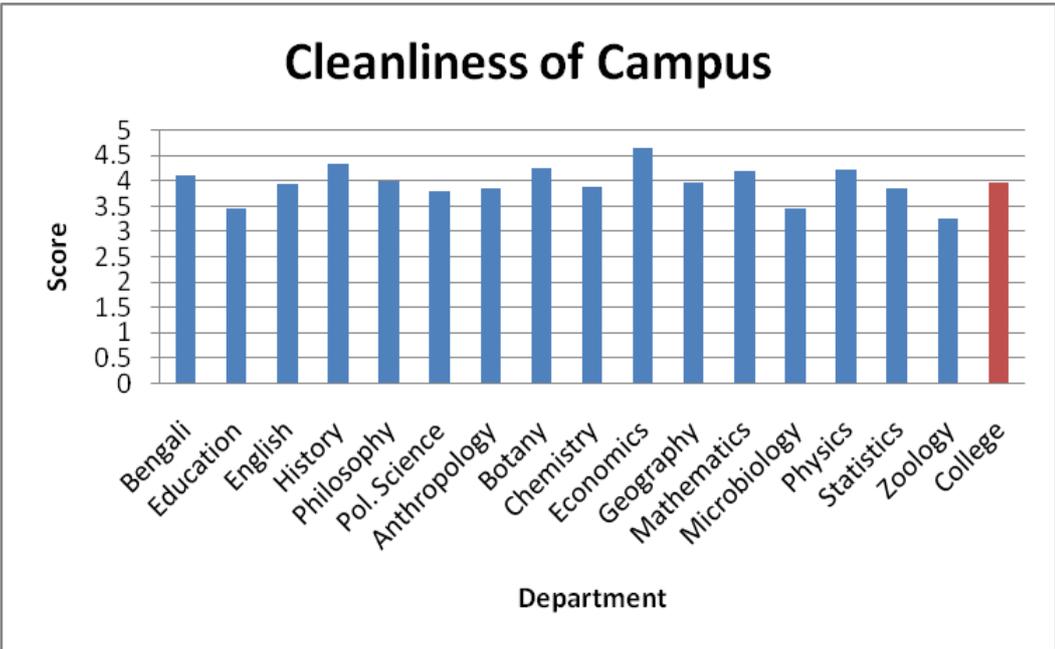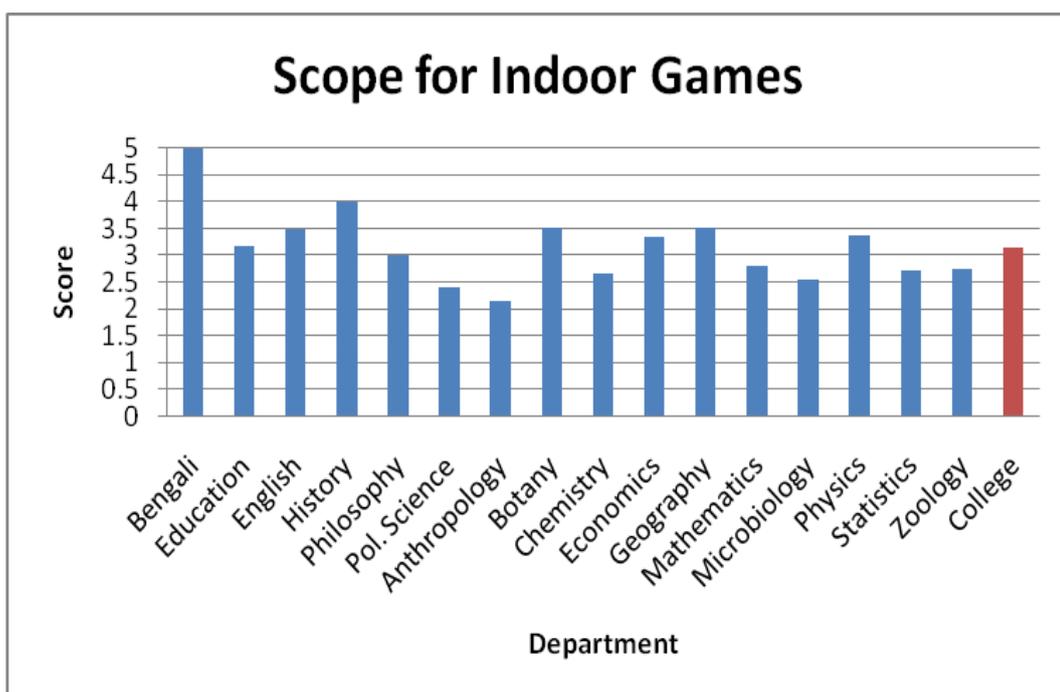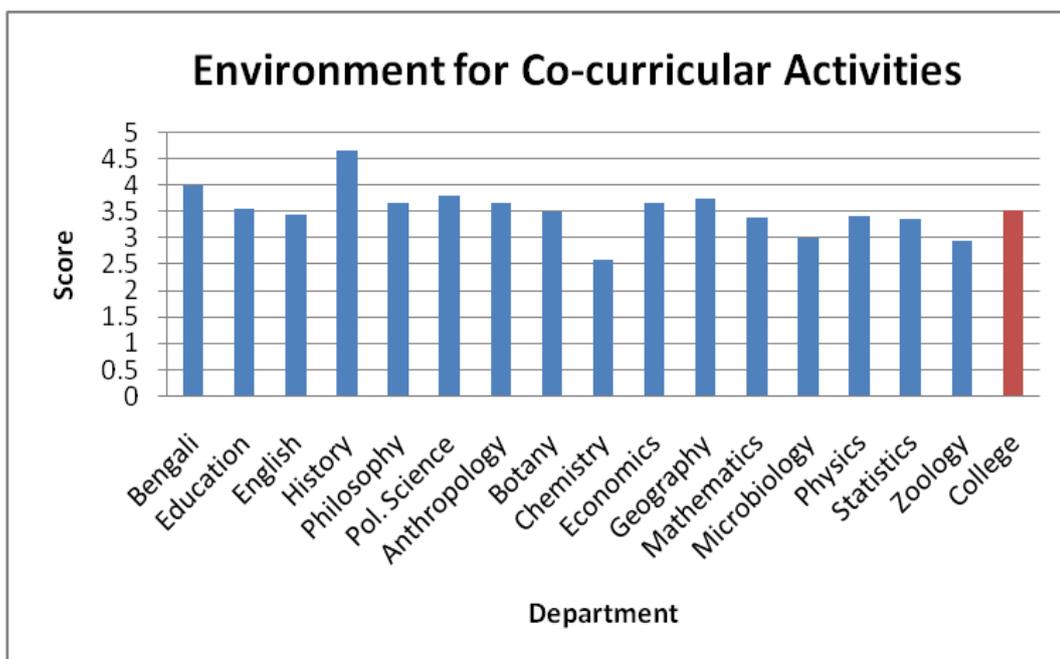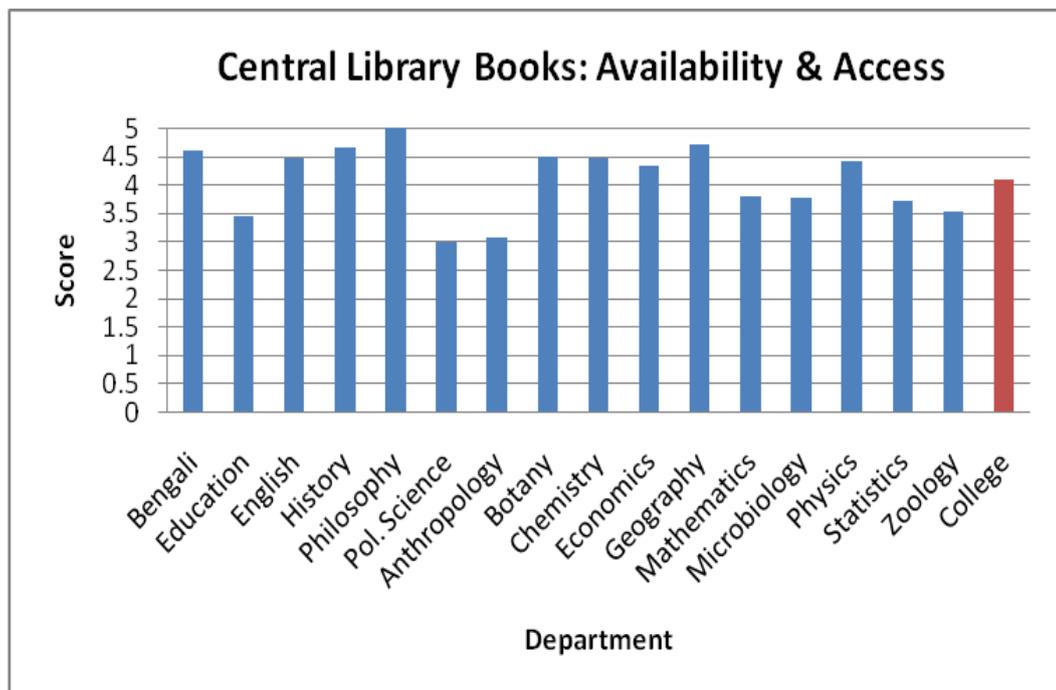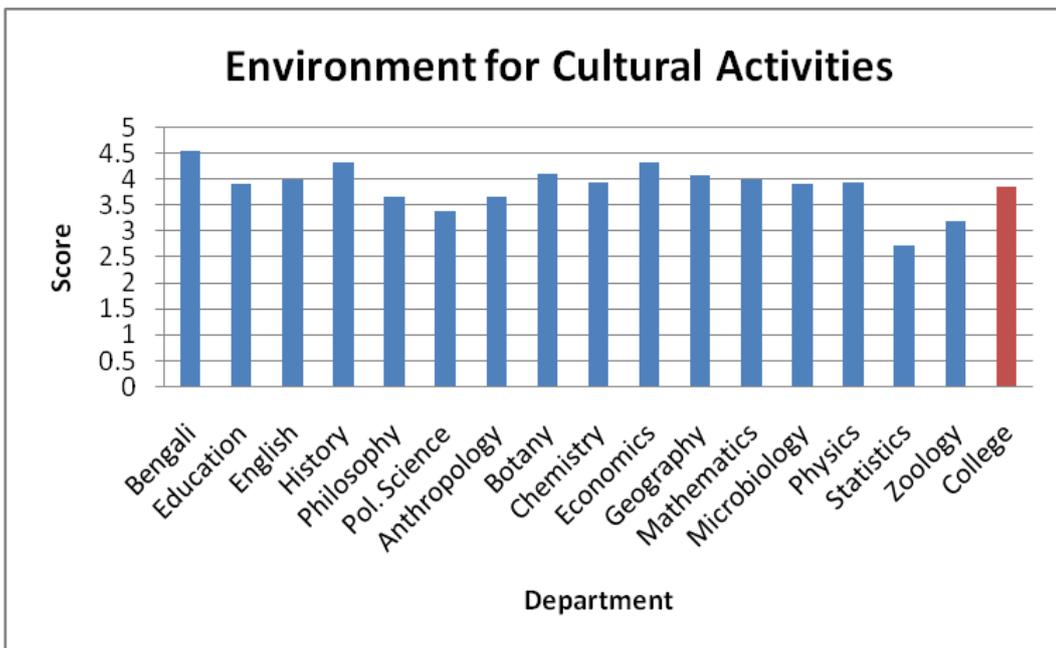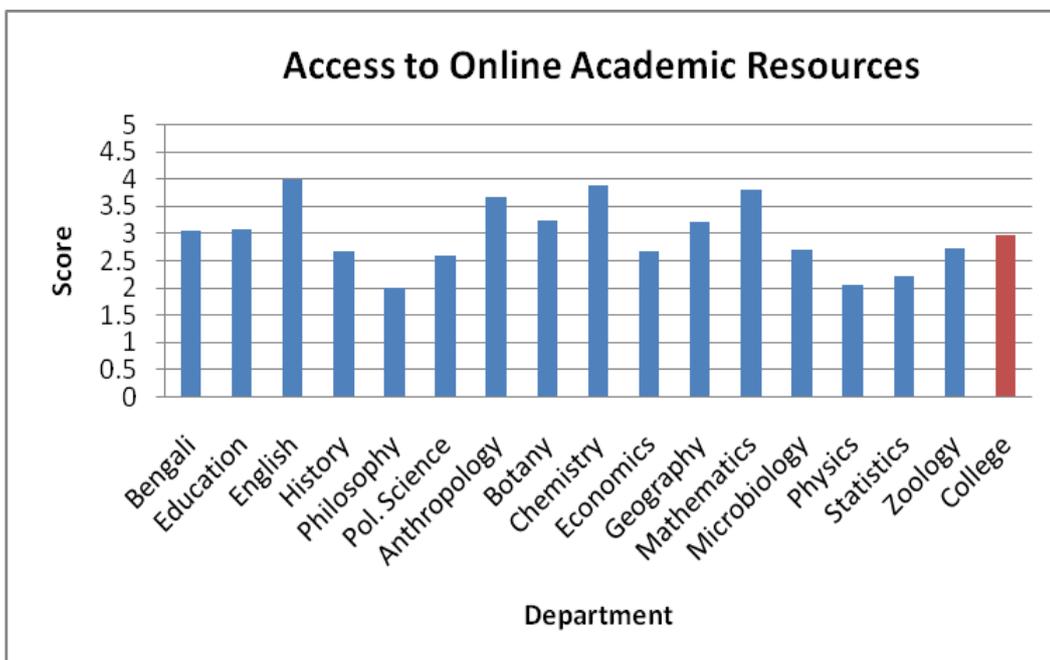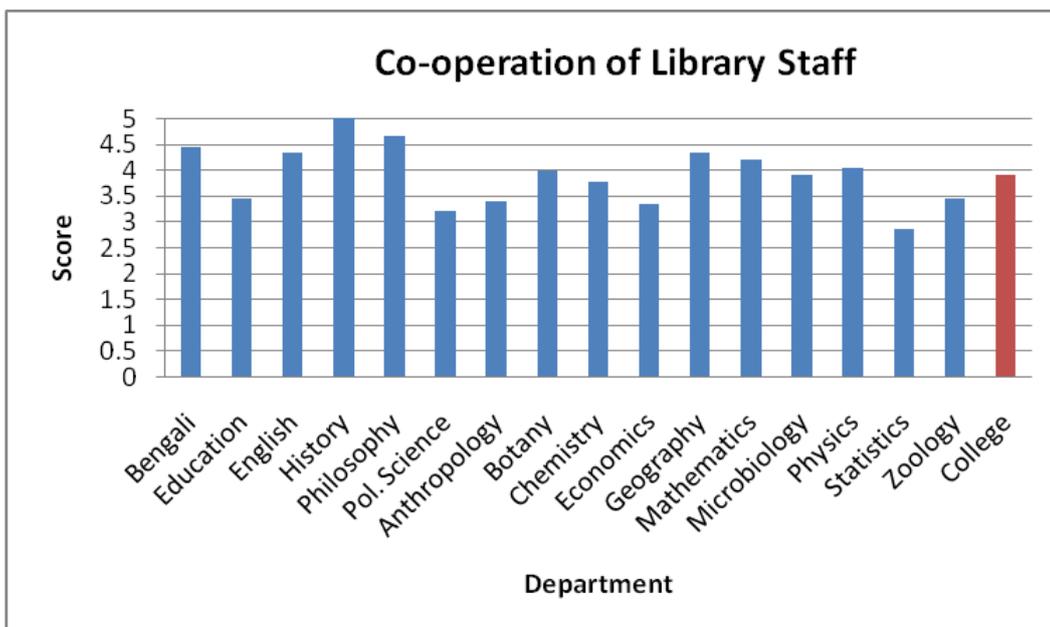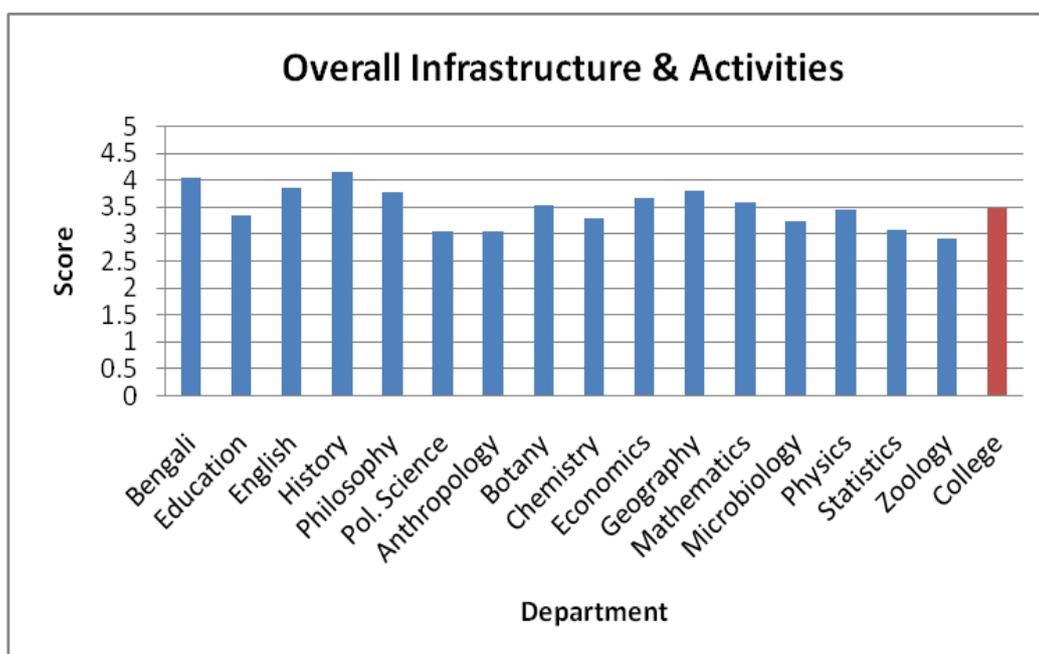
B. Analysis of the Department-wise Infrastructural Facilities and Activities:

The 5 item questionnaire (a set of two) relates to the Infrastructural facilities and activities owned by 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:** 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-2:** For each of the 5 items, the 'score' of a department is thus prepared to make a visual representation for the department on the basis of the average over department-wise responses, in which the high value (towards 5) indicates good performance and the low value (towards 1), poor.

- **Step-3:** All the 16 departments are put under the same process of 'score' quantification.

- **Step-4:** Bar Diagrams on the scores are prepared for each of the 5 different items over all the 16 departments.

- **Step-5:** To assess the aggregative performance of a department over 5 items, an index for each of the 16 departments over 5 items for a specific year is formulated just by taking average over the 5 scores on 5 items.

- **Step-6:** In order to get a single index over 5 items 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 obtained.

- **Step-7:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 1.

Table 1
Indices of different departments and whole College based on average response
on Infrastructural Facilities and Activities

| Department	Normalised Index	No. of Respondents
Bengali	0.798	18
Education	0.680	11
English	0.751	23
History	0.747	3
Philosophy	0.840	3
Pol. Science	0.472	5
Anthropology	0.653	18
Botany	0.680	8
Chemistry	0.788	17
Economics	0.667	3
Geography	0.810	24
Mathematics	0.648	5
Microbiology	0.480	13
Physics	0.753	22
Statistics	0.620	14
Zoology	0.589	15
College	0.702	202
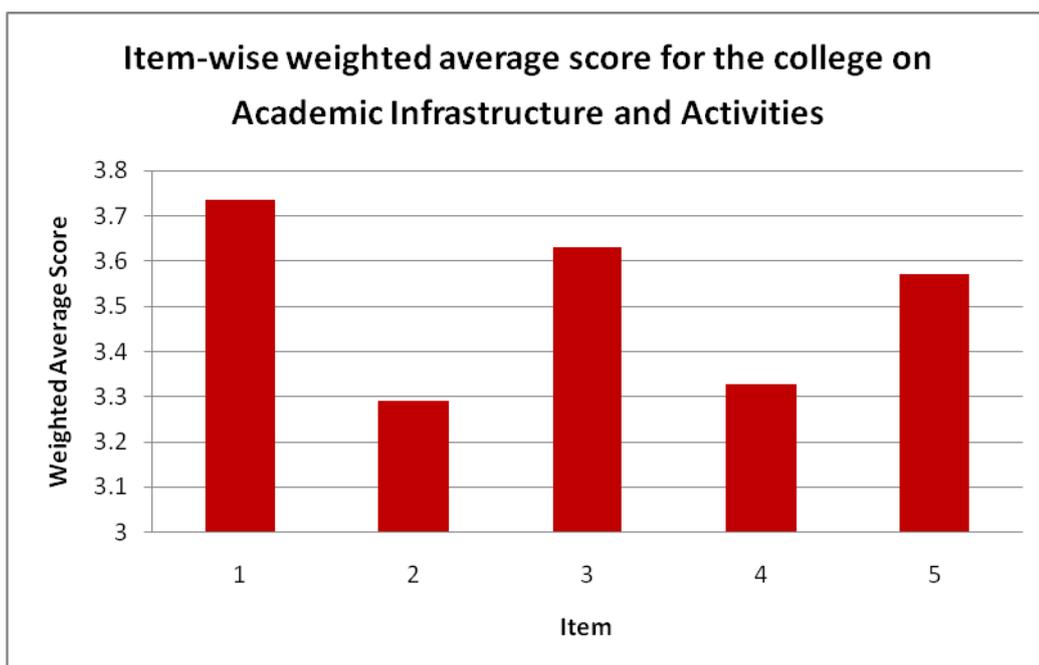
1. Departmental Academic Infrastructure, 2. Use of Teaching Aids/Audio-Visual Aids, 3. Space Availability, 4. Career Counseling Assistance/Discussions, 5. Encouragement for Co-curricular Activities
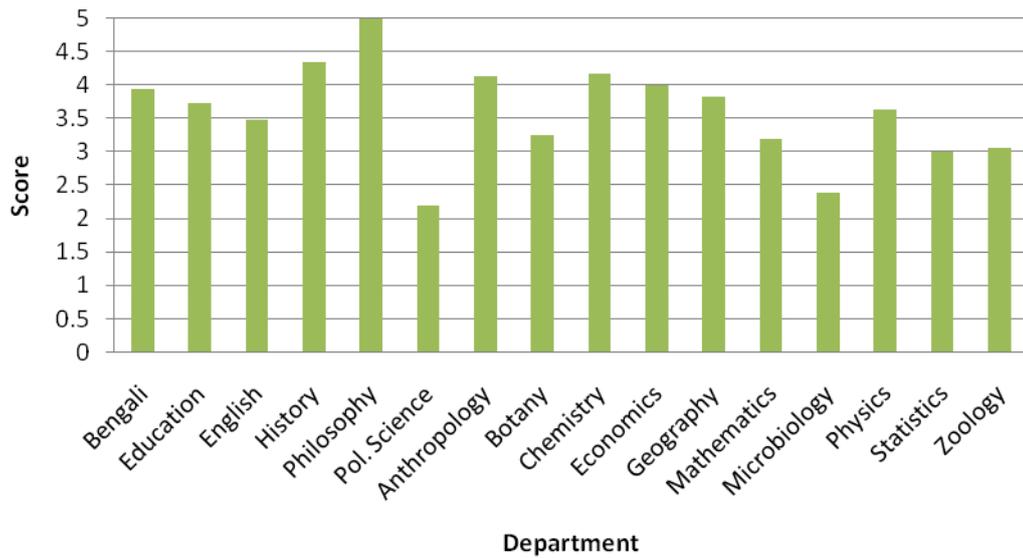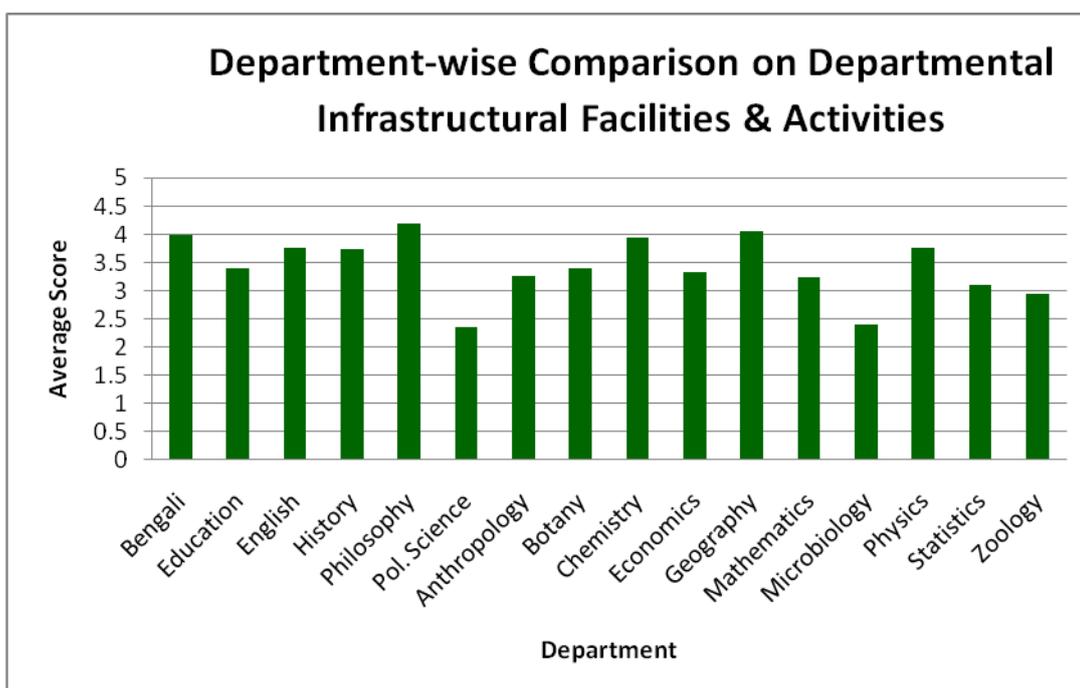
Use of Teaching Aids/Audio-visual Aids

Space Availability
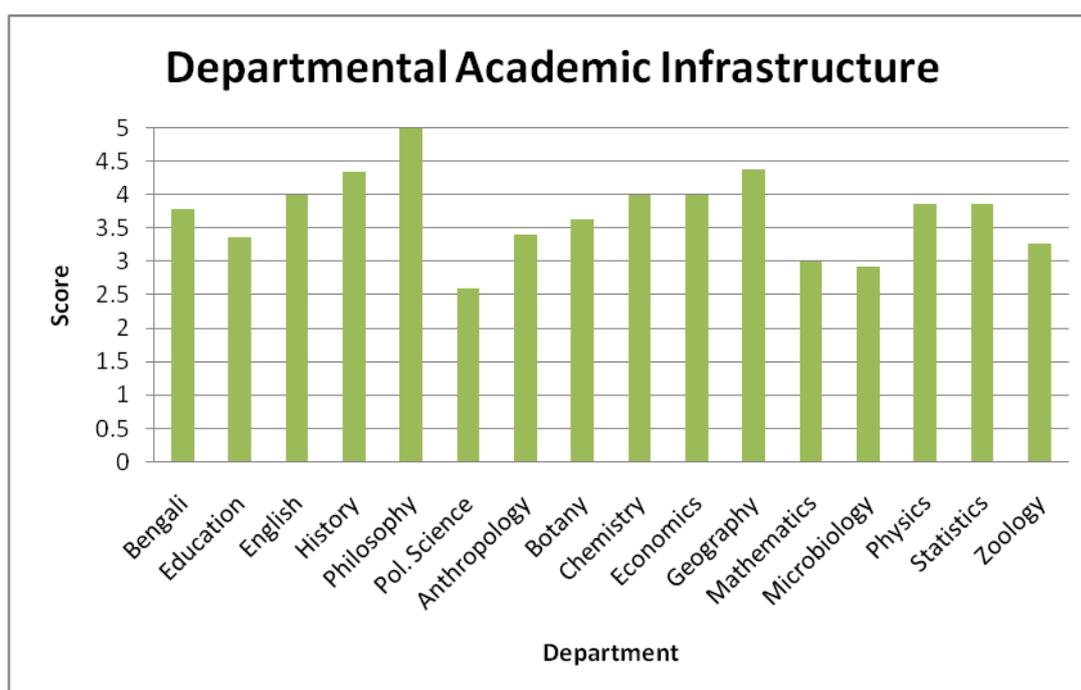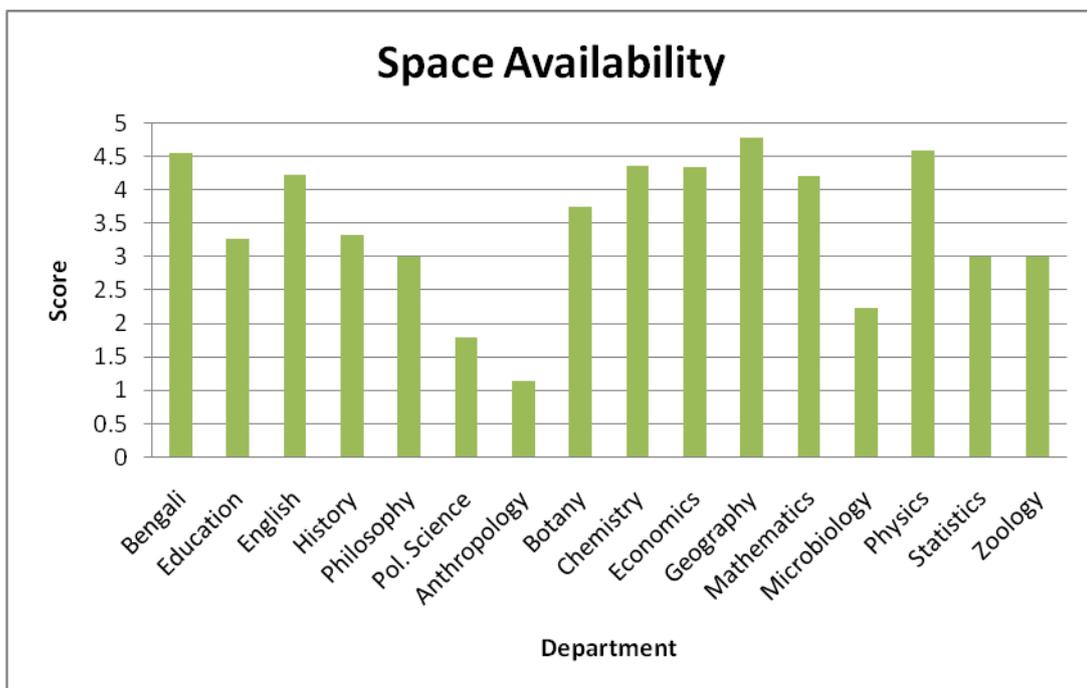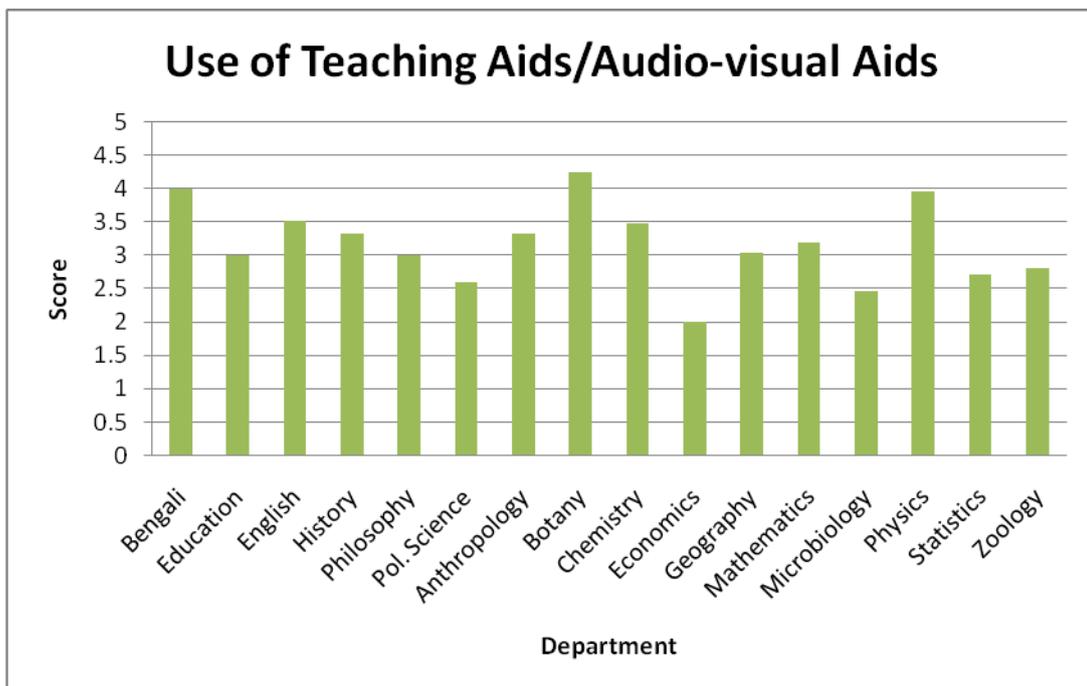
Career Counselling Assistance/Discussion

Encouragement for Co-curricular Activities
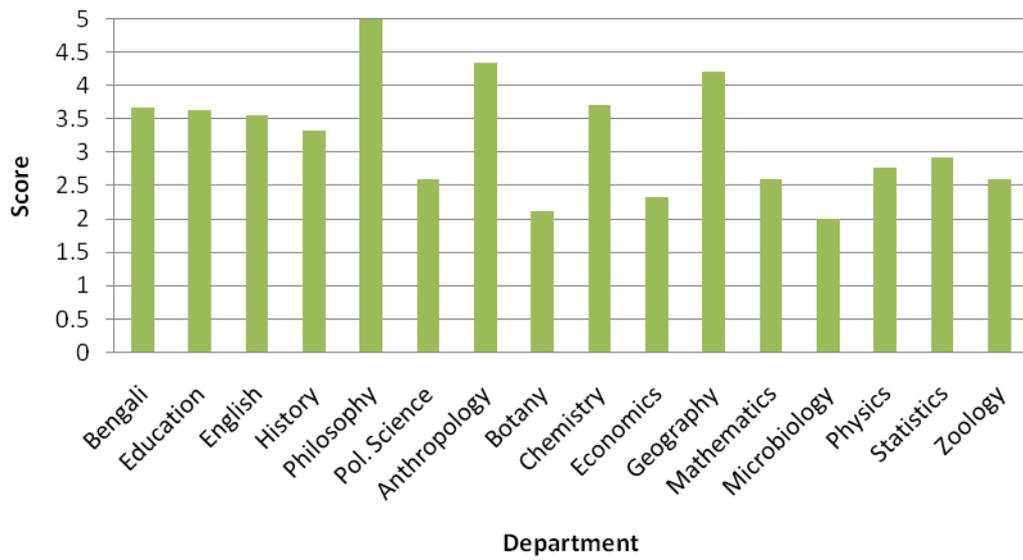
Department-wise Comparison on Departmental Infrastructural Facilities & Activities

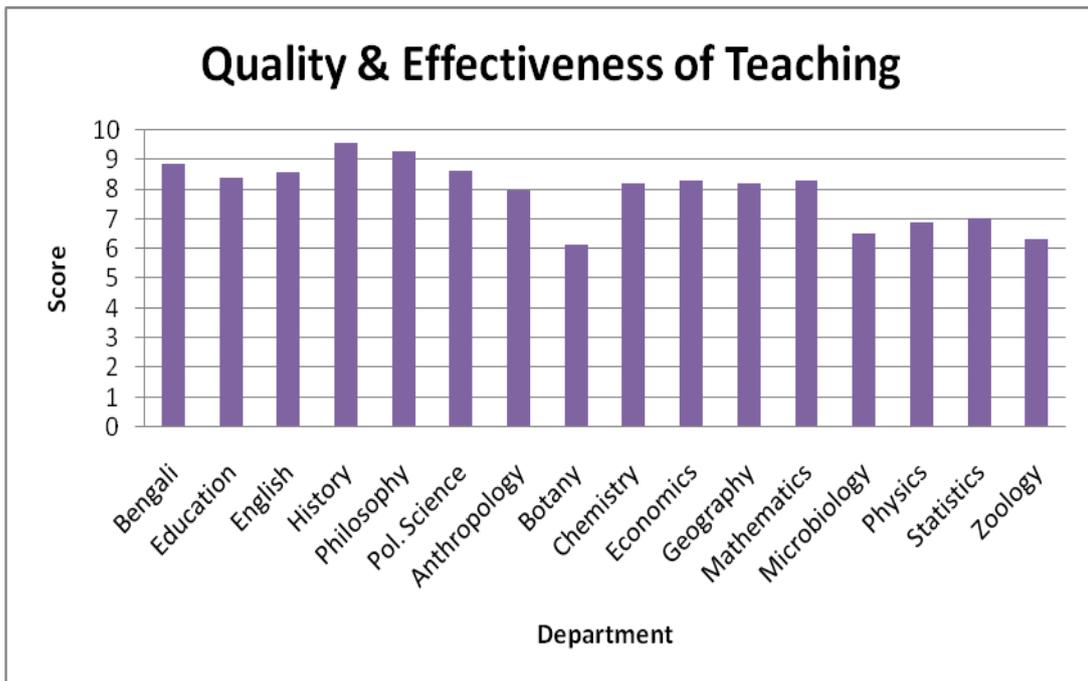## C. Analysis of the Department-wise Feedback on Teaching:

A separate questionnaire is fashioned to get student feedback in respect of individual teachers of a Department in the context of three teaching attributes – (i) Quality and Effectiveness of Teaching, (ii) Responsibility and (iii) Punctuality and Availability. Six different questions are set over the three attributes and the students are invited to mark their teachers on a 10-point scale.
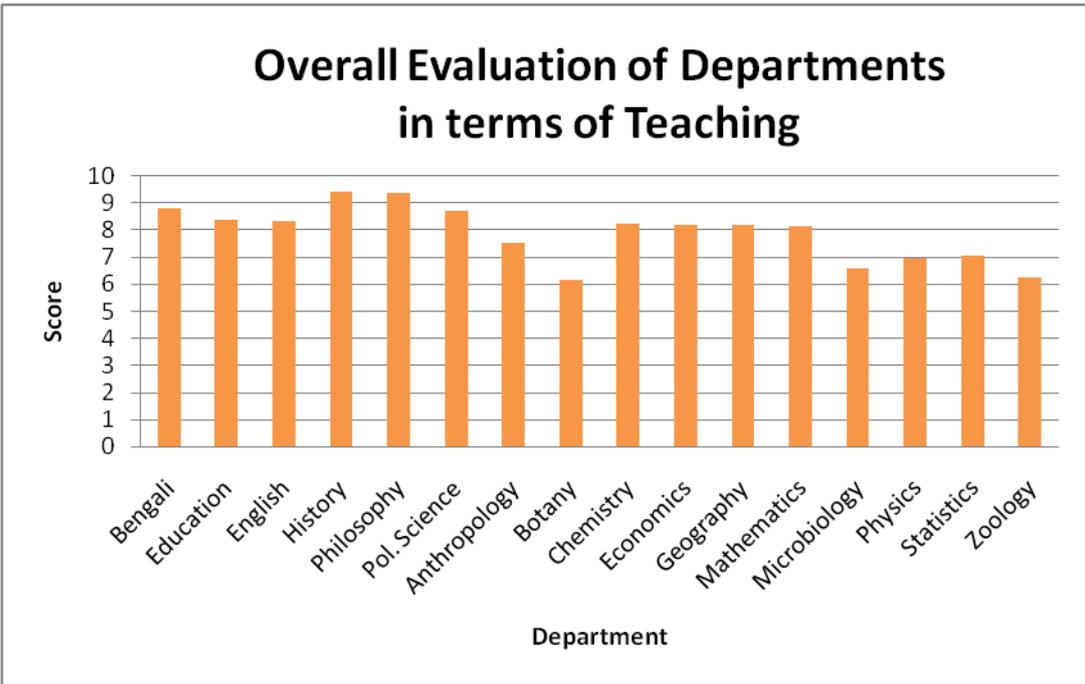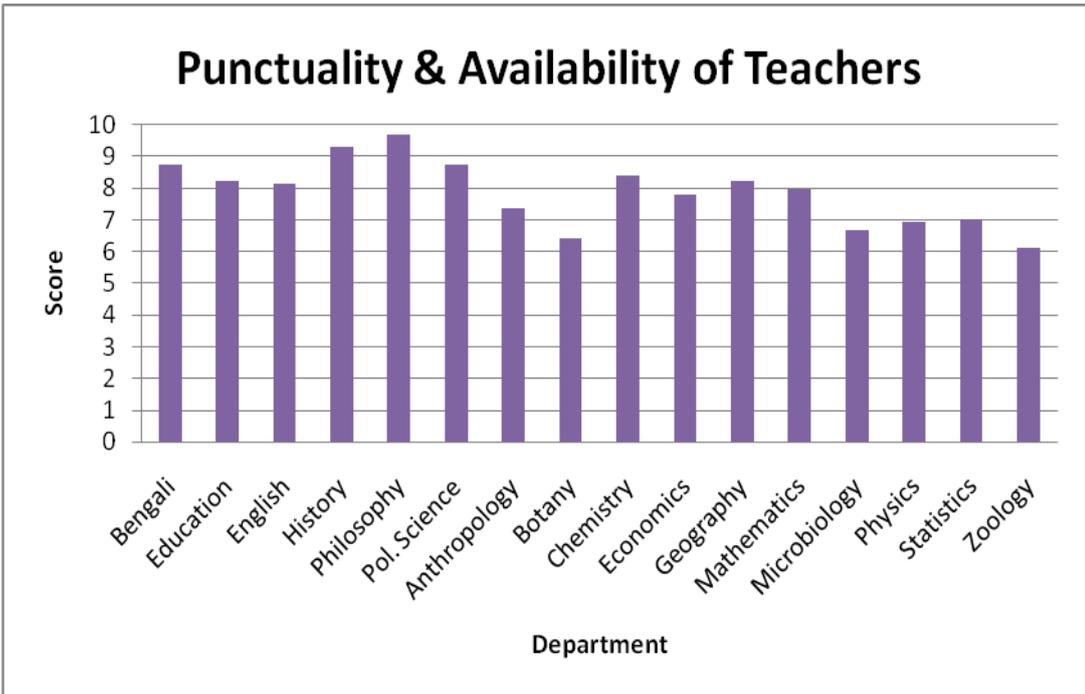
- **Step 1:** Quality, Responsibility and Punctuality/ Availability – these are the three distinct heads under which the questions set are merged, analyzed and visually projected department-wise through bar-diagram.
- **Step 2:** For each of the 3 attributes, the 'score' of a department is thus prepared to make a visual representation for the department on the basis of the average of the scores secured by respective department faculties from respective students' responses, in which the high value (towards 10) indicates good performance and the low value (towards 1), poor.
- **Step 3**: All the departments are put under the same process of quantification.
- **Step-4:** Bar Diagrams on the scores are prepared for each of the 3 attributes over all the 16 departments.
- **Step-5:** To assess the aggregative performance of a department over the 3 attributes, an index for each of the 16 departments for a specific year is formulated just by taking average over the 3 scores on the 3 attributes.
- **Step-6:** In order to get a single index for College over the 3 attributes for a specific year, we have taken the weighted average of the indices of all departments, the weights being the number of responses for every department. Thus a single composite index for the College is obtained.
- **Step-7:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 2.

Table 2

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

Department	Normalised Index				No. of Respondents
	Quality	Responsibility	Punctuality/ Availability	Aggregate	
Bengali	0.885	0.883	0.875	0.881	18
Education	0.840	0.850	0.820	0.837	11
English	0.858	0.830	0.812	0.834	23
History	0.956	0.940	0.930	0.942	3
Philosophy	0.926	0.922	0.967	0.938	3
Pol. Science	0.863	0.872	0.876	0.870	5
Anthropology	0.795	0.728	0.736	0.753	18
Botany	0.616	0.580	0.644	0.613	8
Chemistry	0.820	0.816	0.839	0.825	17
Economics	0.831	0.840	0.780	0.817	3
Geography	0.820	0.815	0.822	0.819	24
Mathematics	0.830	0.815	0.795	0.813	5
Microbiology	0.651	0.652	0.668	0.657	13
Physics	0.689	0.699	0.695	0.694	22
Statistics	0.703	0.713	0.701	0.705	14
Zoology	0.634	0.633	0.610	0.626	15
College	0.779	0.769	0.768	0.772	202

Quality & Effectiveness of Teaching

Sense of Responsibity in Teaching

Punctuality & Availability of Teachers

Overall Evaluation of Departments in terms of Teaching
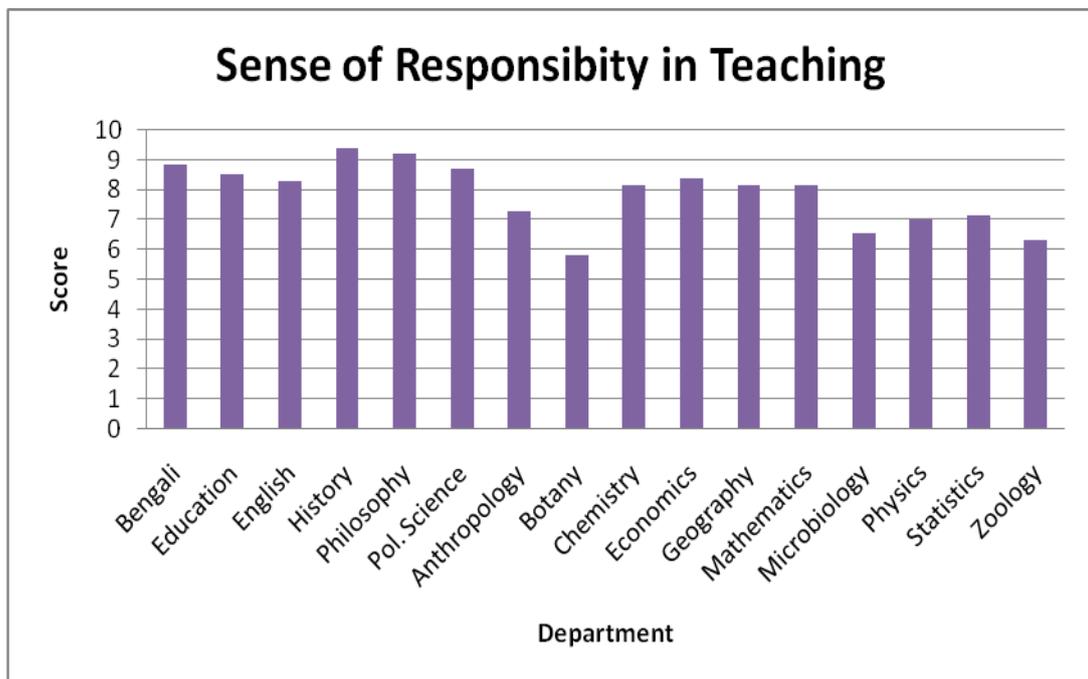
BIDHANNAGAR COLLEGE

EB-2, Sector 1, Salt Lake City,
Kolkata-700064, India

Post Graduate

STUDENTS FEEDBACK ANALYSIS

2016-17

Analysis of PG Student Feedback for the Academic Year 2016-2017

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 PG Department in general and the Teachers in particular. In quest of some sort of objectivity, only the outgoing 2rd year PG students of each Department are called upon to respond to the questionnaire, severally.

D. Analysis of the College-level Infrastructural Facilities and Activities:

The 13 item questionnaire relates to the College level Infrastructural facilities and activities. Each question has 4 options - A, B, C and D. A, as verbally demonstrated to the students, stands for Very Good, B for Good, C for Fair and D for Poor. The method quantification employed has a number of steps undertaken serially.
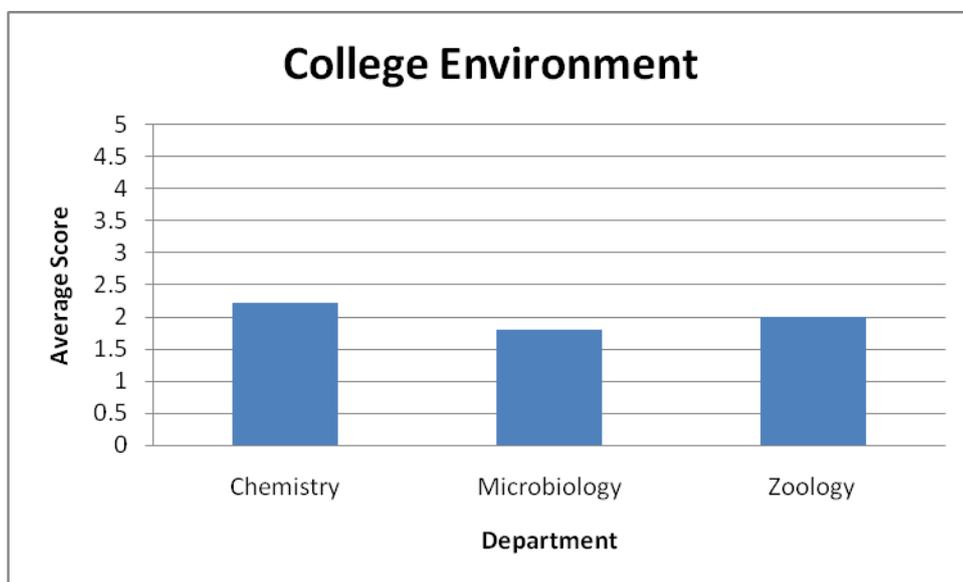
- **Step-1:** Difficult as the grades are to visualize, they are ordinal in nature and this justifies the correspondence developed of the grades to the numerical data assigned. Grade A is thus quantified as 4; B as 3; C as 2; D as 1.
- **Step-2:** For each of the 13 items, the 'score' of the College-level Infrastructural facilities and activities at first computed for each of the 3 PG departments. Therefore 13 scores for the College is categorized into 5 categories and the category-wise scores are prepared to make a visual representation on the basis of the average over department-wise scores, in which the high value (towards 4) indicates good performance and the low value (towards 1), poor.
- **Step-3:** Bar Diagram is prepared on the scores over the 5 different categories of items representing College-level Infrastructural facilities and activities. Those 5 categories are: (i) College Environment, (ii) Cleanliness of Campus, (iii) Infrastructure of the College, (iv) Central Library: Availability & Access and (v) Computer Training, Sports & Co-curricular Activities.
- **Step-4:** Bar Diagrams on the scores are prepared for each of the 5 categories of items over all the 3 PG departments.
- **Step-5:** In order to get a single index over 5 categories for a specific year, we have taken the average of the indices of 5 categories (i.e., 13 items). Thus a single composite index for the College is obtained.
- **Step-6:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 1.
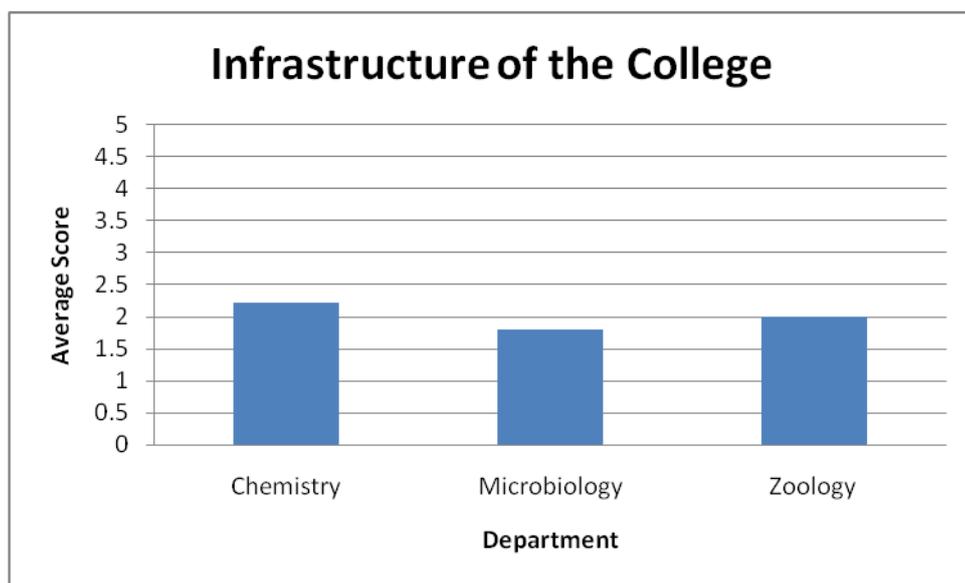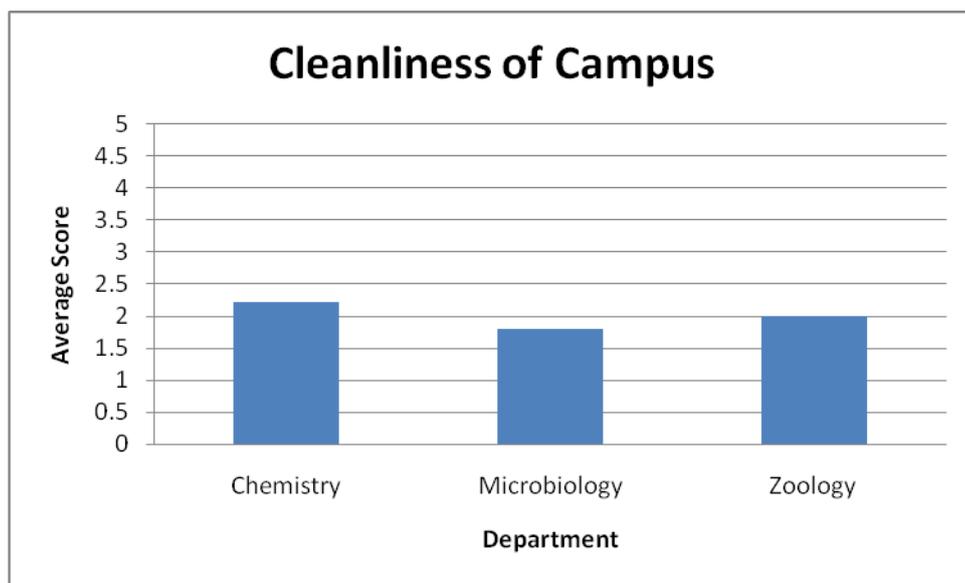
Following the above steps, we found the normalized score of the College on Infrastructural facilities and activities is **0.634**
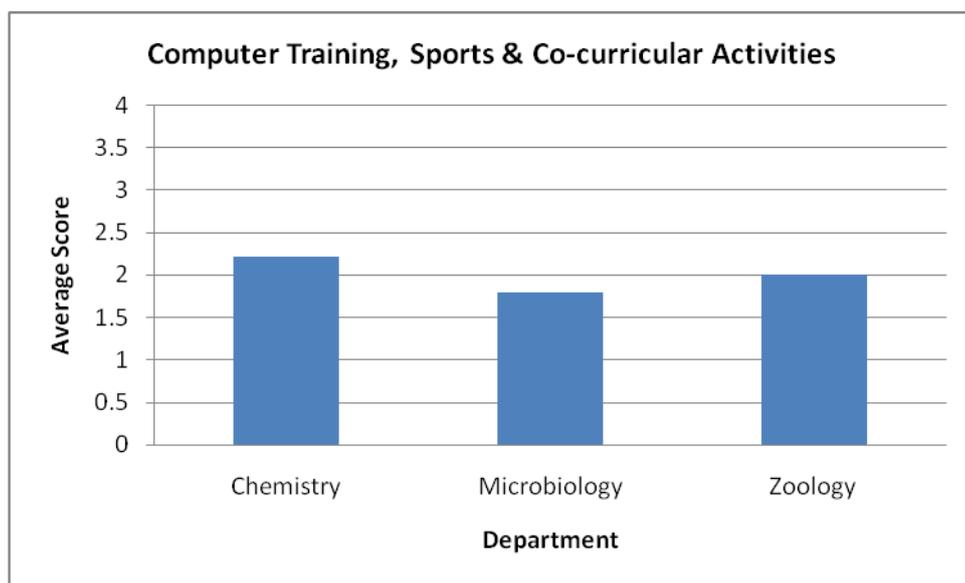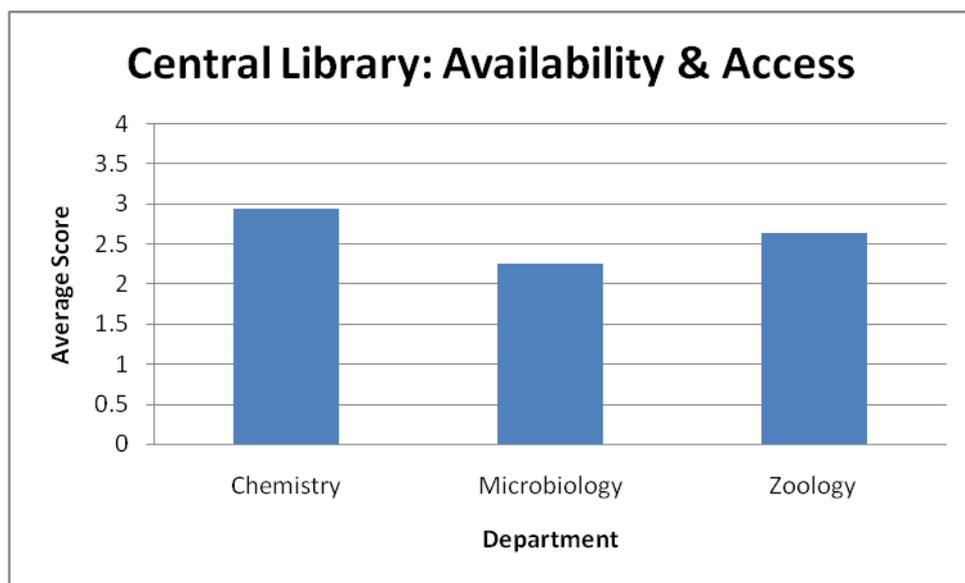

Average Rating by PG Students
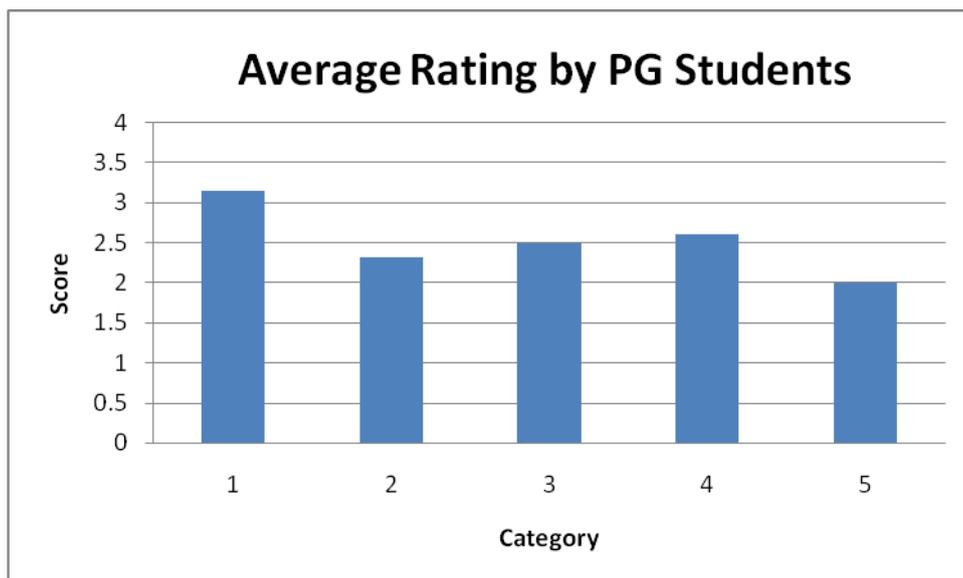
1. College Environment, 2. Cleanliness of Campus, 3. Infrastructure of the College, 4. Central Library: Availability & Access, 5. Computer Training, Sports & Co-curricular Activities.

Students' Responses to the Categories:

College Environment

Cleanliness of Campus

A bar chart titled "Cleanliness of Campus" with the y-axis labeled "Average Score" ranging from 0 to 5 (in increments of 0.5) and x-axis labeled "Department". Chemistry ≈ 2.2, Microbiology ≈ 1.8, Zoology ≈ 2.0.

Infrastructure of the College

A bar chart titled "Infrastructure of the College" with the y-axis labeled "Average Score" ranging from 0 to 5 (in increments of 0.5) and x-axis labeled "Department". Chemistry ≈ 2.2, Microbiology ≈ 1.8, Zoology ≈ 2.0.

Central Library: Availability & Access

Computer Training, Sports & Co-curricular Activities

E. Analysis of the Department-wise Infrastructural Facilities and Activities:

The 12 items questionnaire (a set of two) relates to the teaching quality, Infrastructural facilities and activities owned by the Department. Each question has 4 options - A, B, C and D. A, as verbally demonstrated to the students, stands for Very Good, B for Good, C for Fair and D for Poor. The questionnaire involves a multiplicity of items and issues like teaching quality and guidance, departmental infrastructure and its academic ambience.

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

- **Step-1:** 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 4; B as 3; C as 2; D as 1.
- **Step-2:** For each of the 12 items, the 'score' of the department at first computed for each of the 3 PG departments. Therefore 12 scores for the College is categorized into 3 categories and the category-wise scores are prepared to make a visual representation for the department on the basis of the average over items belong to the category, in which the high value (towards 4) indicates good performance and the low value (towards 1), poor.
- **Step-3:** All the 3 PG departments are put under the same process of 'score' quantification.
- **Step-4:** Bar Diagram is prepared on the scores over the 3 different categories of items representing department. Those 3 categories are: (i) Teaching quality & Guidance, (ii) Departmental Library & Infrastructural Facilities, (iii) Career Counselling Assistance/ Discussions.
- **Step-5:** Bar Diagrams on the scores are prepared for each of the 3 categories of items over all the 3 PG departments.
- **Step-6:** In order to get a single index over 3 categories for a specific department in a specific year, we have taken the average of the indices of 3 categories (i.e., 12 items). Thus a single composite index for the College is obtained.
- **Step-7:** In order to get a single index over 3 departments for a specific category in a specific year, we have taken the average of the indices of 3 departments. Thus a single composite index for the College is obtained.
- **Step-8:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 1 and 2.

Table 1

Indices of different PG departments and whole College based on average response on Infrastructural Facilities and Activities

Department	Normalised Index	No. of Respondents
Chemistry	0.610	25
Microbiology	0.476	16
Zoology	0.582	18
College	0.565	59

Table 2

Indices of different categories and whole College level based on average response on Infrastructural Facilities and Activities over 3 PG departments

Department	Normalised Index	No. of Respondents
Teaching	0.658	25
Infrastructure	0.579	16
Career Counseling	0.458	18
College	0.565	59

Dept. Library & Infrustructural Facility

Career Counselling Assistance/Discussion
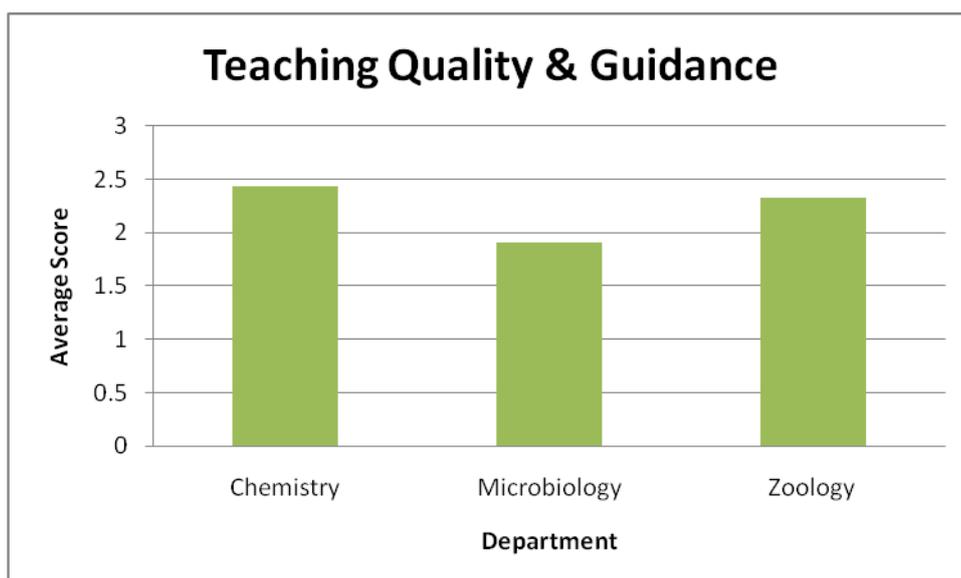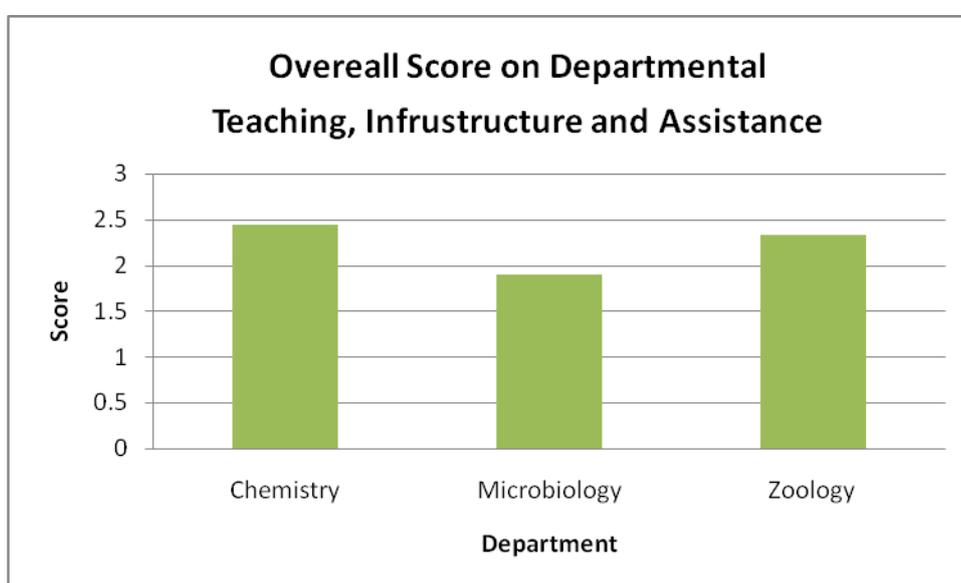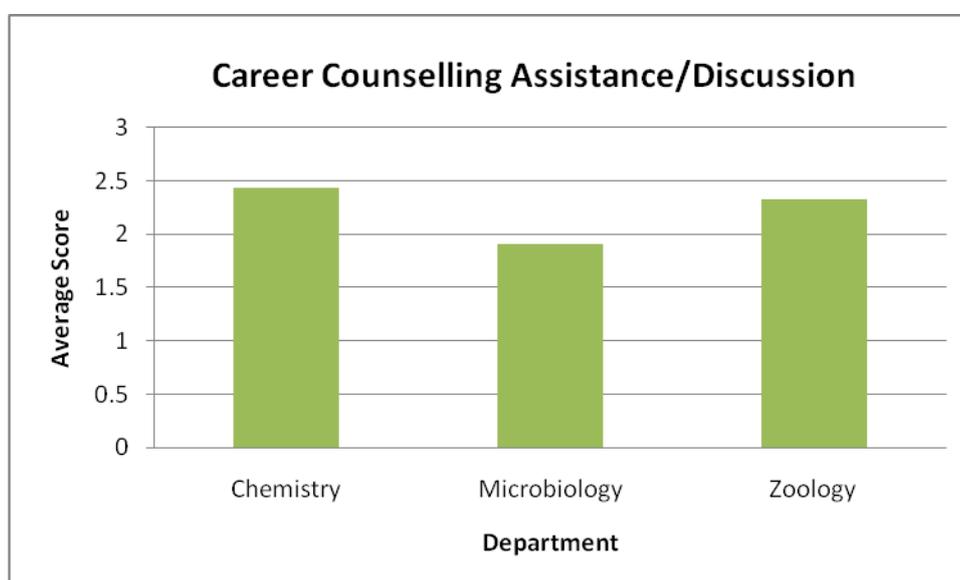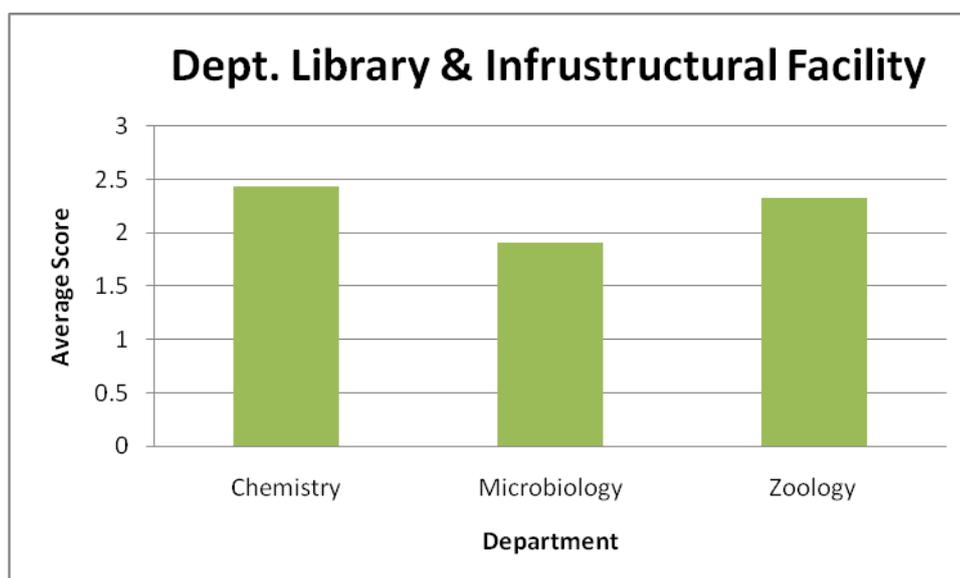
F. Analysis of the Department-wise Feedback on Teaching:

A separate questionnaire is fashioned to get student feedback in respect of individual teachers of a Department in the context of three teaching attributes – (i) Quality and Effectiveness of Teaching, (ii) Responsibility and (iii) Punctuality and Availability. Six different questions are set over the three attributes and the students are invited to mark their teachers on a 4-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 bar-diagram.
- **Step 2:** For each of the 3 attributes, the 'score' of a department is thus prepared to make a visual representation for the department on the basis of the average of the scores secured by respective department faculties from respective students' responses, in which the high value (towards 4) indicates good performance and the low value (towards 1), poor.

- **Step 3**: All the departments are put under the same process of quantification.
- **Step-4:** Bar Diagrams on the scores are prepared for each of the 3 attributes over all the 3 PG departments.
- **Step-5:** To assess the aggregative performance of a department over the 3 attributes, an index for each of the 3 PG departments for a specific year is formulated just by taking average over the 3 scores on the 3 attributes.
- **Step-6:** In order to get a single index for College over the 3 attributes for a specific year, we have taken the weighted average of the indices of all departments, the weights being the number of responses for every department. Thus a single composite index for the College is obtained.
- **Step-7:** A scale adjustment to the department-wise indices and College-level index are made 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 indicates the best possible. Obviously, 0.5 denotes the average. The adjusted indices are presented in the following Table 3.

Table 3

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

Department	Normalised Index				No. of Respondents
	Quality	Responsibility	Punctuality/ Availability	Aggregate	
Chemistry	0.633	0.726	0.675	0.678	25
Microbiology	0.692	0.721	0.763	0.725	16
Zoology	0.716	0.731	0.753	0.733	18
College	0.674	0.726	0.723	0.708	59

Overall Evaluation of Departments in terms of Teaching

Quality & Effectiveness of Teaching

Sense of Responsibity in Teaching

Punctuality & Availability of Teachers