

NABA BARRACKPUR PRAFULLA CHANDRA MAHAVIDYALAYA



ANNUAL QUALITY ASSURANCE REPORT



SUBMITTED TO:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

2016-17

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

Contents

Page Nos.

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 | 12 |
| 6. Criterion – IV: Infrastructure and Learning Resources | 16 |
| 7. Criterion – V: Student Support and Progression | 18 |
| 8. Criterion – VI: Governance, Leadership and Management | 21 |
| 9. Criterion – VII: Innovations and Best Practices | 25 |
| 10. Plans of institution for next year | 26 |
| 11. Annexure-1 (Feedback analysis from stakeholders) | 27 |
| 12. Annexure-2 (Two Best Practices) | 28 |

The Annual Quality Assurance Report (AQAR) of the IQAC

2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

Naba Barrackpur Prafulla Chandra Mahavidyalaya

1.2 Address Line 1

P.O.- NewBarrackpore, Word No. 20

Address Line 2

(Near Bishorepara Railway Station)

City/Town

New Barrackpore

State

West Bengal

Pin Code

700131

Institution e-mail address

nbpcm.org@gmail.com

Contact Nos.

033-25275389

Name of the Head of the Institution:

Dr. Sunil Kumar Biswas

Tel. No. with STD Code:

033-25275389

Mobile:

9874430190

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	NA	NA	NA	NA
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 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 _____ NA _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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)

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	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	0
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	1
2.9 Total No. of members	11

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Regular holding of e-classes.
2. Encouraged and motivated the teachers to participate in Orientation Programme/Refresher Course, seminars, conferences and workshops. Preparation of Academic Calendar and Class Routine and distribution of workload among teachers with association of the Academic Committee.
3. Monitoring and supervision of the academic activities.
4. IQAC has motivated the students to participate various university level and state level competitions, social activities and camps under the supervision of the NSS units of the college.
5. Partial computerization of the administrative activities.
6. Organizing inter-disciplinary students' seminar.
7. Recommendation for Career Advancement Scheme of two teachers.
8. Organizing Golden Jubilee Celebration programme of the College.
9. Acquisition of land for further expansion of the College campus.
10. Construction of College canteen.
11. Introduction of formal feedback system through proper feedback forms.
12. Organizing parent-teacher meeting to discuss different academic and other affairs with the guardians.
13. Subscription to the SMS notification system.

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 Academic Year 2016-17.

Plan of Action	Achievements
<ul style="list-style-type: none"> -Increased use of the e-classrooms. -Organizing students' seminar -Parents-teacher meeting -Maintenance of daily work book by staff members - To organize Golden Jubilee Celebration programme - Measures to be taken to increase student strength. - Measures to be taken to increase attendance of students in classroom. - Introduction of feedback from students. - Construction of students' canteen. 	<ul style="list-style-type: none"> -E-classes have been regularly taken by teachers. - Inter-disciplinary students' seminar has been organized. - Parent-teacher meeting has been organized. - A grand celebration programme has been organized on the occasion of the Golden Jubilee of the College. - Measures like organizing camps in nearby schools; advertisement, visiting schools of the locality; SMS notification and inter-school cultural competition have been taken to increase student strength. - To increase students' attendance, measures like parent-teacher meeting, frequent students' meet, interactive classes and tutorials have been taken. - Formal feedback system from the students has been introduced through feedback form. - Students' canteen has been constructed.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The proposal for formation of the AQAR as per the UGC guidelines was placed in the Governing Body of the college and was discussed and approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA			
PG	NA			
UG	15			
PG Diploma	NA			
Advanced Diploma	NA			
Diploma	NA			
Certificate	NA			
Others	NA			
Total	15			
Interdisciplinary	NA			
Innovative	NA			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option ✓ / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	15

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

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

**Please provide an analysis of the feedback in the Annexure (Feedback analysis attached in Annexure-1)*

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

No

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	9	1	0	0

2.2 No. of permanent faculty with Ph.D.

7

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
3	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	1	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

- Arranged movie shows for the students.
- Introduced feedback from students through feedback forms.

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

181

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

Unit tests and home assignments

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

NA

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

45

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM (H)	0	-	-	-	-	-
Beng (H)	9	-	-	55.56	-	22.22
English (H)	3	-	-	100.00	-	-
History (H)	1	-	-	-	-	100.00
Economics (H)	nil	-	-	nil	nil	nil
B.A. (G)	19	-	-	05.00	-	26.00
B.COM (G)	5	-	-	-	-	60.00

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

The IQAC in coordination with the Academic Sub Committee and Teachers' Council regularly reviews the academic progress of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	4	-	3
Technical Staff	nil	nil	nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has not yet taken any initiative to promote research climate in the institution. However, efforts have been made to provide free internet access to the teachers and students so that they can access huge stock of online research papers, journals, data and information which help them in their research projects. The College has also subscribed to UGC NLIST programme to provide teachers and students access to the massive online resources, books and journals to encourage their research potential. Statistical programming software EVIEWS has also been purchased to be used for research purpose by teachers and students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	None	None	None	None
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	None	None	None	None
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	
Non-Peer Review Journals			
e-Journals		-	
Conference proceedings		-	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA			
Minor Projects	NA			
Interdisciplinary Projects	NA			
Industry sponsored	NA			
Projects sponsored by the University/ College	NA			
Students research projects <i>(other than compulsory by the University)</i>	NA			
Any other(Specify)	NA			
Total				

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
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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 in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="05"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="07"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="0"/>

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

* The NSS unit of the college has organized cultural competition for the poor and socially deprived, underprivileged children of the locality.

*The NSS unit of the college conducted a survey among the local people of the surrounding area of the college regarding their socio-economic and health related problem during it special camp.

* The institution has also conducted blood donation camps and health checking camps.

* The NSS unit of the College has conducted a seven-day camp in a primary school of the locality. A cleaning programme has also been conducted during the camp.

* A programme has been conducted to visit the schools of the locality and discuss different aspects and inter-linkage between school level education and UG level education.

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	1438.4 SQM	335 SQM	Local Municipality	1773.4 SQM
Class rooms	17	0		17
Laboratories	2	0		2
Seminar Halls	2	1	State Govt	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	7	0	State Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)	59.46	3	State Govt.	62.46
Others				

4.2 Computerization of administration and library

- Introduction of Wi-Fi college campus.
- All computers connected through LAN.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6994	743024	20	4114	7014	747138
Reference Books	4780	1305806	17	5611	4797	1311417
e-Books	-	-	3135000	-	3135000	-
Journals	6	20470	9	10515	15	30985*
e-Journals	-	-	6000	5725	6000	5725
Digital Database (Koha)	1	20000	-	-	1	20000
CD & Video	18	4583	-	-	18	4583
Others (specify)	1836	Donation Of Books	457	Donation Of Books	2293	Donation

- Including subscriptions for renewal.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	1	1MBPS Unlimited	1	-	1	7	-
Added	0	0	1MBPS Unlimited	1	-	0	2	-
Total	42	1	2MBPS Unlimited	-	-	1	9	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

The teachers and students have already been provided with free internet facility and computer access. Classes on basic computer education have been included in the regular curriculum of the college. Workshop has been organized on e-class room teaching and cyber crime. Inter-disciplinary students' seminar conducted by the IQAC encourages the students to use slide show for their presentation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.63
ii) Campus Infrastructure and facilities	45.46
iii) Equipments	0
iv) Others	-
Total:	46.09

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Introduction of interactive tutorial classes to address specific academic needs of slow learners and advanced learners.
- Contribution of articles in College Magazine.
- Free access to computers with internet facility and Wi-Fi campus.
- More e-classes to make classroom teaching attractive and interactive.
- Students' Canteen has been constructed.
- Formal feedback system from students has been introduced.
- An inter-disciplinary students' seminar was organized where students prepared and presented their papers using slide-show.
- The college has subscribed to SMS notification system to keep the students informed regarding different activities, registration, admission, examination,

5.2 Efforts made by the institution for tracking the progression

- Regular monitoring of the teaching–learning mechanism by the Academic Committee.
- Class tests and home-assignments.
- Interactive tutorial classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
264	0	0	0

(b) No. of students outside the state

2

(c) No. of international students

0

No	%
0	

Women

No	%
0	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
0	0	0	0	0	0	0	0	0	0	0	0

Demand ratio 0 Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

None.

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

0

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Students at the risk of drop out are identified and counselled.
- Tutorial classes to meet the needs of slow and advanced learners.

No. of students benefitted

20

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Internal Complaints Committee has been formed according to the UGC guidelines. However, no case of sexual harassment of any kind in the campus has been reported during this period.

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 (Rs.)
Financial support from institution	33	14060
Financial support from government	-	Data not available
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Initiative for expansion of the campus area to accommodate students comfortably.
- Construction of Canteen for students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- * The Vision of the College is to make available affordable higher education to the socially and economically deprived sections of society who are mostly the first generation learners.
- **The Mission of the College is to provide its students a holistic guidance in the field of academics, career opportunities and extracurricular activities so that they grow to their full potential. Since most of our students are first generation learners and belong to the economically unprivileged section of the population, our mission is to train and guide them towards the path of a prosperous career and financial independence.

6.2 Does the Institution has a management Information System

The Governing Body supervises the general functioning of the College as stated in Statutes, Rules and Ordinances of the West Bengal State University. The Governing Body consists of the Principal, teachers' representatives, non-teaching staff representatives, members nominated by the government, members nominated by the university and students' representative. All the representatives from teachers, students and non-teaching staff are elected in a democratic process. The academic functioning of the college is directed by the Academic Committee under the general supervision of the IQAC. The Academic Committee oversees and ensures implementation of the policies and plans set by the IQAC, through various departmental committees of the college. Through regular meetings the Governing Body, the Academic Committee, Teachers' Council, IQAC, Finance Committee and various Committees ensure execution of the policies and plans of the College. The management of the college always endeavours for academic and infrastructural growth of the college through its policies and functions.

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

6.3.1 Curriculum Development

The College has not yet taken any initiative regarding this issue.

6.3.2 Teaching and Learning

- More of e-classes.
- Lesson plan.
- Departmental meetings.
- Separate tutorial classes for advanced and slow learners.

6.3.3 Examination and Evaluation

- Unit test and home assignment.

6.3.4 Research and Development

- Enthused to take up research project.
- Two of the faculty members have been awarded Ph. D.
- One faculty member has been enrolled in the Ph. D. Programme.
- One of the faculty members has been granted fund for Minor Research Project to UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Free internet facility has been provided to students, staff and teachers.
- Students have access to computers in the college hour.

6.3.6 Human Resource Management

- Distribution of class load among teachers according to the Lesson Plan prepared by the Academic Committee.
- Efforts to make the staff members more equipped and skilful.

6.3.7 Faculty and Staff recruitment

- Faculty recruitments are made as per guidelines provided by university, UGC, State Government and as per recommendations of College service commission.
- Staff recruitments are made as per the guidelines of the West Bengal Government.
- Three faculty members have been recruited through the above mentioned process during 2016-17.

6.3.8 Industry Interaction / Collaboration

There is no scope for industry interaction till now.

6.3.9 Admission of Students

Online admission process, introduced in the previous session has been improvised to make it more efficient and student-friendly. SMS notification system has been introduced to notify the applicants regarding important dates and information regarding the admission process.

6.4 Welfare schemes for

Teaching	NA
Non teaching	Festival Advance
Students	Aid Fund

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Higher Education Dept of WB	no	NA
Administrative	yes	-do-	no	NA

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

For UG Programmes

Yes

No

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?

No such initiative.

6.11 Activities and support from the Alumni Association

The Alumni Association has been constructed by the college during the Golden Jubilee Celebration programme. The Alumni Association has also actively participated in the programme.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college till now. But regular parent-teacher meetings are arranged to discuss about the academic status of the students and get informal feedback from the parents.

6.13 Development programmes for support staff

- Provision of free internet facilities.
- Computer training programme arranged.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Afforestation programmes around the college campus by the NSS unit
- Cleanliness drive taken.
- Initiative taken towards paperless administrative works.

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.

- Construction of e- class rooms and initiatives taken to use the smart class equipment regularly by the faculty members.
- Tutorial classes are introduced to help the slow-learners, advanced learners as well as differently-abled students.
- Regular class tests and home assignments.
- Provision of free internet facilities to students and staff members.

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

1. Grand celebration of the Golden Jubilee year of the college.
2. Acquisition of land for further expansion of the college campus.

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

Two best practices of the institution are Interdepartmental Students' seminar and Cultural competition for the underprivileged children from local slum area.

(Details annexed in annexure no.2)

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Strive towards paper-less administrative activities through online admission, computerized storage of database etc.
- Identification of e-wastes in the campus and disposing them into a separate unexposed area.
- Afforestation Programme by the NSS unit of the college.

7.5 Whether environmental audit was conducted? Yes No

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

- ® S- Cordial relation between student-teacher, academically sound faculty, technologically advanced campus, good communication.
- ® W-Paucity of space, number of full-time teachers is not sufficient, lack of playground
- ® O- The college has been granted land where new building will be constructed. The college has potential for future expansion.

8. Plans of institution for next year

- Construction of new building on the piece of land donated by the local Municipality.
- Introduction of Honours course in Education.
- Introduction of new subject – Psychology.
- To make teaching –learning more student-centric and inter-disciplinary.
- To address the issue of poor attendance of students in class.
- Submission of the NAAC Self Study Report.
- Introduction of Unit test system for preparation for semester system or CBCS in the near future.
- To take active measures to address the issue of poor student strength.

Name (Swapan Kumar Giri)



Signature of the Coordinator, IQAC

Name (Dr. Sunil Kumar Biswas)



Signature of the Chairperson, IQAC

Annexure No. - 1

Feedback analysis from stakeholders

From this year, the college has started collecting feedback from the students through formal feedback forms. Feedback has also been collected manually from the parents. Analysing the students' feedback, the IQAC has reached the conclusion that the grievances of the students are mainly due to insufficient space,, lack of canteen and playground. The college has acquired a piece of land adjacent to the existing college building and already taken initiative to expand the college building in the new area. Canteen has been constructed and IQAC has taken initiative for resolving the other grievances. IQAC in consultation with academic sub-committee has arranged tutorial classes for slow learners and differently-abled students.

Annexure - 2

TWO BEST PRACTICES

i) Title of the Practice: Interdepartmental Students' Seminar

The Objective

- To explore their syllabus extensively.
- To develop critical thinking and innovative ideas among the students.
- To develop research aptitude and independent thinking among students.
- To make them more equipped with modern learning techniques like internet resources, e-class room equipments, basic computer skill and some basic software programmes.
- To encourage interactive learning.
- To create a forum where students of different department can interact and exchange views.
- To practice inter-disciplinary approach in under graduate learning.
- To develop more interactive student-teacher relationship.

The context

All the courses of the college as affiliated by the West Bengal State University are inter-disciplinary in approach. But it is beyond the scope of the college, complying with the syllabus, workload and academic guidelines of the University, to arrange for regular inter-disciplinary classes. The College, therefore sought to create and develop a forum where students and teachers of different departments would interact with each other.

On the other hand, the students generally lack motivation to use library and online resources of the college. It is therefore relevant and essential to initiate a practice that will induce the students to explore different sources of learning. Moreover, with all the modern teaching-learning tools installed in the college, it is also essential that the students get more accustomed and equipped with those methods. This interdepartmental students' seminar emphasized on the power point presentation for this purpose.

The Practice

The College organizes inter-departmental students' seminar. Students from every department can participate in this seminar. There is no specific topic for the seminar. Many students participate from different departments. Students are free to choose any topic from their syllabus. But the topics are selected such that it is conceivable to a mixed audience from various disciplines. The students are provided guidance and support from the teachers of their respective department in preparing their presentation. After each presentation, there is an interactive session where teachers and students are free to make questions and suggestions on that presentation. The participants are given scores based on their presentation skill, content of the paper, interactive attitude and communication skill. Awards are given for best presentations to motivate and encourage the students to participate in these types of inter-departmental and interactive activities in future.

Impact of the Practice

The Inter-departmental Students' Seminar have proved exceedingly successful. The students from every department. Such a seminar has generated in the students interest in other disciplines and has motivated them to look at their own subjects from new perspectives.

Obstacles faced and overcome

The most critical obstacle faced by the College to conduct this programme was initial reluctance of the students to participate in this programme. As this concept is new and innovative, at the initial stage, the students did not have the confidence to prepare a paper and present that paper to an audience comprising of both the teachers and the students. The students were doubtful about this whole concept and very few students enrolled their name for the programme voluntarily. We did overcome the obstacle by constant interaction and discussion with the students. The teachers approached the students and motivated them to participate. The teachers also helped them to gain confidence and courage. Also the students got active guidance and support from their departmental teachers in selecting a suitable topic for the presentation, preparation of the paper. This way, the obstacle was overcome.

ii) Title of the Practice: Cultural Competition for children from poor and underprivileged section of the locality.

The Objective

This practice deals with the indefatigable efforts of the NSS units of the college to contribute substantially to the development and cultural upliftment of the children from the socially deprived community in the locality adjacent to the college. As the college is located in an economically backward area, the institution considers it to be one of its aims to participate actively in the overall development of the locality and in order to realize this goal the NSS unit of the college has taken initiative to organize cultural competition for the children of the socially underprivileged community, mostly residing in slums in the vicinity of the college.

The Context

As Swami Vivekananda asseverated, Education is the manifestation of the perfection already in man. An institution of Higher Education cannot deny its responsibility towards the society or the community, particularly of the locality in which it is situated. The college is located in an area which is economically underprivileged and there are some slums where the poor children do not get the opportunity to cultivate and express their talents. The NSS unit of the college therefore realized the necessity to create an opportunity for these poor and socially deprived children to express their talents and encourage and promote in them various skills like recitation, drawing, singing and so on.

The Practice

The NSS unit of the college organizes cultural competition for the children from poor and underprivileged section of the locality. The NSS volunteers visit the slum areas adjacent to the college and run a campaign for the cultural competition, talk to the parents and escort the children to the college. The volunteers and the teachers cooperate to organize the programme successfully and the teachers are assigned the duty of judging the events. The NSS unit also organizes a prize distribution ceremony which is generally presided over by the principal. The college also arranges refreshments for the participants.

Evidence of Success

The success of the practice is evident from the increase of the number of participants in the cultural competition every year. The children enthusiastically participate in the events and some guardians also are present to watch the performances. Earlier the number of participants was poor, but now it is increasing day by day. Great motivation and enthusiasm among the students have been created. The students through this practice get the opportunity to interact with the community more closely and social values are inculcated in them. A stronger bond with the society is thus achieved through this practice.

Problems Encountered and Resources Required

While conducting this practice the major problem encountered by the students was the reluctance of the parents to send their children to the college to participate in the competition. It was observed after careful analysis of the situation that some guardians were concerned about the safety and security of their children. The NSS Volunteers as well as the programme officers personally talked to the parents and succeeded to convince them. The parents are also encouraged to escort their children to the college.