

# **RABINDRA MAHAVIDYALAYA**

Champadanga, Hooghly, W.B., PIN-712401



## **Self Study Report**

**Submitted for Re-accreditation (Cycle-2)**

**May-2016**



Established in 1971

Affiliated to the University of Burdwan

Accredited at the level of Grade “B” in 2006

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## **Preface**

It is an opportunity to submit Self Study Report (SSR) of our college to National Assessment & Accreditation Council (NAAC), Bangalore for Re-accreditation (Cycle-II) for further sustenance, enhancement and improvement of quality of our college. The internal quality assurance cell, established in the year 2006 after the first accreditation has been playing vital role in adopting and implementing diverse quality enhancement measures and after the post accreditation period, trying with level best in compliance with some of the recommendations of the Peer Team in a systematic manner.

Our college, Rabindra Mahavidyalaya was established on 8 November 1971. Initially only 8 students were admitted to the pre-university course and 25 students to the B.Com pass course. Then it was in the academic session of 1972-73 that the B.A. course in the Pre-University and Degree level started. In the decade of the 80's of the preceding century, a steady inflow of funds in the form of various monetary aids granted to this institution either by the State Government or by the University Grants Commission( UGC ) or by similar such agencies, made it possible for a fast paced development of the different wings of the institution. Only after four decades since its inception, the college now has a pretty long list of assets to its credit, viz. five big buildings, two new buildings (under construction), a fairly spacious Library with a reading room, a beautiful playground, separate courts for playing volleyball, basketball and badminton, cycle-sheds, multi-gym, a centrally potable water tank and so on. It has now a student population of more than three thousand five hundred and they are offered quite a remarkable list of 16 Honours and 18 General subjects to choose from. They are also provided with other academic facilities like Learning Resource Centre, Computerized Library Facility, Career Counseling Cell, a Smart Digital Classroom, etc. for their benefit.


The preparation of SSR was a joint venture, as the cooperation of teaching community and non-teaching members and the students was sought from them. All the departments wholeheartedly cooperated to prepare their departmental profile and non-teaching staff cooperated to provide information related to accounts and other academic information.

The suggestions provided by the NAAC peer team of the first visit to our college was implemented to the best of our ability which is being reflected in and around our college premises. Hope this time also NAAC peer team will provide lots of suggestion to enhance and improve and strengthen the quality in academic, cultural and social pursuits.



In view of above, the institution looks forward to getting validated and accredited as well as getting into the process of institutional self-development through consequent cycles of re-accreditation.

Asserting our firm conviction in the methodology of NAAC assessment, I invite the NAAC to help us in our onward journey towards further improvement and sustenance of quality.

  
Sujata Bandhyapadhyay 24/5/16  
Teacher-in-Charge



Rabindra Mahavidyalaya  
Champadanga, Hooghly

**Teacher-in-charge**  
**Rabindra Mahavidyalaya**  
**Champadanga, Hooghly**

## **A. Executive Summary**

### **CRITERION I: CURRICULAR ASPECTS**

The College is affiliated to The University of Burdwan and implements the curricula of the University in all its Under Graduate (UG) departments. The College does not enjoy academic autonomy. However, some liberty is taken in the curriculum planning and implementation, to suit the process to the local students.

National Service Scheme (NSS) and National Cadet Corps (NCC) schemes are running in the college for more than 40 years.

The College offers 16 Honours courses and 18 General courses in Science, Arts and Commerce streams. The College boasts of an extremely competent teaching faculty in all the subjects it offers. Many of them are engaged in research activities also.

The teachers of the college always respond readily to any call from the affiliating University for workshops on changes and reforms in the syllabus. They provide suggestions according to their areas of expertise and also make use of student feedback to suggest improvement in teaching methodology.

The teaching is learner-centric. An annual evaluation system (in three parts) is followed in all the UG courses.

All the departments make use of e-resources and promote e-literacy among students. Information and Communications Technology (ICT)-based teaching is used by a good number of the departments. Seminars and workshops for better understanding of subjects are organized.

Demonstration is an essential component of teaching. Hands-on training programmes, skill-enhancement programmes are offered by some departments. .

Value education seminars, programmes on health awareness, organization of health camps, employment and life skills programmes, different NSS/NCC activities are organized as part of enrichment programmes.

A centralized system of receiving feedback from students is maintained. The departments are also engaged in the process of obtaining student feedback (sometime verbal also) with a view to assess the ongoing teaching methodology.

We are planning for holding the parent-teacher-student meeting every year to discuss examination results and problems arising out of teaching methodology. But due to lack of space and time constraints we are unable to conduct such meetings.

The Governing Body of the College and other stakeholders are kept informed about the enrichment programmes and their valuable suggestions are readily accommodated for an effective implementation of the curriculum.

## **CRITERION II: TEACHING LEARNING AND EVALUATION**

The college is aware of the fact that teaching-learning and evaluation is the most important step for any educational organization. The following are the major highlights in teaching-learning and evaluation criterion:

The college ensures wide publicity and transparency in its admission procedure in UG courses. Admission is conducted completely on-line since 2015-2016 academic session.

Merit is the sole criterion for admission. However, as per government norms seats are reserved for SC/ ST/ OBC (both A and B Category) and differently-abled students.

Constant monitoring of the students is done through class tests, student's seminars, keeping track of the attendance of students etc.

Special care is given to the weaker students in the Remedial and Tutorial classes. Advanced students are encouraged to pursue their higher career and given assistance by the teachers according to their needs.

Besides the traditional lecture method, students are initiated to Interactive Learning through participation in students' seminars, conferences, debates, quiz competition etc. ICT enabled tools like Liquid Crystal Display (LCD) Projectors etc. are used by the teachers to generate student's interest in these seminars i.e. an interactive lecture.

Collaborative Learning is promoted through the educational tours, environmental projects as well as in the laboratory demonstration classes.

The institute organizes invited lectures and seminars to broaden the vista of knowledge among the students and teachers. Apart from this two National Seminars were organized. One by the department of History and the other one, jointly by the department of English and Bengali. Lectures delivered by the renowned personalities.

The library and the laboratories of the college are constantly augmented through different grants for the benefit of the teaching- learning process.

The IQAC is an actively functioning unit which through constant discussion with the Principal/Teacher-in-Charge, Teachers' Council and other stakeholders ensures the successful flow of the teaching-learning process.

The college doesn't enjoy any autonomy in the recruitment of the permanent teachers. These teachers are appointed by the Higher Education Department, Government of West Bengal as per the recommendation of the West Bengal College Service Commission. At present (as on 30.06.2015) there are 31 permanent teachers, 25 Part-Time Teachers (Govt Approved PTT).

Among the present permanent faculties, 18 teachers have Ph. D as the highest qualification, 04 have M. Phil as their highest qualification and 09 have Post Graduation (PG) as the highest

qualification. Among the PTT 02 have Ph.D, 06 have M.Phil, 17 have PG as the highest qualification.

The teachers are always encouraged to participate in the Orientation Programmes, Refresher Courses, Summer/Winter Schools, Short Term Courses etc. The teachers are also actively encouraged to participate in seminars, conferences etc.in India and abroad as well as to present papers in them.

The institution ensures that all stakeholders, especially the students and teachers, are aware of the evaluation process by providing requisite information through the Prospectus, Academic Calendar, institutional notification circulated amongst the faculty and students. The college abides by the evaluation reforms of the affiliating university as and when imposed. The college also takes proper measure to redress the evaluation related grievances of the students.

The result of the college is one of its major areas of strength. A few departments e.g Chemistry, Botany, Bengali, Geography, Education, Microbiology have consistently performed well during 2011-12 to 2015-16. The college has clearly stated learning outcomes and clearly defined strategies to facilitate the achievement of the intended learning outcomes.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

The college is curriculum bound with Undergraduate Courses. The primary aim of the College is to impart quality education in different streams at the UG courses. To complement this, the institution aims towards promoting research among teachers. However the scope of doing research is very less.

The following are the major highlights in Research, Consultancy and Extension criterion:  
The college has a research committee “Expert Committee (Research Board)” to monitor and evaluate the UGC minor research project proposal. The Committee also motivates teachers to participate in Seminars and Symposiums etc.

At present there are seven ongoing Minor Research Projects funded by UGC in the College. The college has no dedicated infrastructural facilities for research but a good numbers of computer/Laptop and internet facilities are available to pursue research activities.

College has started to avail e-resources from British Council Library, online journals through INFLIBNET recently.

A good number of teachers are involved in pre- and post-doctoral research activities. This is reflected from the list of publications in peer-reviewed International and National journals by the faculty members.

The faculty members of some of the Departments also conduct Field Work, Excursions and Study Tours.

Many Departments of the College organize Seminars and Symposiums from time to time. These provide a platform for inviting eminent scholars and scientists from other Institutes and interacting with them.

Some teachers have collaboration with other University/ Institutes (to use instrument facilities) for pursuing specialized research.

Grants obtained from UGC have been utilized in organizing two National Seminars and to procure valuable instruments (a few of research standards) over the years.

One MOU has been signed between our college and Tarakeswar Degree College, another MOU has been signed between Netaji Mahavidyalaya and our college to hold Seminar/ Conferences, etc. jointly.

Apart from research activity other extension activities are also regularly undertaken by the NSS and NCC units of our college.

#### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

The college infrastructure has been in a process of continuous growth to match its academic growth as mentioned in detail detailed in the college profile and elsewhere.

Rabindra Mahavidyalaya has a campus area of 27742.5 sq.mts, out of which the built up area is 5697.36 sq. mts.

College library is having nearly 3200 books with internet and LAN facilities. INFLIBNET facility has been introduced for accessing e-journals. There are seminar library facilities for science departments.

The college has quite equipped laboratories in the science departments with computer and internet facilities. Some of the classrooms are slowly upgraded into smart classrooms.

There is one medicinal plant garden in the college.

The college gives increasing importance to ICT tools. There are 21 laptops and 30 desktops computers in the college and the number is increasing every year. These computers are constantly upgraded with latest versions. 28 Computers are equipped with internet connectivity within the campus.

The college has Green generator set with auto power off system.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

Every academic session, the college publishes a prospectus, which is handed over to the candidates willing to take admission in this college at the time of admission. The prospectus contains all the informations about the college and its curriculum, admission criterion, detailed information regarding college activities, monthwise year plan etc.

Different types of financial assistances by the State Govt. and a few other agencies are provided to the students enabling them to continue with their studies.

Students belonging to the SC/ST/OBC categories and economically weaker sections of the society are taken care by the college. The college considers counselling to students in academic and personal area as a primary duty. Therefore, the faculties are conscious of developing the



potentiality of each student in academics as well as solving their personal problems in a congenial atmosphere. Academic and career counseling are offered by the teachers.

The college provides a healthy environment to the students through several welfare means such as canteen facilities, Grievance Redressal Cell, Career Counseling Cell.

The college has constituted a “Committee against Sexual Harrasment “ since 2013. In the current academic session it is renamed as “Womens’ cell” to make it sound more student friendly, and socially agreeable.

It has elected Students’ Council which actively participate in organizaing various co-curricular and extracurricular activities such as various cultural programmes, indoor and outdoor game competitions, annual sports meet, Mock Parliament etc.

The Students’ Council also have representation in various academic and administrative bodies to facilitate smooth functioning of the college.

The college has a registered Allumni Association apart from this a few departments have departmental Alumni Association which organizes various programmes.

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Rabindra Mahavidyalaya is about 45 years old. This institution believes to achieve excellence by its clearly-identified vision and mission-“Making an enlightened, informed and confident local community”. The major points in this regard are enumerated below:

The vision of the college is to build up young minds fit to take the helm affairs in different walks of life through the process of cultural, socio-economic and environmental sustainable development as individuals, communities and a nation.

Principal/Teacher-in-Charge with the help of IQAC plays the pivotal role in guiding as well as monitoring the overall academic, administrative and financial activities of the college. Principal/Teacher-in-Charge communicates all the employees (both teachers and the members of the non-teaching staff) and other stake holders about the vision mission and plan towards achieving the institutional goals within the time limit set.

There are a large number of sub-committees for infrastructure development, maintenance, academic matters, routine, library etc., all the committees are approved by the highest body of the college, the Governing Body (G.B.), for running the day to day administration of the college. As per rules of The affiliating University, the G.B is to consist of three teacher representatives, two representatives from non-teaching staff, General Secretary of the Students' Council, three nominees of the affiliating university and one nominee of the State Government apart from the Principal/Teacher-in-Charge, who acts as (ex-officio) Secretary of the G.B. The G.B. of the college meets as and when needed to take note of every development in the college and help the administration to solve the problems.

The college regularly receives the structured feedback or verbal feedback regarding the fulfilment of all the academic needs of the students as well as the welfare programmes like scholarship, free studentship, infrastructure etc.

The institution has a Grievance Redressal Cell. The grants received by the college are regularly audited by the registered auditors. The Internal Quality Assurance Cell (IQAC) plays a major role

to reinforce the culture of excellence and under its leadership, the faculty members are always encouraged to update themselves and to enlighten the students.

## **CRITERIA VII: INNOVATIONS AND BEST PRACTICES**

A few Innovative Measures and some forms of Best Practices are adopted by the college in the last four years.

To maintain the environmental balance within the campus, measures were taken like organizing Tree Plantation Programme, declaring the campus as a No-Smoking and Plastic-free zone, replacing the ordinary bulbs by CFL lamps, replacing the petro gas burners by LPG, replacing the CRT monitors by LCD/LED monitors, organizing seminars by the Nature Club on environmental issues, etc.

As a part of the innovative measures for the smooth functioning of the college COSA software is introduced for the salary of the staff and the necessary training is given to the non-teaching staff to successfully run the software. An Automatic Alarm System (developed and built by our office staff, Sk. Mainur Ali) is installed to stop the generator once the electrical power gets on; that helps to save the cost of fuel. Science departments have extended their support to assist the local school teachers to successfully implement practical curriculum (+2 level) at Higher Secondary level.

Two best practices have been identified by the college:

- i) Awareness to save electricity ii) Environmental Awareness and Protection

### **SWOC** analysis of the Institution

#### **Strengths:**

1. The institute offers as many as 16 Honours courses and 18 General courses.
2. The growing interest and enrollment rates are visible year after year.
3. Competent and committed teaching faculties many of them having Ph.D and M.Phil degrees.
4. A good number of faculties publishes regularly in the peer reviewed journals and undertaking UGC-funded research projects.
5. Active participation of many teaching staff in different faculty improvement programmes to improve teaching and research skills.
6. Transparency in administration and governance, up-to-date financial audit.
7. Online resources of BCL and INFLIBNET available in the college library along with journals and text books.
8. Active NSS and NCC units of the college.
9. Eco-friendly college campus.
10. Annual self-appraisal for faculty members and the practice of collecting feedback from its stakeholders.
11. Adequate supply of safe drinking water to students and staff.
12. Un-interrupted power supply with two generators one 30KVA and another 10KVA.
13. Canteen facility available.

#### **Weakness:**

1. Acute crisis of permanent faculty and librarian, 15 permanent teaching posts and 02 librarian posts are lying vacant.
2. Shortage of non-teaching staff, 13 permanent non-teaching posts are lying vacant.

3. Number of sanctioned teaching and non-teaching posts are not adequate.
4. The college has been forced to engage some non-teaching staff (and a large number of guest teachers too) with some dailywage or pay per class basis. These are causing increasing financial problem of the college.
5. Lack of adequate and timely funding for infrastructure development and maintenance.
6. Scarcity of separate independent class rooms and space for each department.
7. Lack of adequate numbers of LCD projection system enabled class rooms.
8. Lack of green toilets for students and staff.
9. Unavailability of hostel facilities for boys and girls.

**Opportunity:**

1. The State Govt. has removed the embargo on appointment of permanent teachers in the posts which were blocked previously due to PTTs. So, there is a chance that more permanent teachers would join soon.
2. Construction of separate Bio-Science building is completed and department of Botany is going to shift there before the next academic session.
3. Construction of one Girls Hostel with financial aid from UGC is near completion.
4. Large amount of campus area including a large pond is available for construction of buildings and introduction of regular/vocational course like fishiculture etc.
5. Locational advantage of the college buildings is there to install large capacity roof top solar panel to suffice the power consumption of the college.

**Challenges:**

1. Filling-up the vacant posts of permanent teaching and non-teaching staff.
2. Crating new permanent teaching and non-teaching posts.
3. Carrying out the modernization process of its infrastructure and services.
4. Keeping records of all the events and made them available to the Principal/Teacher-in-Charge, IQAC coordinator and others.
5. Arranging modern teaching aid to have more and more students inside the class.
6. Reduce the use of paper and use the college website for circulating general notices, internal examination announcements, publication of results etc. and serve the purpose.
7. Fixing the new benchmark and go ahead.

## B. Profile of the Affiliated College

### 1. Name and Address of the College:

Name :	Rabindra Mahavidyalaya	
Address :	P.O.-Champadanga, Hooghly	
City :	Pin : 712401	State : W.B.
Website :	<a href="http://www.rabindramahavidyalaya.org">www.rabindramahavidyalaya.org</a>	

### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Teacher-in-Charge	Sujata Bandyopadhyay	O: 03212255104 R: Nil	9163234978	03212255104	sujatabndpdh615@gmail.com
Vice Principal		O: R:			
Steering Committee Co-ordinator	Dr. Uday Kumar Khan	O: 03212255104 R:Nil	9474494468	03212255104	udaykumarkhan@gmail.com

### 3. Status of the

#### Institution:

- i. Affiliated College
- ii. Constituent College
- iii. Any other (specify)

v

### 4. Type of Institution:

- a. By Gender
  - i. For Men
  - ii. For Women
  - iii. Co-education

v

- b. By Shift
  - i. Regular
  - ii. Day
  - iii. Evening

v

**5. It is a recognized minority institution?**

Yes

☐

No

☒

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

NA

**6. Sources of funding:**

Government

☐

Grant-in-aid

√

Self-financing

☐

Any other

**7. a. Date of establishment of the college: ...08/11/1971 (dd/mm/yyyy)**

DD	MM	YYYY
08	11	1971

**b. University to which the college is affiliated /or which governs the college** (If it is a constituent college)

The University of Burdwan

**c. Details of UGC recognition:**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	07.09.1976	UGC letter no. F.8-17/76(OP) dated 07.09.1976
ii. 12 (B)	08.01.2003	Sl No. 593 vide D.O. no. F.2-6/2002 (X Plan)  B.U. letter no.F.IV2(XI)/323/33/1 dated 20.08.2015

(Enclosed the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

**8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?**

Yes

☐

No

☒

If yes, has the College applied for availing the autonomous status?

Yes

☐

No

☐



**9. Is the college recognized**

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition: ..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

**10. Location of the campus and area in sq.mts:**

Location *	Rural
Campus area in sq. mts.	27742.5 sq. mts.
Built up area in sq. mts.	5697.36 sq. mts.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

• Auditorium/seminar complex with infrastructural facilities X

• Sports facilities

☐ play ground ✓☐ swimming pool X☐ gymnasium ✓

• Hostel

\* Boys' hostel

i. Number of hostels ii. Number of inmates iii. Facilities (mention available facilities) ☐ Girls' hosteli. Number of hostels ii. Number of inmates iii. Facilities (mention available facilities)

☐ Working women's hostel

Nil

i. Number of inmates

ii. Facilities (mention available facilities)

• Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)

X

• Cafeteria —

✓

• Health centre —

X

First aid

✓

Inpatient, Outpatient, Emergency care facility, Ambulance.....

X

Health centre staff —

X

Qualified doctor

Full time

☐

Part-time

☐

Qualified Nurse

Full time

☐

Part-time

☐

• Facilities like banking, post office, book shops

X

• Transport facilities to cater to the needs of students and staff

X

• Animal house

X

• Biological waste disposal

✓

• Generator or other facility for management/regulation of electricity and voltage

✓

College has a 30KVA Transformer (installed by WBSEDCL), two Generators one with 30KVA (440V, 3 Phase, 41A) and other one with 10KVA (220V, 1 Phase, 27A) to supply electricity for the entire college. Three UPS one with 2.5KVA for Department of Physics, 2.0 KVA UPS for Learning Resource Centre and 0.8 KVA UPS for the Library.

• Solid waste management facility

X

• Waste water management

X

• Water harvesting

X

**12. Details of programmes offered by the college (Give data for current academic year)**

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	U.G.	Botany Honours	3 years	For General category: Passed in H.S. or equivalent board examination with 50% marks in aggregate and 50% marks in Biology. For Reserve Category (SC/ST,OBC-A,B) 45% marks in aggregate and 45% marks in Biology.	Vernacular / English	39	39
2	U.G.	Chemistry Honours	3 years	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 60% marks in Chemistry and 40 % in Mathematics. Reserve Category (SC/ST,OBC-A,B) : Passed in H.S or equivalent board examination with 45% marks in aggregate and 55% marks in Chemistry and 40 % in Mathematics.	English / Vernacular	37	37
3	U.G.	Economics Honours (Science/Arts)	3 years	Passed in H.S or equivalent board examination with Mathematics or Business Mathematics and 45% marks in aggregate for all categories.	English / Vernacular	37	02
4	U.G.	Mathematics Honours	3 years	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 45% marks in Mathematics. Reserve Category (SC/ST,OBC-A,B) : Passed in H.S or equivalent board examination with 45% marks in aggregate and 45 % in Mathematics.	English / Vernacular	36	36

5	U.G.	Microbiology Honours	3 years	Passed in H.S or equivalent board examination with 45% marks in aggregate and 30% marks in chemistry, 40% marks in Biology for all categories.	Vernacular / English	45	36
6	U.G.	Physics Honours	3 years	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 65% marks in Physics and 60 % in Mathematics. Reserve Category (SC/ST,OBC-A,B): Passed in H.S or equivalent board examination with 45% marks in aggregate and 60% marks in Physics and 55 % in Mathematics.	English / Vernacular	35	26
7	U.G.	Zoology Honours	3 years	For General category: Passed in H.S or equivalent board examination with 50% marks in aggregate and 50% marks in Biology .Reserve Category (SC/ST,OBC-A,B): 45% marks in aggregate and 45% marks in Biology	Vernacular/ English	40	40
8	U.G.	B.Sc. General (Pure and Bio)	3 years	Passed in H.S or equivalent board examination	Vernacular/ English	194	54
9	U.G.	Bengali Honours	3 years	Passed in H.S or equivalent board examination and 45% marks in aggregate , 45% marks in Subject	Vernacular	82	82
10	U.G.	Education Honours	3 years	DO	Vernacular/ English	52	52
11	U.G.	English Honours	3 years	DO	English	82	79
12	U.G.	Geography Honours	3 years	DO	Vernacular/ English	31	31
13	U.G.	History Honours	3 years	DO	Vernacular/ English	82	72
14	U.G.	Philosophy Honours	3 years	DO	Vernacular /English	73	72

15	U.G.	Political Science Honours	3 years	DO	Vernacular/English	37	30
16	U.G.	Sanskrit Honours	3 years	DO	Sanskrit / Vernacular	73	60
17	U.G.	B.A. General	3 years	Passed in H.S or equivalent board examination. For Geography combination : 40% marks in aggregate and 60% marks in Geography (General Category), 55% marks in Geography for Reserve Category (SC/ST,OBC, PH) .	Vernacular/English	719	573
18	U.G.	B.COM. General	3 years	Passed in H.S or equivalent board examination.	Vernacular/English	203	04
19	U.G.	Accountancy Honours	3 years	Passed in H.S or equivalent board examination with : 45% marks in aggregate.	Vernacular/English	87	20

**13. Does the college offer self-financed Programmes?**

Yes ☐ No ☒

If yes, how many?

**14. New programmes introduced in the college during the last five years if any?**

yes ☒ No ☐

If yes, how many?

Serial No.	Name of the programme	Year of Introduction
1	Honours course in Mathematics	2012-13

**15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)**



Faculty	Departments (eg. Physics, Botany, History etc.)	UG		PG
		Honours	General	
Science	Botany	Yes	Yes	No
	Chemistry	Yes	Yes	No
	Economics (Science/Arts)	Yes	Yes	No
	Mathematics	Yes	Yes	No
	Microbiology	Yes	No	No
	Physics	Yes	Yes	No
	Statistics	No	Yes	No
	Zoology	Yes	Yes	No
Arts	Bengali	Yes	Yes	No
	Defence studies	No	Yes	No
	Education	Yes	Yes	No
	English	Yes	Yes	No
	Geography	Yes	Yes	No
	History	Yes	Yes	No
	Philosophy	Yes	Yes	No
	Political Science	Yes	Yes	No
	Physical Education	No	Yes	No
	Sanskrit	Yes	Yes	No
Commerce	Accountancy	Yes	Yes	No

**16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)**

- a. annual system
- b. semester system
- c. trimester system

**17. Number of Programmes with**

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

x
x
x

**18. Does the college offer UG and/or PG programmes in Teacher Education?**Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s): NA (dd/mm/yyyy)

and number of batches that completed the programme b.

NCTE recognition details (if applicable) : NA

Notification No.: .....NA.....

Date: .... NA..... (dd/mm/yyyy)

Validity:.....NA.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☒**19. Does the college offer UG or PG programme in Physical Education?**Yes ☒ No ☐

If yes,

a. Year of Introduction of the programme(s) 25.11.1997. (dd/mm/yyyy)

and number of batches that completed the programme 

b. NCTE recognition details (if applicable) N.A.

Notification No.: ..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes ☐ No ☒

**20. Number of teaching and non-teaching positions in the Institution**

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruite			04	01	15	11	17	03	01	00
Yet to recruit	15						13			
Sanctioned by the Management/ society or other authorized bodies Recruited							08	02		
Yet to recruit	NIL						NIL			

\*M-Male \*F-Female

**Notes:**

- Two Librarian posts remaining vacant.
- The above data do not include Principal and one Graduate Laboratory Instructor.

**21. Qualifications of the teaching staff:**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							31
D.Sc./D.Litt.	00	00	00	00	00	00	00
Ph.D.	00	00	03	0	10	05	18
M.Phil.	00	00	01	0	01	03	04
PG	00	00	0	01	04	04	09
Temporary teachers							00
Ph.D.	00	00	00	00	00	00	00
M.Phil.	00	00	00	00	00	00	00
PG	00	00	00	00	00	00	00
Part-time teachers							25
Ph.D.	00	00	00	00	01	01	02
M.Phil.	00	00	00	00	01	05	06
PG	00	00	00	00	12	05	17

**22. Number of Visiting Faculty /Guest Faculty engaged with the College.**

25

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	296	112	268	150	351	186	402	240
ST	29	12	19	18	30	13	29	14
OBC	101	56	109	89	148	132	194	179
General	1029	974	869	868	981	1074	1141	1336
Others	43	51	48	40	42	41	36	38

24. Details on students enrollment in the college during the current academic year: 2015-16

Type of students	U.G.			Total
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
Students from the same state where the college is located	1511	1162	1214	3887
Students from other states of India	x	x	x	x
NRI students	x	x	x	x
Foreign students	x	x	x	x
Total	1511	1162	1214	3887

25. Dropout rate in UG and PG (average of the last two batches)

UG 25.17%

PG x

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

Unit Cost of Education	2014-15*	2013-14	2012-13	2011-12
Including the salary component(Rs.)	8215.11	11922.75	10379.32	11614.15
Excluding the salary component(Rs.)	1336.74	1391.00	1786.00	1671.00

\*Un-audited.

**27. Does the college offer any programme/s in distance education mode (DEP)?\***Yes ☐ No ☒

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☐

b) Name of the University which has granted such registration.

c) Number of programmes offered 

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

\*IGNOU had its Study Center in this college since 06/2008 to 07/2012

**28. Provide Teacher-student ratio for each of the programme/course offered**

	Sl. No.	Ratio(S:T) for the session 2014-15		
		Subjects	Hons	General
Course Offered	1	Botany	7:1	
	2	Chemistry	24:1	
	3	Economics (Science/Arts)	5:1	
	4	Mathematics	15:1	
	5	Microbiology	52:1	
	6	Physics	15:1	
	7	Zoology	41:1	
	8	Bengali	70:1	
	9	Education	77:1	
	10	English	55:1	
	11	Geography	12:1	
	12	History	60:1	
	13	Philosophy	97:1	
	14	Political Science	17:1	
	15	Sanskrit	70:1	
	16	Physical Education		90:1
	17	Defence studies		150:1
	18	Statistics		6:1
	19	Commerce	5:1	



**29. Is the college applying for**

**Accreditation:** Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☒

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

**30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)**

Cycle 1: 22-23/02/2006 (dd/mm/yyyy) Accreditation Outcome/Result **B**. Cycle 2: ..... (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 3: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

**\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

**(Attached)**

**31. Number of working days during the last academic year.**

255

**32. Number of teaching days during the last academic year**  
(Teaching days means days on which lectures were engaged excluding the examination days)

195

**33. Date of establishment of Internal Quality Assurance Cell (IQAC)**

IQAC .....18/12/2006..... (dd/mm/yyyy)

**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC**

Year	Date
AQAR 2011-12	22/01/2016
AQAR 2012-13	22/01/2016
AQAR 2013-14	22/01/2016
AQAR 2014-15	22/01/2016

**35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)**

NIL

## C. Criterion wise analysis

### CRITERION I: CURRICULAR ASPECTS

#### 1.1 Curriculum Planning and Implementation

**1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

**Vision & Mission:**

“**Making an enlightened, informed and confident local community**” is the vision our college which truly enshrines a collective aspiration of an essentially rural populace that once dreamt of education as a viable means of social progress. Tagore had his vision of a cosmopolitan brotherhood based on a steady exchange of educational means and cultural values between India and the rest of the world and it materialized in the birth of Visva Bharati. Our small college with all its myriad aspects of rural backwardness in a way truly follows in the path of Rabindranath. As an agency of higher education, it brings in the blessings of advancement and the benefits of enlightenment so that the people who live in and around Champadanga may gain into confidence and may try to be at par with other, more advanced sections of the society, traditionally known and respected for their greater quantum of achievement.

The mission of this college is succinctly expressed in the Sanskrit adage of “**Vimuktasya vimuchyate**” that originally occurred in ‘Vishnu Sahasranam’. This pertains to the highest attribute of a ‘liberated man’: a liberated soul can attain to a state of perfection through a continual exercise of his or her sense of liberty. ‘Jnan’ or ‘Knowledge’ is the only means by which this rare quality of freedom may be gained. A past wisdom thus recombined with the present task of knowledge-gathering and dissemination may make our mission a truly unique and an appropriate one bringing us ever closer to the vision already detailed above.

**Objectives:**

- To work for the advancement of learning by optimizing the use of available teaching aids and gadgets.
- To take cognizance of the needs and demands of students as well as the society they belong to.
- To take the institution to greater heights of eminence and excellence by continually setting still better academic goals and achievements.
- To help the students find a niche in the professional world by making them employment-worthy and hopeful for the future.
- The values of logic and rationality and a scientific temperament are inculcated as a way of reaching the institutional goal.

**Describe how the vision, mission and objectives are communicated to the students, teachers, staff and other stakeholders:**

- Through the college website.
- Through continuously mentoring and counselling.
- By prominently etching the vision and mission at the college entrance.

- By putting the Mission in the College Logo.
- Through the College Prospectus.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

Before mapping the year plan, the IQAC coordinator meets the teachers in an open forum in order to keep track of the institutional stakes for a specific year so that the action plan is developed in a more broad based fashion.

The institution develops and deploys action plans for effective implementation of the curriculum in the following way:

- Through the year plan attached to the Prospectus distributed every year at the time of admission.
- The Institution implements the curricula set by its mother university - the University of Burdwan in all its UG Courses.
- By regular notification on the part of the administration that helps timely and proper implementation of the curricular aspects.
- Practical and demonstrative teaching undertaken in laboratories and through excursions and educational visits.
- Regular verbal assessment and periodic written tests.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

- The affiliating university provides a framed syllabus and also attaches a recommended reading list, which provides beneficial reference material for the students as well as the teachers.
- The University provides procedural base for annual qualifying exams. They format the dates, frame question papers and other required exam related issues.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.**

- The class routine is programmed to accommodate the stipulated no. of lectures assigned in the university syllabus against every part/ component.
- The annual events as notified by the University like Games and Sports, holding of Students' Council election, Annual Social Function etc. are regularly held.
- Other than the conventional mode of teaching, projectors are used by some departments

to show PPTs. Online tutorial, instrumental techniques, structural models, charts and diagrams are some of the other measures adopted by different departments from time to time. Extempore, essay writing, participation in mock parliament, model presentations, group study, seminars, quizzes, wall magazines field works and surveys, excursions, educational tours, group based laboratory demonstrations are some of the other significant collaborative activities aimed at proper deliverance and transactions of the relevant curriculum.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

- Proper enrolment of students at the time of admission is done through counselling of prospective candidates, helping them to choose the appropriate subject.
- Registration Fee (at the time of registration) and the Centre Fee (obtained during the time of University Examination) are regularly sent to the University.
- The institution functions as a University Examination Centre.
- For the science departments, the concerned departments in the university send out timely instructions, especially with reference to conducting the practical examinations that help in effective implementation of the syllabic components.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)**

- In the workshops pertaining to syllabus overhaul, the departmental teachers often come-up with specific feedbacks asking for changes in syllabic parts that best suit the UG students enrolled under different subject orientations.
- In terms of specific suggestions, we may cite the example of the department of Economics whose teachers have strongly recommended for the inclusion of “project work” in the Honours syllabus in the UG syllabus workshop which has been ultimately retained.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed :**

NO

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

- Through proper monitoring, Department –wise analysis of University Exam results.

- Different programmes to complement learning including seminars, quizzes etc. are held which are further specified in criterion –II pertaining to teaching, learning and evaluation.

## 1.2 Academic Flexibility

### 1.2.1 Specifying the goals and objectives, give details of the certificate/diploma/skill development courses etc., offered by the institution.

No such courses offered

### 1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes' give details.

NO

### 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Range of Core / Elective options offered by the University and those opted by the college**

From the university range of core/ elective options the college chooses to offer 16 (sixteen) Honours and 18(eighteen) General Subjects to the students, which is a fairly wide spectrum for a student to opt from.

- **Choice Based Credit System and range of subject options** NA

- **Courses offered in modular form :**

The university does not offer such modular course though the Departments make their respective modular structure for convenience.

- **Credit transfer and accumulation facility:** NA

- **Lateral and vertical mobility within and across programmes and courses:**

Options for change from one Honours course to another as lateral mobility and from General to Honours Course as vertical mobility are available in the institution after admission and till the University registration of the students.

- **Enrichment courses:** NA

### 1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

No such programme exists

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

NA

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

NA

### **1.3 Curriculum Enrichment**

**1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?**

The college is affiliated to The University of Burdwan and does not have the flexibility to design any course at the undergraduate level. Still some supplementary efforts are on like,

- A few Science departments give demonstration of the experimental techniques, shows videos, movies etc for better understanding of the subject.
- For slow learners Remedial Coaching is provided. This coaching is provided to SC, ST and OBC students only.
- Science departments arrange for extra practical classes including hand-hold experience and model presentations before university practical examination in a regular basis to give extra attention and thereby help the students to come to grips and facilitate the university programme as a way of enriching the curriculum.
- Our students find it difficult to communicate in English and to study good books of foreign authors in English. Keeping this in mind, our teachers try their best to make the daily classroom teaching in English which is easily understood by the general run of students.
- The institution encourages the departments to develop knowledge and skills among students that are necessary in their field of study but not covered in the syllabi. For details, see 2.3.8. This definitely increases their employability in the job market.

**1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

The institution makes the following efforts to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market-

- The faculties see to it that the course curriculum is finished in such a way that the knowledge derived by the students from the teaching –learning programme of the syllabus can enable them to appear at the future job-oriented examinations with some real confidence.

- The NSS, NCC, Physical Education Department and Cultural sub-committee arrange for the participation of the students in different competitions at the University/State/National levels so that students can achieve certificate/awards which can go a long way towards being successful in job-market.
- The Career Counseling Cell of the college helps the students to a large extent in finding better career options/ training /job opportunities through net surfing in particular.
- By organizing educational tours to institutions/industrial concerns to have a complementary direction towards employability that such institution/concerns excel in.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The institution has always made efforts for integrated and holistic development of the students. Some recent efforts are mentioned below:

- The curriculum of the University contains a compulsory project in ENVS (environmental studies) for all 3rd year students. The duty of supervising the project is assigned to teachers of all science departments. In the process, the teachers get a scope to integrate cross-cutting issues like climate change, water and air pollution, preservation of underground water etc. in the curriculum. Our institution tries to patch up such delicate issues together with the traditional curriculum giving it an integrated look.
- The College arranged AIDS awareness programme in the banner of Red Ribbon Club under the aegis of NSS. The student participants got knowledge of sex education by learned experts in a delicate manner in a nutshell.
- Students join National Service Scheme (NSS) and the programmes of NSS deal with human right, basic health and sanitation problem and basic education of the local people.
- The college observes the “International Womens Day”, frequently holds seminars on women’s issues like “Domestic Violence” and “Women Rights”, which is connected with gender equality awareness.
- Regarding ICT, our institution has developed smart classroom infrastructure, additional projectors as classroom teaching aids along with internet facility sponsored by National Mission of Education (NME).

### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

The college does not run any such specific courses/ enrichment programmes. But the purpose as mentioned in the question is served in the way as follows.

#### **➤ moral and ethical values**

They are encouraged and constantly inculcated the moral and ethical values through every phase of curriculum implementation. This college held a seminar on Value Education by Swami Suparnananda from The Institute of Culture, Ramakrishna Mission, Golpark.



➤ **employable and life skills**

NCC & NSS departments organize many training programmes e.g. “Bratachary”, “Yoga” for overall development of employability and life skills among its students. Student placement and counseling cell organized seminar /workshop on “Career Talk”(Resource person- Subir Pal, Tapan Chakraborty), “Bachik Shilpa” ( Resource person -Jagannath Basu), Job Opportunities in Indian Capital Market (Resourc Person- Sidhhartha Chatterjee).

➤ **better career options**

For better career options books and other facilities available at Career Counselling Cell contribute to better career options for students. Programmes of Career Counselling Cell (workshop/seminar) gives guidance to the students to chose the right subject and the right placement opportunity. This institution is the only College which has the UG (General) course on Defence Studies under the University of Burdwan. This course facilitates the students to get job in Army, Defence, Police department etc. Microbiology students get job opportunity in the industry as microbiologist/chemist for mineral water packaging, food industry etc.

➤ **community orientation**

The institution fulfills Community orientation responsibility firstly by NSS Scheme. NCC programmes also help in this regard. Students engage themselves in the regular programmes of NSS and NCC and special camp programmes of NSS or NCC camps where they give community services in the neighbourhood villages. They organise blood donation camp, awareness programme to create scientific knowledge among people about cleanness, water pollution etc. in collaboration with local organization. An attempt is also undertaken to drive away superstitious practices.

**1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

Introduction of the subjects like Microbiology (Honours), Geography (General and Honours), Education (both General and Honours), Physical Education, Defence Studies (General) in the programmes of the college was an outcome of the use of feedback from students /parents and alumni. Our institution always welcomes such feedbacks from stakeholders. A few science departments have started to use demonstration method of teaching for better learning of the subjects after receiving the feedback from the students. Test examination method has been changed on the basis of verbal feedback from the students.

**1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

Various sub-committees are set up annually by the Teachers’ Council for each academic year, while IQAC sets up guidelines for effective functioning of the Institution. IQAC also monitors and evaluates the quality of its enrichment programmes and gives feedback to the Principal/Teacher-in-Charge for necessary actions.

## **1.4**

### **Feedback System**

**1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

Participation of a few teachers in the workshop organized by The University of Burdwan for Syllabus modification in various subjects contributes to the development of the curriculum



prepared by the University. Further a few teachers being members of the Under Graduate and Post Graduate Board of Studies in different subjects have given concrete and valuable suggestions on designing and development of the curriculum.

**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes, the College has a regular well structured mechanism to obtain feedback from students and other stakeholders on different issues including curriculum. Teachers during participating in the workshop for Syllabus modification, try to communicate the need of the students. However the mother university finalizes the curricula which the college accepts. For the new programmes to be introduced the college approaches the university and gives justification why the programme is required to be introduced, University sends a team for field survey and finalizes the matter.

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

One new programme - Honours in Mathematics was introduced in the academic session 2012-13 (affiliation no. IC/Affin/12-13/P-48/173, Dt. 28.05.2012.).

This is done keeping in mind the fact that Mathematics as a subject offers better job opportunities in the market especially in the software industries. An undergraduate honours course in the subject may offer a necessary platform to an aspiring student who may fulfil his/her career ambitions in a way that was not possible, say, in a decade or two ago.

Another reason for introducing this course resulted from the continual verbal feedback that we received at the time of new admissions from the fresh lot of students who wanted to opt for Mathematics as their course for honours studies.

**Any other relevant information regarding curricular aspects which the college would like to include.**

NIL

## **CRITERION II: TEACHING - LEARNING AND EVALUATION**

### **2.1 Student Enrollment and Profile**

#### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

After publication of results of (10+2) standard of West Bengal Council of Higher Secondary Education, the college issues notices describing details of the admission procedure for all the available undergraduate honours and general courses.

Application forms for admission and College Prospectus containing all necessary information regarding college are issued to applicants of Honours and General courses. Last date(s) of submission of application forms, publication of merit list, counselling and admission etc are clearly mentioned in all the notices to maintain transparency. All the information regarding the admission is made available to the college website as well.

The admission of students to the college is monitored by the college admission sub-committee. Admission subcommittee is being formed with one or two faculty members as (joint) convener and concerned Head of the Departments as members. The applications received are scrutinized and a provisional merit list is prepared. This merit list is displayed in the notice board as well as in the website of the College. Applicants are requested to submit complains (if any) within a short period of time. Incorporating the corrections a final merit list is prepared and displayed. Admission commences after subject-wise and category-wise counselling as per schedule. The process is continued till all the seats are filled or lists are exhausted.

In the session 2013-14, admission in undergraduate honours course was controlled by the affiliating University through a centralized online admission process. The publicity was given through National Dailies and University Website. The transparency of the process was ensured by e-application, e-counselling and e-payment for admission in all courses with honours subjects. The college conducted the admission process for General Courses only.

However, in 2015-16 the entire admission process both for Honours and General was conducted online by the college.

#### **2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

The students are selected for admission to different programmes of the College on the basis of previous academic records (10+2) arranged according to merit framed by the college authority and admission committee as per The University of Burdwan guidelines. Reservation policy of Government of West Bengal for SC/ST and OBC, PH students are strictly followed.

For the details of the admission procedure, the excerpt from the prospectus for the academic session 2014-15 is given below

# ADMISSION: 2014-15

## GENERAL INFORMATION

**(For details /changes about admission procedure notice board is to be consulted)**

- Candidates passing H.S. or equivalent board examinations in 2014, 2013, 2012 and 2011 can take admission.
- Admission in all courses (both Honours and General) will be online (web-based) and monitored by the University of Burdwan. Students are requested to go through the University website for details. Reservation norms will be observed.
- Students have to collect prospectus from the office of the college for admission in the college and submit the filled-up form.
- While taking admission in the college, students have to show proof of online admission, original credentials, submit necessary photocopied documents and deposit requisite fees at the admission counter.

## SUBJECTS OFFERED

Faculties	Honours Subjects	General Subjects
<b>Science</b>	<i>Botany (BOTH)</i> <i>Chemistry (CEMH)</i> <i>Economics (ECOH)</i> <i>Mathematics (MTMH)</i> <i>Microbiology (MCBH)</i> <i>Physics (PHSH)</i> <i>Zoology (ZOOH)</i>	<i>Botany (BOTG)</i> <i>Chemistry (CEMG)</i> <i>Economics (ECOG)</i> <i>Mathematics (MTMG)</i> <i>Statistics (STSP)</i> <i>Physics (PHSG)</i> <i>Zoology (ZOOG)</i>
<b>Arts</b>	<i>Bengali (BNGH)</i> <i>Economics (ECOH)</i> <i>Education (EDCH)</i> <i>English (ENGH)</i> <i>Geography (GEOH)</i> <i>History (HISH)</i> <i>Philosophy (PHIH)</i> <i>Political Science (PLSH)</i> <i>Sanskrit (SNSH)</i>	<i>Bengali (BNGG)</i> <i>Economics (ECOG)</i> <i>Education (EDCG)</i> <i>English (ENGG)</i> <i>Geography (GEOG)</i> <i>History (HISG)</i> <i>Philosophy (PHIG)</i> <i>Political Science (PLSG)</i> <i>Sanskrit (SNSP)</i> <i>Defence Studies (DFSG)</i> <i>Physical Education (PEDG)</i>
<b>Commerce</b>	<i>Accountancy (CRGH)</i>	<i>Commerce (GR1, GR2)</i>

## SUBJECT COMBINATION

Students of Honours stream have to choose any two general combination subjects in addition to the Honours subject and students of general stream have to choose any three general combination subjects from the options provided below. All students have to study

compulsory Bengali (BNGL), compulsory English (ENGC) and Environmental Studies (ENVS).

<b>Honours Stream</b>	<b>Combination Subject options</b>
<i>Accountancy (CRGH)</i>	Related general subjects
<i>Bengali (BNGH)</i>	SNSG/ENGG, HISG, PHIG/EDCG
<i>Botany (BOTH)</i>	CEMG, ZOOG
<i>Chemistry (CEMH)</i>	MTMG, PHSO, STSG
<i>Economics (ECOH)</i>	MTMG, PLSG, EDCG, GEOG, PHSO, CEMG, STSG
<i>Education (EDCH)</i>	PHIG, HISG, PLSG, ENGG
<i>English (ENGH)</i>	SNSG, HISG, PLSG, EDCG
<i>Geography (GEOH)</i>	ECOG, PHIG/HISG
<i>History (HISH)</i>	SNSP/ENGG, PLSG/PHIG/EDCG
<i>Mathematics (MTMH)</i>	CEMG, PHSO, STSG
<i>Microbiology (MCBH)</i>	CEMG, ZOOG, BOTG
<i>Philosophy (PHIH)</i>	SNSG/ENGG, HISG, EDCG, PLSG
<i>Physics (PHSH)</i>	MTMG, CEMG, STSG
<i>Political Science (PLSH)</i>	BNGG/ENGG/SNSG/PHIG, HISG, ECOG
<i>Sanskrit (SNSH)</i>	BNGG/ENGG, HISG, PHIG
<i>Zoology (ZOOH)</i>	CEMG, BOTG

<b>General Stream</b>	<b>Combination Subject options</b>
<i>B.Sc. (Pure)</i>	MTMG, CEMG, PHSO, STSG
<i>B.Sc. (Bio)</i>	ZOOG, BOTG, CEMG
<i>B.A.</i>	PLSG/ECOG, BNGG/ENGG/SNSG, PHIG/EDCG, HISG
<i>B.A. with Geography</i>	GEOG, ECOG/PLSG, BNGG/SNSG/ENGG, PHIG/EDCG
<i>B.A. with Defence Studies</i>	DFSG, BNGG/SNSG/ENGG, PLSG, HISG
<i>B.A. with Physical Education</i>	PEDG, PSLG/ECOG, BNGG/SNSG/ENGG, HISG
<i>B.Com</i>	Related general subjects

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

**Table 2.1 Minimum % of marks for admission at entry level**

S I. N o.	Progra m me Level	Name of the Program me/ Course	Minimum % of marks for admission at entry level
1	U.G.	Botany Honours	For General category: Passed in H.S or equivalent board examination with 50% marks in aggregate and 50% marks in Biology .Reserve Category (SC/ST,OBC-A,B) 45% marks in aggregate and 45% marks in Biology.
2	U.G.	Chemistry Honours	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 60% marks in Chemistry and 40 % in Mathematics. Reserve Category (SC/ST,OBC-A,B) : Passed in H.S or equivalent board examination with 45% marks in aggregate and 55% marks in Chemistry and 40 % in Mathematics.
3	U.G.	Economics Honours (Science/Arts)	Passed in H.S or equivalent board examination with Mathematics or Business Mathematics and 45% marks in aggregate for all categories.
4	U.G.	Mathematics Honours	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 45% marks in Mathematics. Reserve Category (SC/ST,OBC-A,B) : Passed in H.S or equivalent board examination with 45% marks in aggregate and 45 % in Mathematics.
5	U.G.	Microbiology Honours	Passed in H.S or equivalent board examination with 45% marks in aggregate and 30% marks in chemistry,40% marks in Biology for all categories.
6	U.G.	Physics Honours	General Category : Passed in H.S or equivalent board examination with 50% marks in aggregate and 65% marks in Physics and 60 % in Mathematics. Reserve Category (SC/ST,OBC-A,B) : Passed in H.S or equivalent board examination with 45% marks in aggregate and
7	U.G.	Zoology Honours	For General category: Passed in H.S or equivalent board examination with 50% marks in aggregate and 50% marks in Biology .Reserve Category (SC/ST,OBC-A,B) 45% marks in aggregate and 45% marks in Biology.
8	U.G.	B.Sc. General (Pure and Bio)	Passed in H.S or equivalent board examination

9	U.G.	Bengali Honours	Passed in H.S or equivalent board examination and 45% marks in aggregate , 45% marks in Subject
10	U.G.	Education Honours	DO
11	U.G.	English Honours	DO
12	U.G.	Geography Honours	DO
13	U.G.	History Honours	DO
14	U.G.	Philosophy Honours	DO
15	U.G.	Political Science Honours	DO
16	U.G.	Sanskrit Honours	DO
17	U.G.	B.A. General	Passed in H.S or equivalent board examination.For Geography combination : 40% marks in aggregate and 60% marks in Geography(General Category) , 55% marks in Geography for Reserve Category (SC/ST,OBC, PH) .For Physical education combination: : 45% marks in aggregate.
18	U.G.	B.COM. General	Passed in H.S or equivalent board examination.
19	U.G.	Accountancy Honours	Passed in H.S or equivalent board examination with : 45% marks in aggregate.

Although other colleges of the same affiliating university within the locality follow almost similar norms regarding minimum % of marks for admission, we have noted that students obtaining relatively higher marks often opt for our college.

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’ what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Yes, the admission sub-committee reviews the admission process every year. Before the notification for the admission the said committee reviews the criteria of admission for honours courses considering the results of (10+2) standards in West-Bengal Board, the demand of the course in the college, the results of the University Examination and the opportunity for student progression etc.

As an outcome of such an effort the college is getting better students, and students are performing better in the University Examination. Student progression in some cases are noteworthy.

### **2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

#### **\* SC/ST**

The College strictly follows the reservation policy of the Government of West Bengal to ensure the access for the students of SC and ST community. In each Honours subject 22% and 6% seats are reserved for candidates of SC and ST community respectively. There is also some relaxation in the cut-off marks for admission (as stated in 2.1.3). We have always strictly obeyed the policy of admitting a student of reserved community as an unreserved one if the performance in the qualifying examination places her (him) at par with the students of unreserved category. After admission students are facilitated to get scholarships from the state Government.

#### **\* OBC**

Reservation policy for the candidates of OBC category for admission to Higher Education Institutes has been introduced by Government of West Bengal from the ensuing academic session 2014-15. As per Government policy 10% and 7% seats have to be kept reserved for OBC-A and OBC-B category, respectively without reducing the seats of General category. This newly introduced policy could not be fully implemented due to lack of infrastructure and human resources.

#### **\* Women**

There is no provision of keeping reserved seats for women separately. However, they are not discriminated in any way.

#### **\* Differently able**

For differently-abled students 3% seats are kept reserved in each category in each Honours subject at UG level. Students are also facilitated to get scholarships from the State Government.

#### **\* Economically weaker section**

There is no provision for reservation of seats for students from economically weaker sections. However, once a student from this section gets admission, the college authority extends every kind of support to such students to encourage them to complete the course. To demonstrate the national commitment to inclusion of the economically weaker section of the society, various stipends and scholarships are facilitated by the College on the basis of merit cum means. College facilitates this category of students by collecting the tuition fees in installments. Government As per the policy of the Government of W.B the college authority waives tuition fees, either partially or fully, for needy and deserving candidates.

#### **\* Minority community**

A good number of these students fall in the category OBC-A. Seats are reserved for OBC-A category during admission. There are several Govt. and other scholarships for Minority community students. Students from the Minority community avail stipends sponsored by Minority Affairs Department of the Govt. of West Bengal.

#### **\* Any other**

“Kanyashree” Scholarships by the State Government for the deserving candidates have been introduced from the academic year 2013-14. Out of 444 applicants 436 students received the scholarship during 2014-15 session. There are also provisions for students with bright sports-career to get advantage in admission.



**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

**Table 2.2 ----Demand Ratio in UG admission**

Academic session	Programmes(UG)	Number of application	Number of students admitted	Demand Ratio
2011-12	ARTS	2143	963	2.27:1
	COMMERCE	85	35	2.43:1
	SCIENCE	452	306	1.48:1
2012-13	ARTS	2060	969	2.13:1
	COMMERCE	48	21	2.29:1
	SCIENCE	612	426	1.44:1
2013-14	ARTS	UNIVERSITY CENTRALY RECEIVED THE APPLICATION	1152	NA
	COMMERCE		47	NA
	SCIENCE		413	NA
2014-15	ARTS	2185	1114	1.96:1
	COMMERCE	56	34	1.65:1
	SCIENCE	589	415	1.42:1

**Table: 2.3 -Category wise total admission in UG**

Category	2011-12	2012-13	2013-14	2014-15
SC	196	87	55	68
ST	17	06	03	04
OBC-A	98	68	39	75
OBC-B	95	23	99	80
PH	04	06	42	34
General	719	775	1149	1028

## 2.2 Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The institution follows government norms such as reservation (3%) for differently abled students at the time of admission.

As per University norms, such students are given extra time, writer (if needed). Such students are preferably accommodated in the ground floor during examinations.

The central Library allows a differently abled student to be within the library with a companion and to take more number of books for longer duration in the lending facility..

The institution instructs the office staff to allow any one on behalf of the differently abled student to perform all transactions with the office.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

There is no entry level test at the time of admission. The result of the qualifying examination is honoured during the process of admission.

The admission process is based on merit only. Emphasis is given on the marks obtained in the subject opted for Honours in the qualifying examination. In subjects such as Chemistry, Microbiology, Physics importance is also given to related subjects other than the subject opted for Honours while selecting the minimum eligibility criteria. This enables the teachers to judge the level of knowledge and skill before the commencement of the programme.

The counselling of students further facilitates the teachers to assess their needs. Every department interacts with the newly admitted students during the first week of the course to assess their knowledge and skill and have an idea about their needs. The department of Education takes oral tests and the department of Microbiology has used surprise tests to assess.

### 2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Bridging knowledge gap is taken as a continuous process and all probable efforts are made throughout the course to do whatever is necessary in this respect. Every department, at the beginning of their course, emphasises revision of the acquired knowledge with an objective to brush up the same.

When UGC funds are available, remedial classes are taken. Such classes were undertaken during academic years 2012-13 and 2013-14. Some departments take extra classes in free periods to bridge the knowledge gap of students.

Though not in a formal way, attention is given to bridge the knowledge gap. This is exemplified by the department of Commerce taking English improvement classes during 2011-12 and offering notes in synopsis form during 2012-13 and 2014-15. The department of Economics makes a mathematical digression at the very beginning of their course. The department of English asks students to show write-ups which are rectified by the teachers.

### 2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The process of sensitisation is generally implemented through institutional policies and awareness programmes.

**Gender**

The 'Committee against Sexual Harassment' wholeheartedly tries to nurture the culture of gender equality and empowerment of women. The cell arranges for counseling of girls to effectively address such issues. International Womens' Day is celebrated with fanfare so as to popularise the day.

Separate complaint box for girl students is placed so that the affected may lodge a complaint. Helpline numbers are widely circulated among the girl students so that they can seek help, if necessary. Helpline number is also demonstrated in the hoarding of Women's Cell.

Prompt action is taken so that girl students get Kannayashree Scholarship of the Government of West Bengal.

The institution is in the process of setting a 'Women Cell' to further strengthen the sensitisation programme.

**Inclusion**

The reservation policy is strictly followed at the time of admission so that students of different sections of population get an entry.

The schemes like the student aid fund, the fee waiver scheme, stipend for SC/ST/OBC/PH candidates help in including the economically weaker students.

Railway travel concession, special arrangement of concession with bus route no 16 and 20 enable the students to commute at a lesser cost. Without such concessions, students have to make a reasonable expenditure to commute.

**Environment**

The Nature Club takes care to maintain greenery within the campus. The medicinal plant garden, with the help of NSS units, is properly maintained.

Burning of plastic is strictly prohibited in the campus. Use of plastic cups in the canteen is not allowed. The institution urges staff and students to reduce use of plastics, use both sides of a paper, take resort to electronic communication etc.

The compulsory course on 'Environment Studies' and the project work in the syllabus for all 3<sup>rd</sup> year students let them be aware about the importance of conservation and protection.

**2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

There is no formal mechanism to identify the advanced learners. The marks obtained in the qualifying examination, interactions with the students, their response in classes, regularity, inquisitiveness, attentiveness, independent way of thinking, keen power of observation and their interest in using library resources enable teachers to identify the advanced learners. The performance of the student in the internal and the final examinations further facilitates the process of identification.

The congenial student-teacher relationship prompts the advanced learners to seek help from the teachers at any time during the college hours. Advanced students are encouraged to ask 'why' and 'how' questions, go through advanced books, deliver seminar talk and participate in intercollege competitions.

The departments of Botany and Geography provide extra study materials and newspaper cuttings, inform web links, modern equipments etc. The department of Chemistry orients the advanced students for JAM examination. The department of Commerce provides improved notes for some selected questions to advanced students. The department of Physical Education, in excess of their efforts to improve academic result, lays special stress on continuous training and assessment of advanced students so as to make them fit for external competitions. The department of Physics has used their alumni and organised talks on advanced scientific issues during their yearly reunion

programme. The department of Zoology supplies extra information to students, in addition to that in the syllabus, through the class discussion.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

Constant monitoring of attendance is made by all departments to identify students at risk of drop out. Slow learners are identified through day to day interactions. Economically weaker students are identified through the process of counselling.

Teachers keep a strict vigil on their academic performance. They are constantly reminded if their performance deteriorates with respect to the previous test result. The department of Commerce and Education groups students according to their problems and meets their demands. Collected information is used to offer concessions. Teachers make the students aware of the concessions available to them.

Teachers often resort to bilingual explanations so that slow learners can grasp the topic. Slow learners are encouraged to have further discussion regarding the topic beyond the class hours. Some teachers offer simplified class notes to them.

Remedial classes target to improve academic performance of SC/ST/minority students. As an institutional policy, the central Library allows a physically challenged student to take more number of books and allows keeping it for a longer period.

## 2.3

### Teaching-Learning Process

**2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The college prospectus publishes the month wise year plan at the beginning of the academic year. Departments make their year plan and try to follow that. Departments prepare brief module that mentions required time frame to complete each part of the course, tentative time of internal examinations, the marks allotted to each module etc. Questions in internal examinations are framed as per the University pattern.

**2.3.2 How does IQAC contribute to improve the teaching –learning process?**

The IQAC monitors overall academic plan and keep a vigil on the academic progress. It encourages the teachers to use the modern techniques of teaching. The IQAC suggests improvement in infrastructural facilities. The IQAC encourages teachers to pursue research projects and to disseminate their understanding through research articles, seminars, conferences, etc. The performance of teachers seeking promotion under ‘Career Advancement Scheme’ (CAS) is strictly examined by the IQAC.

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

Apart from traditional lecture method, projectors are used by some departments to show power point presentations. Students of departments like Botany, Chemistry, Geography, Microbiology, Physics and Zoology have also used such instruments while delivering their seminar talk. The

department of Botany has used online tutorials. The department of Chemistry uses different instrumental techniques, structural models, charts and diagrams in the classes. The department of English has shown movies, to make teaching more attractive and effective. They have also resorted to short dramatic performance to make the textual learning more lively and make the student a performer in the literary act. The department of History has encouraged the students to participate in the mock parliament along with the students of Political Science. The department of Zoology resorts to the zoological model presentation. Some of these techniques encourage the students to engage in independent subjective learning of the subject.

The central Library and departmental libraries enable students to develop a habit of referential learning.

The methods used by teachers include question answering session, quizzing, students seminar to make learning possibly interactive. Group study, Field work and surveys, excursions, group based laboratory activities promote a sense of collaborative learning.

Laboratories for lab based subjects, computer and accessories, projectors, internet services are the support system available in the institution.

#### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

As teaching is not a one way process, the students are encouraged to ask questions to make the teaching learning process interactive. Students are given freedom to think independently, develop their natural ideas especially when preparing for students seminar or writing an essay.

Wall magazines are published by a number of departments. The department of Education has published printed departmental magazine since 2012-13 every year on the occasion of Teachers Day.

Excursion organised by Botany, Geography, Zoology, field trip/survey/educational tour in the departments of Economics, English, History, project work under Environmental Studies which is compulsory for all 3<sup>rd</sup> year students, NSS organised seminars during special camps, preparation for mock parliament in the department of Political Science etc. infuse critical thinking, creativity and scientific temper among the students. The department of Commerce encourages students to read finance related journals. The department of Chemistry encourages students to read scientific journals and news papers, to watch TV channels like Discovery, Animal Planet, National Geographic, etc. and to present some of those knowledge in wall magazines/seminars. The department of Bengali uses similar method by persuading students to follow concerned TV channels. The department of History encouraged the students to take part into debates on the historical matters, inspired them to collect data on local history and the historical issues published in the newspapers & keep them in a register in the session 2014-15. Teachers in the department of Political Science generally raise a topic and ask students to express their critical view on that topic. Honours students have open access in the Library. They are encouraged to use web resources to develop these abilities.

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

Computers, internet access, projectors are available and used by some faculties for effective teaching. Departments like Botany, Chemistry, Defence Studies, Geography, Physical Education, Zoology have separate computer facility for their use. A number of teachers have received laptop

from the institution.

Web based materials are searched and offered as references by some teachers.

Students in the department of Chemistry learn about models of organic molecules, chemical bonding, etc. using CD. These facilities are available with the department. Teachers in the department of Commerce have used laptops while taking classes. Computer knowledge about Tally and MIS is imparted to students. The department of English shows cinematic versions of literary texts that feature in the Honours syllabus. The department of History has used laptop to show online maps and pictures during 2014-15.

### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

National level seminars, departmental seminars are ways through which students and faculty are exposed to advanced level of knowledge. A good number of teachers attend seminar/conference/workshop, present papers and gather advanced knowledge.

Students act as volunteer in national level seminars inhouse. They are encouraged to attend such seminars organized in other institutions. Students of Economics, English, Physics have attended external seminar/conference/workshop.

Students and teachers are encouraged to search and use web resources.

Some teachers have reaped the benefit by using the books issued by British Council Library to gather advanced knowledge.

Experiments in laboratory based subjects; fieldwork/excursions offer exposure to advanced knowledge.

Teachers of the department of Economics, English, and Mathematics have offered their service as guest faculty in Jadavpur University, Rabindra Bharati University and Visva Bharati University respectively. They have taught in courses that are higher than the level taught in this institution like PG courses.

### **2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?**

On the academic front, the students are advised regarding their choice of subject at the time of admission. Remedial classes are taken when funds are available. Mentoring of students is quite helpful. Teachers often supply the specimen copies of books to the students.

Personal support mostly asked is financial. The fee waiver scheme and stipends offered meet those demands. Teachers have personally supported students facing financial constraint while paying fees for review/scrutiny and meeting the expenditure for joining excursion/fieldwork.

Career and Counselling Cell organises seminars, inspire the students to appear at job interviews. Teachers support students to overcome exam-phobia, emotional trauma etc. Teachers frequently have given support to girl students facing parental pressure to marry before completion of their study.

### **2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The institution encourages the teachers to use more examples, experiments to complement the traditional lecture system. They are also encouraged to use web resources, visual mode, project/field work based teaching learning etc. The institution has tried to augment infrastructure



in this respect.

As an innovative approach, the institution encourages the departments to develop knowledge and skills among students that are necessary in their field of study but not covered in the syllabi. The department of Commerce provides upgraded knowledge about fair value accounting, revised balance sheet schedule, Reserve and Surplus account details, farm accounting, share trading etc. The department of Economics has familiarised the students with survey methodology though this is not covered in their present syllabus during 2014-15. The department of English shows movies. The department of History has used newspaper cuttings as a method of teaching. The department of Mathematics arranges laboratory classes on compur for General students though the syllabus has theoretical lessons only. The department of Physics demonstrates laboratory instruments to students in consonance with the theoretical syllabus even though the relevant experiment is not included in the part of their syllabus and thus made theoretical learning more attractive. The department of Zoology encourages students to prepare zoological models, collect paper cutting and small zoological specimens as a mode of on-hand learning method.

Such methods help to broaden the horizon of learning adding to the understanding and confidence of the students in general. The students have shown spontaneous responses when such methods were used.

#### **2.3.9 How are library resources used to augment the teaching- learning process?**

A good number of books and journals are available in the central Library. The reading room facility, photocopying facility, open access system for Honours students, magazines for competitive examinations, availability of syllabus and university question papers, all augment the teaching learning process. The departmental libraries complement the system further.

The membership of British Council and the resources available there support the teaching learning process.

The institution is planning to subscribe INFLIBNET-NLIST and to have online access to resources made available by British Council to facilitate academic activities of students and teachers.

#### **2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

Yes, challenges are faced when elections are held and due to delay in publication of University results.

The main challenge is to cover the full course within the time frame.

Guest teachers are recruited, extra classes and remedial classes are taken to overcome this.

The institution is searching for options whether classes can be continued during the time of examinations given the space constraint.

#### **2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

Feedbacks are taken and analysed to monitor and evaluate quality of teaching learning during 2013-14 and 2014-15.

The results of internal examinations and attendance of students give signal about the teaching learning process.

Yearly self appraisal reports of teachers, facing promotion under CAS, are checked by the IQAC.

## 2.4

## Teacher Quality

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum**

Table 2.4: Qualification of Teachers

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							31
D.Sc./D.Litt.	00	00	00	00	00	00	00
Ph.D.	00	00	03	00	10	05	18
M.Phil.	00	00	01	00	01	02	04
PG	00	00	00	01	04	04	09
Temporary teachers							00
Ph.D.	00	00	00	00	00	00	00
M.Phil.	00	00	00	00	00	00	00
PG	00	00	00	00	00	00	00
Part-time teachers							25
Ph.D.	00	00	00	00	01	01	02
M.Phil.	00	00	00	00	01	05	06
PG	00	00	00	00	12	05	17

*Note: As on 30.06.2015 including permanent teachers on lien.*

*24 out of these 25 part time teachers have government approval.*

The process of employment of human resources is not under the control of the institution. The institution tries to maintain norms and to employ competent guest teachers subject to availability. The institution has no scope to retain teachers by providing extension of tenure of service. Two veteran teachers worked in this institution during 2011-12 to 2014-15. Dr. Shyamal Chatterjee, D. Litt. was in the department of English as a guest faculty till September 2012. He was especially entrusted with handling 'Modern English Grammar and Phonetics'. Dulal Chandra Mal, NCC Captain, worked as the head of the department in the department of Defence Studies during the whole time span.

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

The recruitment process of permanent teachers is exogenous to the institution and purely guided by the system followed by the West Bengal College Service Commission.

Guest teachers are recruited through proper advertisement in the college website and the newspapers.

The institution could ensure recruitment of two young teachers in one emerging field of study, Microbiology. One of these teachers is NET qualified and the other is now pursuing doctoral studies as an unregistered fellow.



### 2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

The institution encourages the teachers to join courses, research activities, external teaching and to disseminate their research learning through publication, seminar, workshop and conference. Newly appointed teachers joining with minimum qualification are encouraged to pursue doctoral studies.

**Table 2.5 Nomination to staff development programmes**

Academic Staff Development Programmes	Number of faculty nominated			
	2011-12	2012-13	2013-14	2014-15
Refresher courses	06	05	04	03
HRD programmes	Nil	Nil	01	Nil
Orientation programmes	01	04	01	Nil
Staff training conducted by the university	Nil	Nil	Nil	Nil
Staff training conducted by other institutions	Nil	Nil	Nil	Nil
Summer / winter schools, workshops, etc.	Nil	Nil	04	06

#### b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- ▼ Teaching learning methods/approaches Nil
- ▼ Handling new curriculum Nil
- ▼ Content/knowledge management Nil
- ▼ Selection, development and use of enrichment materials Nil
- ▼ Assessment Nil
- ▼ Cross cutting issues Nil
- ▼ Audio Visual Aids/multimedia Nil
- ▼ OER's Nil
- ▼ Teaching learning material development, selection and use Nil

#### c) Percentage of faculty

\* invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

4.76%

\* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies

76.19%

\* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

71.43 %

*Note: While calculating percentages the total number of teachers are full time teachers who have worked the whole time span from 2011-12 to 2014-15.*

*A teacher may participate without presenting a paper. Presentation of paper is taken to imply participation.*

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

An internal research committee monitors research activities of the teachers.

The institution encourages teachers to apply for research grants and apply for study leave to pursue research.

They are given facilitating infrastructure, offered leave on duty to attend seminar/conference/workshop and disseminate their research learning.

The institution publishes a magazine 'Pathikrit', though not at a regular interval, where teachers can disseminate.

External teaching is encouraged and some teachers have served in reputed Universities in West Bengal as guest faculties.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

Nil

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

The student feedback system is used to evaluate the teachers as a kind of self-reflective process. Feedbacks from the guardians are also taken.

The performance of teachers, seeking promotion under the CAS, are evaluated regarding their teaching and research activities.

The department of Higher Education and University officials make visit to evaluate the administrative and the academic affairs.

The feedbacks received from students are analysed and steps towards improvement are taken. The suggestions made by visiting teams are taken into consideration.

## 2.5

### Evaluation Process and Reforms

**2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The prospectus informs the students about the tentative dates of internal examinations. Notice regarding all examinations are given in due time. An internal examination committee monitors the internal examination process.

Answerscripts of internal examination are shown to the students by all the departments. Teachers discuss common mistakes made and steps to improve the answer.

As most of the teachers are involved in the University assessment, they let students know about the pros and cons of University evaluation process.

**2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The institution has to accept any changes in the evaluation process adopted by the University. Teachers suggest the University, through proper forum, to make reforms in its evaluation process.

The department of Physics has used computer interactive question answer method during 2011-12.

Surprise tests were taken by the department of History in the session 2013-14 and 2014-15. The department of Microbiology allows self evaluation of answer scripts.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The University offers option of re-evaluation of answerscripts and has provisions to show the scripts when a RTI is filed. The teachers discuss and suggest the students when they should go for harnessing benefit of such norms. The office facilitates the process.

Question papers in all the internal examinations are prepared keeping in mind the question pattern followed in the University examination.

An internal examination committee monitors the internal examination.

**2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.**

Assessment of students is a continuous process. Formative assessment of students is made through project work, students seminar, subject quiz, field work, excursion, essay writing, surprise tests in some departments, class tests and unit tests etc. The department of Geography has used laboratory experiments and instrumental survey techniques.

Summative assessment is monitored through pre final test examinations and final University examinations.

Sports trial and training of students have resulted in the improvement of sports performance.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

Confidentiality in the question making process is strictly maintained.

The internal evaluation system is transparent as answerscripts are shown to the students.

No weightage, as described above, is given to the evaluation system.

The institution, as a policy issue, nurtures sense of discipline, value, independent learning among the students.

**2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?**

The University determines the percentage of marks required by a student to pass or to get classes/grades.

The 'Vision and Mission' statements of the institution aim to enlighten, inform, build confidence and give students a solid footing in the employment market. Students are prepared in such a way as to make them employable and successful in future.

Students are taught to follow discipline, be rational, well-planned, self-reliant and concerned about their social responsibility.

The rigorous teaching-learning process where emphasis is given on presentation, co-curricular and extra-curricular activities, provision of infrastructure and training for games and sports are the means used to reach out to the appointed goal.

The institution as a platform for higher education and especially for those students who are often first generation learners and hail from an agrarian background, doubles up as a social niche to impart a much needed academic identity. To a large group of young learners who have to fight against the odds of social and economic backwardness, the institution truly acts as an agency of empowerment. The institution tries to inculcate all these values as part of a programmed institutional agenda while consciously keeping in mind the objectives of the affiliating university

as laid down in their 'Vision and Mission' statements.

### **2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

Answer scripts for the internal examinations are shown to the students. They can express their grievances and ask redressal directly with the teacher concerned. They may also approach the Head of the department for redressal.

Students can apply for scrutiny/review of the answer-scripts of the University examination or may even ask for the evaluated answer scripts through RTI.

## **2.6. Student performance and Learning Outcomes**

### **2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

The college has clearly stated the learning outcome as stated in its 'Vision and Mission'. Departments specify learning outcome of the course in their brief module. Students come to know the institutional learning outcomes during counselling at the beginning of the academic session. The students and staff are made aware of this through the website of the college. The home page of the website explains this.

### **2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

The results of the internal examinations are reported to each student and they are informed whether his/her performance has improved/deteriorated with respect to the previous examination.

Please see Table 2.6β for further analysis, patterns of achievement, difference/variation across years and departments, etc. regarding University results. It is found that the department of Bengali, Geography, Economics, Education and Chemistry are the advanced and the department of Physics, Zoology, Microbiology, English and Political Science are the laggards in terms of Part-III(Honours) University examination.

The overall result was worst in 2014-15. The department of Bengali and Geography have consistently performed well as per Part III University result during 2011-12 to 2015-16.

The department of Chemistry, among Science subjects, could attain a high pass percentage, a reasonably good proportion of students getting Ist class and less variation of results across years.

The result of the department of Sanskrit varied least and that of Zoology varied most as seen from the values of range across years in a subject. The result varied least in 2013-14, the year when aggregate pass % was highest and it varied most in 2014-15, the year when aggregate pass % was least, across subjects.

A good number of students from the department of Botany, Chemistry and Microbiology have got 1<sup>st</sup> class marks (see Table 2.6β and Figure 2.6γ). Figure 2.6ε reveals that excepting the batch joining in Honours course in 2012-13, others have performed consistently in all parts of examination. The performance of a batch in different parts of General examination is more erratic. Students of the department of Microbiology have made outstanding results in the University examination (Please refer to Table 2.6 ζ)

Around one-fourth of appeared student in Honours subjects failed in Part III examination except in 2014-15 when the percentage failed increased (See Figure 2.6 δ)

It is seen that the department of Bengali, Sanskrit and Economics are the 3 best performers and the department of Zoology, Commerce and Microbiology are the 3 worst performers in terms of Part-II (Honours) University examination during 2011-12 to 2014-15 (Please refer to Table 2.6η ).

In terms of Part-I (Honours) University examination during 2011-12 to 2014-15 (Please refer to Table 2.6θ), the department of Economics, Bengali and Education are frontrunners and the department of Mathematics, Philosophy and Botany are the backbenchers.

The overall pass percentage in General course is less than 50 %. The prformance of the faculty of Arts is better than that of Science and Commerce (see Table 2.6 μ).

**Table 2.6β: Results of Part III (Honours) University Examination**

Honours Subjects	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		Range (across years in a subject)	Aggregate 2011-2012 to 2015-2016		
	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed		Number Appeared	Number Passed	Number of 1 <sup>st</sup> Class
Bengali(H)	47	91.49	43	95.35	41	100	52	76.92	57	85.96	23.08	240	214	24
Botany(H)	1	100	12	83.33	8	87.50	11	27.27	9	88.89	72.73	41	29	11
Chemistry (H)	10	60	21	76.19	8	87.50	10	60	17	82.35	27.50	66	49	22
Commerce (B. Com. H)	6	83.33	12	83.33	5	60	12	41.67	6	100	58.33	41	29	5
Economics (H)	0	N.A.	1	100	0	N.A.	5	60	4	100	40	10	8	1
Education(H)	18	100	25	80	24	79.17	24	75	37	72.97	27.03	128	102	18
English(H)	34	58.82	24	66.67	27	70.37	44	47.73	34	88.24	40.51	163	106	4
Geography (H)	15	100	21	95.24	15	93.33	21	76.19	19	84.21	23.81	91	81	12
History(H)	41	65.85	35	80	35	60	49	75.51	41	73.17	20	201	143	8
Micro-Biology(H)	9	77.78	16	56.25	13	61.54	7	42.86	19	57.89	34.92	64	38	17
Philosophy(H)	17	70.59	19	52.63	19	73.68	22	77.27	24	66.67	24.64	101	69	8
Physics(H)	7	71.43	13	38.46	9	55.56	14	28.57	11	54.55	42.86	54	25	8
Political Science(H)	6	100	12	83.33	21	57.14	21	66.67	11	45.45	54.55	71	47	4
Sanskrit (H)	49	75.51	41	65.85	34	82.35	46	63.04	42	71.43	19.31	212	151	15
Zoology(H)	19	47.37	12	75	10	90	16	6.25	22	40.91	83.75	79	37	8
All Honours Total	279	75.63	307	75.57	269	76.95	354	61.30	353	73.94	15.65	1562	1128	165
Range(across subjects in a year)	52.63		61.54		44.44		71.02		59.09		N.A.	N.A.		

*Note: The Part III final results determine whether a student graduates or not. In Part III, a student pursuing Honours course have to sit for 4 papers in the Honours subject(each paper carrying 100 marks) and a paper in Environment Studies(carrying 100 marks).*

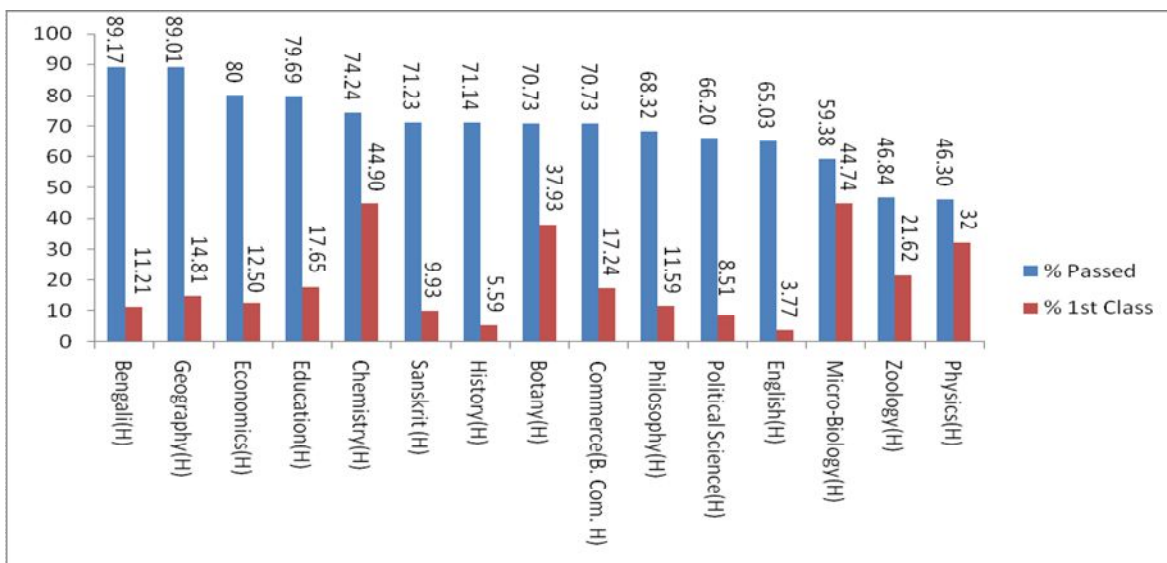
*Ordinarily Part III University examination commences in the second half year of an academic year and the results are published in the next academic year. Thus students pursuing Part III in 2010-2011 academic year gets their result in 2011-2012 academic year.*

*Part III result reflects cumulative effect of Part I, Part II and Part III.*

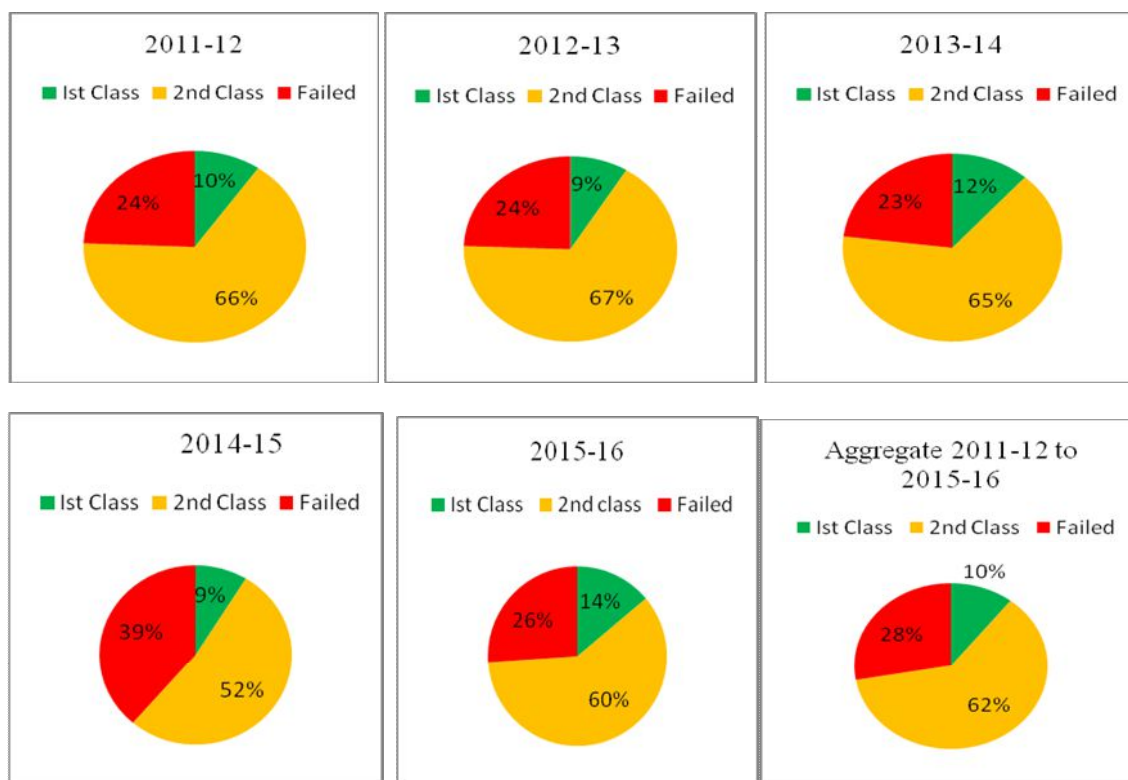
*Range is calculated as maximum pass % – minimum pass %.*

*N.A. for Not Applicable.*

**Figure 2.6γ: Aggregate Result (in %) across Subjects in Part III(H) University Examination**

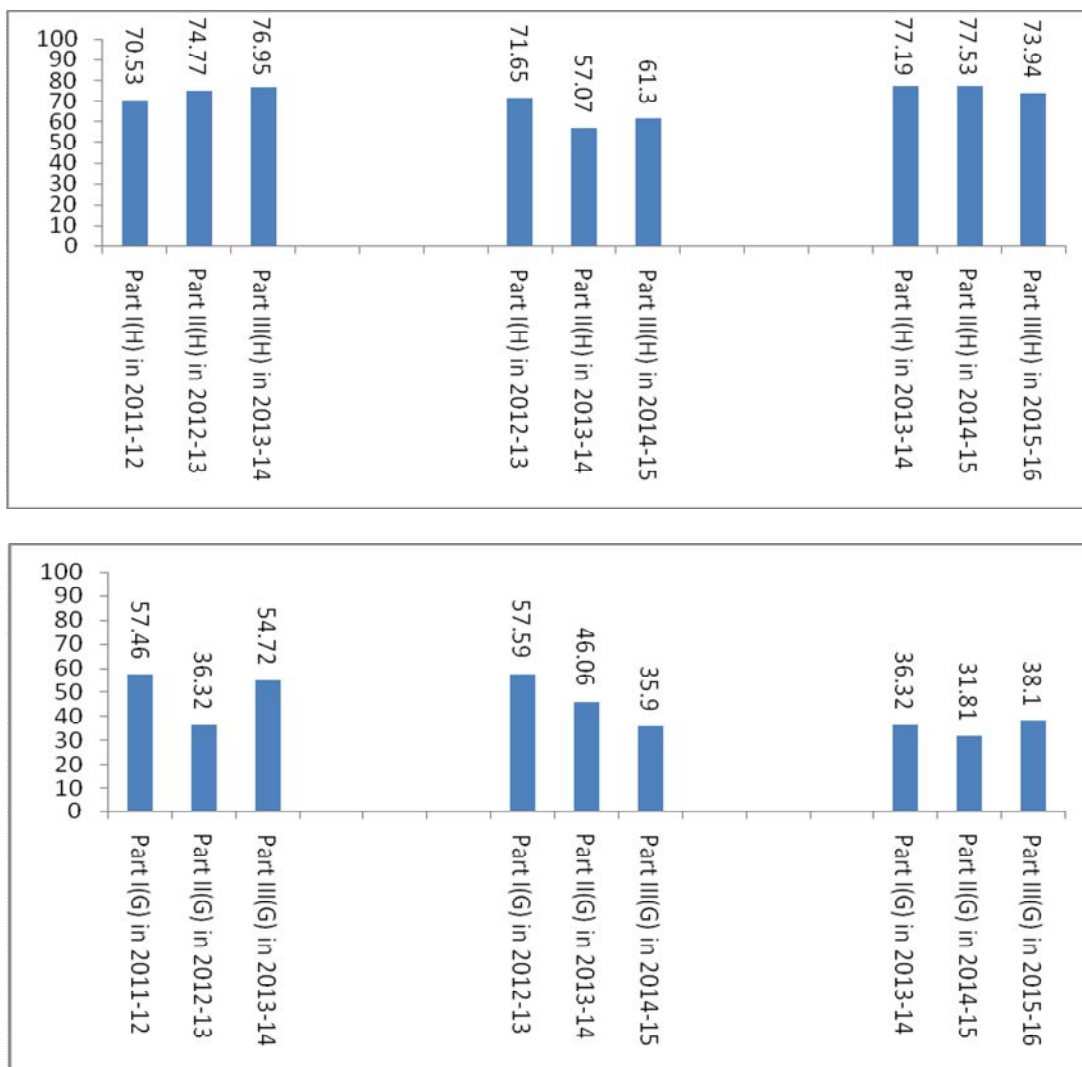


*Note: % passed = (Number Passed/Number Appeared) × 100 and  
% 1<sup>st</sup> Class = (Number of 1<sup>st</sup> Class/Number Passed) × 100*

**Figure 2.6δ: Passed and failed in Part III(H) in University Examination**

*Note: Values are Rounded Off.*



**Figure 2.6ε: Pass % of a Batch in Different Parts of University Examination (Hons and Gen.)****Table 2.6ζ: Outstanding Performance of Students in University Part III Examination**

Name of the Student	Department	Year of Graduation	Aggregate % of Marks	Rank	Progrssion
Madhuchhanda Adhikari	Microbiology	2015	77	1 <sup>st</sup>	Pursuing M.Sc. at C.U.
Susmita Dey	Microbiology	2015	76	2 <sup>nd</sup>	Pursuing M.Sc. at C.U.
Ayanjit Bag	Microbiology	2012	75.75	1 <sup>st</sup>	Assistant Teacher, Arambag

Table 2.6η: Result of Part II(Honours) University Examination

Honours Subjects	2011-2012		2012-2013		2013-2014		2014-2015		Aggregate 2011-2012 to 2014-2015				
	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	Number Passed	% Passed	Number of 1st Class	% 1st Class
Bengali(H)	49	95.92	48	91.67	58	70.69	58	87.93	213	183	85.92	28	15.30
Botany (H)	13	69.23	8	87.50	12	33.33	9	88.89	42	28	66.67	6	21.43
Chemistry(H)	16	87.5	12	66.67	10	80	18	77.78	56	44	78.57	12	27.27
Commerce(B. Com. H)	17	52.94	18	44.44	12	41.67	7	100	54	29	53.70	2	6.90
Economics(H)	1	100	1	0	5	80	4	100	11	9	81.82	3	33.33
Education(H)	32	75	26	69.23	26	61.54	39	76.92	123	88	71.54	16	18.18
English(H)	38	78.95	36	83.33	53	49.06	43	76.74	170	119	70	5	4.20
Geography(H)	22	95.45	17	76.47	22	50	21	90.48	82	64	78.05	9	14.06
History(H)	45	75.56	42	85.71	54	70.37	45	80	186	144	77.42	7	4.86
Mathematics(H)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	9	0	9	0	0	0	N.A.
Micro-Biology(H)	17	58.82	14	50	9	33.33	20	65	60	33	55	12	36.36
Philosophy(H)	29	72.41	30	50	28	42.86	31	67.74	118	69	58.47	8	11.59
Physics(H)	14	78.57	9	88.89	14	28.57	12	66.67	49	31	63.27	7	22.58
Political Science(H)	18	61.11	23	69.57	23	69.57	11	63.64	75	50	66.67	2	4
Sanskrit (H)	50	86	35	85.71	51	72.55	45	93.33	181	152	83.98	9	5.92
Zoology(H)	11	81.82	14	64.29	19	52.6	24	58.33	68	33	48.53	2	6.06
All Honours Total	372	79.03	333	74.77	396	57.07	396	77.53	1497	1076	71.88	128	11.90

*Note: In Part II, a student pursuing Honours course have to sit for 2 papers in the Honours subject(each paper carrying 100 marks) and 2 papers in each of the 2 General subjects(each paper carrying 100 marks).*

*Ordinarily Part II University examination commences in the second half year of an academic year and the results are published in the next academic year. Thus students pursuing Part II in 2010-2011 academic year gets their result in 2011-2012 academic year.*

*Part II result reflects cumulative effect of Part I and Part II.*

*N.A. for Not Applicable.*

**Table 2.60: Result of Part I(Honours) University Examination**

Honours Subjects	2011-2012		2012-2013		2013-2014		2014-2015		Aggregate 2011-2012 to 2014-2015				
	Num ber App eare d	% Pass ed	Num ber App eare d	% Pass ed	Num ber App eare d	% Pass ed	Num ber App eare d	% Pass ed	Num ber App eare d	Nu mbe r Pas sed	% Pass ed	Nu mbe r of 1 <sup>st</sup> Cla ss	% 1st Class
Bengali(H)	52	92.3 1	58	84.4 8	65	96.9 2	54	88.8 9	229	208	90.8 3	19	9.13
Botany(H)	16	43.7 5	12	41.6 7	14	50	18	83.3 3	60	34	56.6 7	14	41.18
Chemistry(H)	17	58.8 2	10	80	21	85.7 1	18	38.8 9	66	43	65.1 5	23	53.49
Commerce (B. Com. H)	7	71.4 3	11	72.7 3	9	77.7 8	16	75	43	32	74.4 2	0	0
Economics(H)	2	100	5	80	4	100	1	100	12	11	91.6 7	4	36.36
Education(H)	33	75.7 6	26	80.7 7	40	90	32	87.5 0	131	110	83.9 7	28	25.45
English(H)	51	60.7 8	53	58.4 9	52	78.8 5	66	59.0 9	222	142	63.9 6	5	3.52
Geography(H)	18	88.8 9	22	59.0 9	25	92	22	72.7 3	87	68	78.1 6	14	20.59
History(H)	52	78.8 5	54	92.5 9	57	70.1 8	60	55	223	164	73.5 4	3	1.83
Mathematics(H)	N.A.	N.A.	N.A.	N.A.	12	16.6 7	9	66.6 7	21	8	38.1 0	1	12.50
Micro-Biology(H)	15	26.6 7	9	77.7 8	20	60	11	100	55	34	61.8 2	16	47.06
Philosophy(H)	41	39.0 2	28	64.2 9	37	56.7 6	38	57.8 9	144	77	53.4 7	6	7.79
Physics(H)	11	90.9 1	14	64.2 9	14	78.5 7	12	58.3 3	51	37	72.5 5	6	16.22
Political Science(H)	25	72	23	73.9 1	13	61.5 4	13	23.0 8	74	46	62.1 6	0	0
Sanskrit (H)	42	83.3 3	51	70.5 9	49	85.7 1	46	58.7 0	188	140	74.4 7	9	6.43
Zoology(H)	15	80	19	36.8 4	24	70.8 3	16	56.2 5	74	45	60.8 1	17	37.78
All Honours Total	397	70.5 3	395	71.6 5	456	77.1 9	432	65.7 4	1680	119 9	71.3 7	165	13.76

*Note: In Part I, a student pursuing Honours course have to sit for 2 papers in the Honours subject(each paper carrying 100 marks) and 1 paper in each of the 2 General subjects(each*

paper carrying 100 marks). Everyone have to sit for compulsory Bengali of 50 marks and compulsory English of 50 marks.

Ordinarily Part I University examination commences in the second half year of an academic year and the results are published in the next academic year. Thus students pursuing Part I in 2010-2011 academic year gets their result in 2011-2012 academic year.

N.A. for Not Applicable

**Table 2.6p: Stream-Wise Result of Part I, II, III (General) University Examination**

General		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		Aggregate			
		Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number Appeared	% Passed	Number of Ist Class	% Ist Class
PART I	B. Sc.(G)	4	25	9	55.56	7	42.86	31	32.26	21	47.62	72	40.28	4	13.79
	B.A. (G)	400	60.50	407	45.45	305	55.08	375	37.07	310	37.42	1797	47.30	2	0.24
	B.Com (G)	1	100	1	0	6	50	9	0	5	40	22	27.27	0	0
	All General Total	405	60.25	417	45.56	318	54.72	415	35.90	336	38.10	1891	46.80	6	0.68
PART II	B. Sc.(G)	7	71.43	14	21.43	31	29.03	23	39.13	N.A.	N.A.	75	34.67		
	B.A. (G)	477	44.86	371	36.39	379	48.55	385	31.43	N.A.	N.A.	1612	40.57		
	B.Com (G)	1	0	6	66.67	9	0	7	28.57	N.A.	N.A.	23	26.09		
	All General Total	485	45.15	391	36.32	419	46.06	415	31.81	N.A.	N.A.	1710	40.12		
PART III	B. Sc.(G)	22	22.73	31	38.71	14	21.43	27	40.74	N.A.	N.A.	94	32.98		
	B.A. (G)	459	59.26	507	57.99	371	36.39	661	34.95	N.A.	N.A.	1998	46.65		
	B.Com (G)	8	50	9	100	6	66.67	7	57.14	N.A.	N.A.	30	70		
	All General Total	489	57.46	547	57.59	391	36.32	695	35.40	N.A.	N.A.	2122	46.37		

Note: The Part III final result determines whether a student graduates or not. Whether a student gets 1<sup>st</sup> division depends on average of Part-I, Part-II and Part-III results.

Ordinarily University examination commences in the second half year of an academic year and the results are published in the next academic year. Thus students pursuing any part of General course in 2010-2011 academic year gets their result in 2011-2012 academic year.

Students in the General course have to sit for 1 paper in each of the 3 General subjects (each paper carrying 100 marks) in Part I, 2 papers in each of the 3 General subjects (each paper

*carrying 100 marks) in Part II and 1 paper in each of the 3 General subjects (each paper carrying 100 marks) in Part III. Everyone have to sit for compulsory Bengali of 50 marks and compulsory English of 50 marks in Part I and Environmental Studies of 100 marks in Part III. Part III result reflects cumulative effect of Part I, Part II and Part III. Part II result reflects cumulative effect of Part I and Part II.*

### **2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The teaching year plan, brief module, teaching aids, practical sessions in laboratory based subjects, the central Library, internal assessments through class tests, unit tests, pre final examinations, co-curricular activities such as essay writing, seminar presentation, excursion, field trip, project work, educational tour etc., extension activities through the NSS and the NCC all help to achieve the intended learning outcome.

During excursions or other outdoor activities, the students are encouraged to relate their textual learning with the new information gathered.

### **2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

In the introductory phase, the teachers in the respective departments let students know about the social and economic relevance, job opportunity and importance of the course. Advanced students are made aware of further academic opportunities. To enhance the relevance, the department of Economics has conducted field survey in 2014-15 and taught students about the survey methodology. The Career and Counselling Cell takes care of placements. The computer facilities, laboratories, central and departmental libraries further supports.

### **2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

Each department is provided with information about the performance of students. The performance is analysed by each department.

Remedial coaching, tutorial and special classes, etc. are taken to overcome the barriers of learning.

### **2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

Teachers constantly monitor the performance of the students through various tests. The self appraisal reports of the teachers, seeking promotion under CAS, are monitored by the IQAC and the head of the institution. The feedback system also helps.

### **2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Results are the most concrete indicator for evaluating the performance of the students. The students are given special care to improve result in subsequent examinations.

Students performing below her/his capacity in the Part I/Part II University examination are monitored and innervated to improve their performance in the next examinations. In some cases, sustainable improvement is seen. Such efforts are not always objectively verifiable and can be documented, but the impacts are clearly visible (please refer to Table 2.6.a for some examples). The students of economically weaker sections have also benefitted from such monitoring.

So far as the extracurricular activities are concerned the best NSS volunteer is awarded.

**Table 2.6 α: Examples of Improvement of Performance in Subsequent Examinations**

<b>Name of the Student</b>	<b>Department</b>	<b>Session</b>	<b>Caste</b>	<b>Whether belongs to BPL Category</b>	<b>% of Marks Scored in Part I(H) University Examination</b>	<b>% of Marks Scored in Part II(H) University Examination</b>	<b>% of Marks Scored in Part III(H) University Examination</b>	<b>Aggregate % of Marks in Honours with Class in ( )</b>	<b>Progression</b>
Tumpa Pal	Geography	2012-15	GEN	No	62.5	64	67	64.5% (1 <sup>st</sup> )	Pursuing M.A. in B.U.
Suman Nandi	Geography	2012-15	GEN	Yes	65.5	57	67	63.17 (1 <sup>st</sup> )	Studying at RICE for WBCS

**Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.**

The achievement of the department of Physical Education could not be judged only in terms of academic results, a glimpse of some notable institutional and individual achievements in the field of games and sports can be seen in Criterion-V

The college encourages learning beyond the prescribed syllabus. For instance, the department of History organized a national seminar primarily on film studies.

The institution encourages the departments to collaborate with other institutions. The departments of English and Economics have collaborated with other institutions for organising the national level seminars.

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Promotion of Research

##### 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, the college is curriculum bound with Undergraduate Courses and presently, there is no recognized research centre of the affiliating University and any other organization.

##### 3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the college has a research committee “Expert Committee (Research Board)” to monitor and evaluate the UGC minor research project proposal. It has nine members / experts from various departments viz., Chemistry, Physics, English, Economics, Commerce, Bengali, Physical Education of the college.

**Table 3.1: Particular recommendations made by the committee and impact.**

Recommendations	Impact of the recommendations
Encouraging application for research grants from different sponsoring agencies (e.g. UGC, CSIR, DST & so on) & helping to carry out research whenever Possible	At present seven faculties have received the minor research project grant from UGC and recognized as principal investigator.
Creating a conducive ambience for research & provision of minimum research infrastructure as per feasibility	College has given personal laptop to 20 Faculties from UGC grant. College subscribes to British Council Library, it is also planning to subscribe to the inflibnet.
Encouraging enrolment of staff members for regular research programs(both on full-time/part-time basis) & granting of study leaves whenever permissible.	There are a few young faculties who have registered for their Ph.D. degree
Organizing seminars, workshops, inviting eminent resource persons.	A few such events have taken place in this institution.

### 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

#### § autonomy to the principal investigator

After accessing the UGC minor research proposals, the institution -provides full autonomy to the principal investigator,

#### § timely availability or release of resources

Resources are provided by the funding agency viz., UGC and release of resources depends on the same, but college authority takes no time to release the resources.

#### § adequate infrastructure and human resources

The available infrastructure, though limited, is used by investigators. Human resource supply is given for necessary clerical works. The college is planning for subscribing INFLIBnet and online resources of BCL.

#### § time-off, reduced teaching load, special leave etc. to teachers

The teachers have one fixed preparatory day (P. Day) in every week and with the given human capital constraint it is not possible to provide further time-off or allow reduced teaching load. But there is statutory provision for special leave to the teachers.

#### § support in terms of technology and information needs

A good number of teachers are given personal laptop, a faculties are facilitated to avail instruments facilities of the various universities/research center as per the collaborations selected on their individual preference.

#### § facilitate timely auditing and submission of utilization certificate to the funding authorities

College administration along with constant necessary input from the concerned facilitates in timely auditing and submission of utilization certificate.

#### § any other

Nil.

### 3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The College is curriculum bound with Undergraduate Courses and within its limited scope, it put forwards following efforts:

- organize departmental seminars and group discussions therein, and
- discuss scientific developments in the laboratory works,
- The institution promotes and partially supports the teachers to attend conferences, seminars, workshop etc. in INDIA and abroad.



### **3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

The College is curriculum bound with Undergraduate Courses and student research programmes are not included therein.

One faculty has acted as a Ph.D. Guide. A few faculty members are registered with different universities for Ph.D. work and are at different stages of completing their doctoral works seven faculties have received the minor research project grant from UGC and recognized as principal investigator.

### **3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and student**

With focus on capacity building in terms of research and imbining research culture among the staff and students, the followings have been conducted / organized by the institution:

#### **Workshops / Seminar / Conference:**

UGC Sponsored National Seminar on “Nana Ronger Rabindranath” on 6<sup>th</sup> and 7<sup>th</sup> January, 2012 organised by Bengali and English Departments, Rabindra Mahavidyalaya, Champadanga, Hooghly in Collaboration with Vivekananda Mahavidyalaya, Haripal, Hooghly.

UGC Sponsored National Seminar on “Fear and Female: A perspective on the changing role of women in Bengali Horror Films: 1940s to the Present” on 30<sup>th</sup>&31<sup>st</sup> August, 2013 organised by History Department, Rabindra Mahavidyalaya, Champadanga, Hooghly in Collaboration with Tarakeswar Degree College, Tarakeswar, Hooghly.

Two 24-25/03/2011, National Seminar organized jointly by our college and Tarakeswar Degree College in Economics and English.

#### **Training programmes:**

Nil

#### **Sensitization programmes:**

Nil

### **3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

#### **Priority areas for research**

Among the Arts Faculty members -Socio-Economic development of some parts of West-Bengal, Feminism, Post colonial in literature, Environmental Economics, Banking Economics. Transport Economics, Vehicle Pollution and Economics, Novel and Tagore's, Regional History (North Bengal), English Gothik Function etc.

Among the Science Faculty members - Reliability Theory, Fuzzy Topology, Fuzzy Functional Analysis, Cellular Immunology, Parasitology, Microbial genomics, Functional Plant Genomics and Proteomics, Molecular Plant Pathology and Biotechnology, Instrumentation, atomic Physics. etc.

Among the Commerce Faculty members- Corporate Finance, Behavioral Finance, Accounting Standards, Auditing, Mutual Funds, Conditional CAPM, Sustainable Investments. Management of Fiscal Deficit (West Bengal), Stock Market Volatility, etc.

### 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

**Table 3.2 -Efforts of the institution**

Academic Years	Efforts	Researchers of Eminence
2011-12	UGC Sponsored National Seminar on “Rabindranath Tagore: Many Hums, many Facets” on 6 <sup>th</sup> &7 <sup>th</sup> January, 2012 organised by Bengoli and English Departments, Rabindra Mahavidyalaya, Champadanga, Hooghly in Collaboration with Vivekananda Mahavidyalaya, Haripal, Hooghly.	1. Dr. Kuntal Chatterjee, Narasingha Dutta College. 2. Samik Bandyopadhyay, Critic, Editor. 3. Prakash Maity, Benaras Hindu University (Bangla Department). 4. Tilottama Majumder, Writer. 5. Manabendra Mukhopadhyay, Visva Bharati (Bengala Department). 6. Pranab Chattopadhyay, Director, Indian Archive.
2012-13	Alumni 2012, 1 <sup>st</sup> Reunion of the Department of Physics, 28 <sup>th</sup> October, 2012.	1. Tanmay Maji, IIT, Kanpur. 2. Mofasser Mallick, IIT, Bombay. 3. Dr. Uday Kumar Khan, Syamsundar College, Burdwan.
2013-14	UGC Sponsored National Seminar on “Fear and Female: A perspective on the changing role of women in Bengali Horror Films: 1940s to the Present” on 30 <sup>th</sup> &31 <sup>st</sup> August, 2013 organised by History Department, Rabindra Mahavidyalaya, Champadanga, Hooghly in Collaboration with Tarakeswar Degree College, Tarakeswar, Hooghly.	1. Dr. Smriti Kumar Sarkar, Hon’ble Vice Chancellor, Burdwan University. 2. Dr. Sanjoy Mukherjee, H.O.D., Film Studies, Jadavpur University. 3. Mr. Shankarlal Bhattacharyya, Film Journalist. 4. Dr. Shamik Bandyopadhyay, Critic. 5. Mr. Gautam Ghosh, Film Director.
2014-15	Seminar on “Value Education” on 17 <sup>th</sup> January, 2015, “World Health Day” – 8 <sup>th</sup> April, 2015.	1. Swami Suparnananda, Ramkrishnamission, Golpark, Kolkata. 2. Dr. P.K. Das, President, Indian Medical Association.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

There is no provision of Sabbatical Leave for research activities in the institution.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

There was no such initiative

## **3.2 Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research?**

**Give details of major heads of expenditure, financial allocation and actual utilization.**

There is no budgetary allocation to be earmarked for research.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

There is no provision in the institution to provide any seed money to the faculty for research.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

There is no provision in the institution to provide any support specifically to student research for “student research projects”.

**3.2.4 How do the various departments / units / staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

The Research Board motivates to take inter-disciplinary project and also to hold National /State level seminars on interdisciplinary subjects. Teachers from various departments attend seminars organized by other departments in the college and in the process are exposed to ideas and latest developments in other disciplines. The close proximity of the departments allows close interaction among the faculty members interested in acquiring specialized knowledge of the other subjects in her or his interdisciplinary work. But it has yet not culminated in any interdisciplinary research collaboration.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

In principle, the institution always insists on optimal utilization of various facilities. Some measures have been taken for it, which are described below:

- The institution permits the staff and students to use facilities like internet (with Wi-Fi), laboratories, library etc for study and research work to enable simultaneous use and to save the additional unit cost.

- Optimal use of various equipments like computers, LCD projectors etc. have been placed in the classrooms so that those are not kept unused (for use during seminars and workshops only).
  - Reprographic facilities (photocopy, scanner etc.) have been made available within the college for research.
  - Optimal grouping of students have been made for effective acquiring of skills as required for operating various sophisticated equipments e.g. spectrophotometer, colorimeter, pH-meter, micro centrifuge, microscopes, electronic balance etc.
  - Sharing of equipments - especially the expensive ones, amongst departments under faculty of science (viz. Physics, Chemistry, Botany and Zoology, Mathematics and Geography) and of other resources/aids of teaching-learning among all academic departments.
- A well-planned time-schedule for all departments to ensure (i) full utilization of the equipments without wastage of time & (ii) effective transmission of technical skills.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

No

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

The college authority encourages the teachers to initiate academic researches and avail the opportunities provided by the UGC and other funding industry, agencies or institutions. The followings are the details of the research initiatives:

**Table 3.3: Details of projects and grants**

Nature of the Project	Name of Principal Investigator	Project Tenure	Title of the project	Name of the funding agency	Total Grant(Rs)	
					Sanctioned	Received
Minor projects (On-going)	Pirupada Malick	2014-2016	Tarkeswar Block-E Taraknath Mandirkendrik Artho-Samajik Unnati	UGC	200000	162500
Minor projects (On-going)	Dr. Paritosh Chandra Sinha	2014-2016	"On the Dynamics of the Liquidity Traders in the BSE and NSE Stock Markets: A Study of Behavioral Finance"	UGC	155000	132500

Minor projects (On-going)	Dr. Atanu Das	2014-2016	Effect of Different Strength Training Programmes On Selected Sports Performance Variables Of Tribal Female Youths "	UGC	190000	140000
Minor projects (On-going)	Dr. Subrata Roy	2015-2017	"Conditional CAPM and Performance Measurement of Investments: Indian Evidence"	UGC	235000	180000
Minor projects (On-going)	Dr. Somnath Das	2015-2017	"Performance measurement of Indian corporate sector with the help of cashflow ratios."	UGC	185000	155000
Minor projects (Completed)	Dr. Pampa Mukherjee	2010 -12	Sonamukhi Block-er Bhashatatyik o Sanskritik Ruporekha	UGC	133000	133000
Minor projects (Completed)	Susmita Sengupta	2012 -2014	Planning for the Educational Development of Backward Areas with Special Reference to Tribal Education: A Study	UGC	62000	62000

### 3.3 Research Facilities

#### 3.3.1 What are the research facilities available to the students and research scholars within the campus?

There is little scope for students' research as incorporated into the academic curricula for the UG students of the affiliating university and hence, there is no research student within the campus.

#### 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

As the research is not the thrust area of the institute, at the institution level, there is no strategy for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

However the respective teachers identify the specific research areas independently and set their planning to fulfil the requirements.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If ‘yes’, what are the instruments / facilities created during the last four years.**

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

There are no research facilities available to the students and research scholars outside the campus / other research laboratories.

**3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?**

There are limited resources with respect to journals, reference books on the contemporary studies, there is no (very little) research specific resources in emerging subjects in the library.

In the “Learning Recourse Centre (LRC)” of the institution, the teachers / students are at liberty to use the computers (even if, those are in limited numbers) for their academic researches.

The institution also has facilitated the teachers with laptops and instruments allocated from UGC funds for instruments for their academic researches and conducting lecture presentation in the classes, if any, if required.

The institute has subscribed for online resources of BCL, and INFLIBNET.

**3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**

There is no collaboration with any research institution.

### **3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- ☐ Patents obtained and filed (process and product)- Nil
- ☐ Original research contributing to product improvement-Nil
- ☐ Research studies or surveys benefiting the community or improving the services –Not known
- ☐ Research inputs contributing to new initiatives and social development- Nil

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

Yes, the institute publishes a research journal named as “*PATHIKRIT, TEACHERS’ ACADEMIC (ANNUAL) JOURNAL*”. In this Institutional Journal, “*PATHIKRIT, TEACHERS’ ACADEMIC (ANNUAL) JOURNAL*”, teachers exchange their well thought researches within the organization. Since 2008, the institution is running the work of publishing the annual journal within its limited organizational framework and has been successfully published in the years of 2008, 2009, 2010 and 2014.

**3.4.3 Give details of publications by the faculty and students:**

- ☐ Publication per faculty
- ☐ Number of papers published by faculty and students in peer reviewed journals (national / international)
- ☐ Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- ☐ Monographs
- ☐ Chapter in Books
- ☐ Books Edited
- ☐ Books with ISBN/ISSN numbers with details of publishers
- ☐ Citation Index
- ☐ SNIP
- ☐ SJR
- ☐ Impact factor
- ☐ h-index

Details are available in the evaluative report of the respective departments.

**3.4.4 Provide details (if any) of**

- ☐ Research awards received by the faculty

Research awards, recognitions, incentives received by the faculties for researches are as follows:

**Table 3.4: Research awards received by the faculty**

Academic Years	Name of teachers	New Initiatives on	Organizing Institution	Awards
2011-2012	Dr. Paritosh Chandra Sinha	Dynamics of Corporate Capital Structure Decisions	IIM, Indore	Best Paper Award
2014-2015	Dr. Paritosh Chandra Sinha	Behavioral Finance	IMI Bhubaneswar	Best Paper Award

- ☐ recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally Nil
- ☐ incentives given to faculty for receiving state, national and international recognitions for research contributions. Nil

### **3.5 Consultancy**

**3.5.1 Give details of the systems and strategies for establishing institute-industry interface?** Nil

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

N.A.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

N.A.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

N.A.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

N.A.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The institution through its various programmes of the National Service Scheme (NSS) has organized Cleanliness Campaign, Blood Donation Campaign, Eye-Camp and Surgery, Literacy Campaign, First Aid Camp, Bratachari Campaign, Campaign on Folk Songs Programme, and Assistance on Diagnosis of Live Stocks.

**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The institution has two social wings viz., National Service Scheme (NSS) and National Cadet Corps (NCC) as the institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles. From the year of 2010-2011, the institute also ensures its students' participation in Mock Parliament programmes and Quiz contests organized by Home and Parliamentary Affairs Department of the Government of West Bengal.



### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

The institution solicits stakeholders' perception on the overall performance and quality of the institution through students' feedback and guardians' feedback

### **3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

The institute had a centre of the Indira Gandhi National Open University (IGNOU) since 06/2008 to 07/2012. But, presently the institution has no such extension and outreach programmes.

### **3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

At the beginning of every academic session, notice for joining NSS or NCC is served among the 1st year students. The senior students of NSS and NCC help the process of admission in NSS or NCC. They arrange informal meetings with newcomers to disseminate their ideas and impression about the works for last one or two years. Thus new students get an impression about the motto of the NSS and NCC programmes before seeking admission in the college.

Faculties willing to take up responsibilities of NSS and NCC are appointed as NSS Programme officers and NCC Caretaker officer. New NSS POs are allowed ODL to join Orientation Programmes arranged for them. NCC Caretaker are also allowed ODL to undergo long training to get the coveted post of ANO, NCC.

In collaboration with NCC and NSS volunteers, students and faculties of the college are encouraged to participate in the programmes, such as, Observance of Birthday of Netaji Subhas Chandra Bose (23rd January), Republic day (26th February), College Foundation Day (and Mother Language Day, 21st February), NCC day, Independence Day (15th August), Raksha Bandhan Day, Teachers' Day (5th September) etc.

Collaborative activities with NSS volunteers for awareness programme on social issues like National Integration, Communal harmony etc.

Often the programmes are held in collaboration with programmes of the Block and Sub-division under the aegis of BDO and SDO respectively.

NCC cadets have taken part in National Republic Day Parade Camp and also in Republic Day Parade in the years 2012, 2013 and 2015.

NCC cadets also participated on international youth day celebration.

### **3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

The institution has undertaken no such social survey, research or extension work.

### **3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

Extension activities of the college are expected to complement the students' learning activities in

various ways as indicated below:

Seminars arranged on the occasion of special camping programme of NSS focus them on learning environmental awareness, value education etc. which are necessary academic learning experiences. They get scopes to apply the ideas in their day to day normal NSS activities and special camp programme activities in the adopted villages.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The NSS wings of the institution have adopted one neighborhood villages and through the community members of the villages, the institution seeks to reach out its activities and thereby, contribute to the community development.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

Hooghly District NSS Special Camp organized by Sarat Centenary College, Raja Rammohan College were attended by our NSS students and participated actively.

**3.6.10 Give details of awards received by the institution for extension activities and / contributions to the social / community development during the last four years.**

None

**3.7**

**Collaboration**

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

Not identified.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

Our college has one MoU with Tarakeswar Degree College and another MoU with Netaji Mahavidyalaya, Arambag, Hooghly to hold seminar workshop etc. jointly.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

None

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

The names of eminent scientist /participnats and the events are given in details 3.1.8.

**3.7.5 How many of the linkages / collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -**

- a) Curriculum development /enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

Two MoUs.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.**

Nil

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

Nil

## CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

#### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The following are the policies for the same –

- Yearly allocation for building, library and laboratory facilities and apparatus.
- Special allocation for the newly introduced departments.
- Quality maintenance.
- Time to time observation and attempt to maintain the general infrastructural facility.

Any major infrastructural change/development is discussed at first in the meeting of the 'Teachers Council'. Then it is discussed in the UGC committee/building committee and or Purchase committee. IQAC approves the plan and finally Governing Body takes the resolution. Usually for big constructions the contract is given to Zillaparisad or PWD. For supervision of the entire work an engineer is appointed by the college.

The following agencies are mainly responsible for funding different projects:

- University Grants Commission
- Govt. of West Bengal

#### 4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

**Table 4.1a: List of facilities available**

Name of the facility	Number	Detailed infrastructural description
Classrooms	32	About 450 sets of benches, sufficient fans, lights, Boards.
Technology enabled learning spaces	7	Equipped with audio system / LCD projectors permanently fixed or movable type/ Computer with Internet, Printer and Scanner.
Seminar halls/Class Rooms	1	Equipped with audio system and LCD projector (movable type), 200 audiences can be accommodated.
Tutorial spaces	NIL	
Laboratories	Total -21 , ( Chemistry- 04; Mathematics – 01; Physics – 05; Botany- 02; Zoology – 02; Geography – 01; Commerce – 01; Microbiology -02, Defence Studies-01, Physical Education-01).	Almost all the laboratories are with sufficient space and equipped with modern facilities for performing different UG experiments within the limit of syllabus.

Botanical garden	06 (Medicinal Garden-01, Flower Garden-2, Tree Garden- 03)	One garden incorporating different medicinal plants maintained by Natures' Club and supervised by the Department of Botany
Animal house	NIL	
Specialized facilities and equipment for teaching, learning and research etc.	Department of Physics has its separate UPS system which keeps the classes undisturbed during power-cut.	

**b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

- **Sports** – Institution organizes its annual sports regularly, tentatively in the month of January/February every year; Student's Council of the College under the supervision of the Department of Physical Education conducts the annual sports.
- **Outdoor games** – The college has a 11-a side Football Ground, a Volley ball court, a Basket ball court and a Concrete Badminton court. Therefore, the college has the said outdoor games activities and the students participate in University, District, State and National level and Inter-varsity Championship competition.
- **Indoor Games** - The college has Carom, Chess and Badminton facilities, therefore the students participate in District, State and National and Inter-varsity Championship competition.
- **Gymnasium** – The College has a Gymnasium with 16 station multi-gym facility in the department of Physical Education, used regularly by students and staff. A small section of local residents also avail this facilities paying a nominal charge.
- **Auditorium** – At present college does not have any auditorium.
- **NSS** – At present the college has 04 NSS Units. There is one room for its office. NSS units conduct extension activities regularly through day camps as well as special camps throughout the year; and also has an adopted village.

- **NCC** – At present the college has 01 Unit. There is one room for its office with a computer. NCC unit holds its regular parade and the cadets are performing and participating regularly in different in-house as well as University level and State level activities.
- **Cultural activities** - Fresher's welcome, Social function, Celebration of Teacher's day are the main cultural activities celebrated every year.
- **Public Speaking** - A few departments organizes student seminar, extempore to make the student confident in Public Speaking.
- **Communication skill development** – Students have a great opportunity for expressing themselves in written form of Bengali and English in innovative writing in different kinds of magazine published in the college. Students are exposed to verbal communication in English and Bengali during question answer sessions in different seminars by internal and external experts.
- **Yoga** - Yoga classes are held by the Physical Education department as per B.U. Syllabus.
- **Health** - There is arrangement for FIRST AID in the college. There is also a health center with one Doctor available in the office hours for all the staff and students for primary health services. Department of Physical Education collects the primary health data for the First year newly admitted students.
- **Hygiene** - So far as hygiene facilities are concerned, there is an arrangement for cleaning toilets, classrooms, laboratories regularly and cleaning of the campus regularly. There is also arrangement for safe drinking water from water purifier both for the staff and the students. Drinking water from the tube well in front of the Science Building tested regularly by NSS.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

Whenever the college plans for a new course, the provisions for infrastructural improvements are considered. Even if the college is forced (under pressure of students or local people) to apply for a course before acquiring adequate infrastructure, the college does its best to achieve the needed infrastructure at the earliest.

Regarding optimal utilization of the infrastructure, it can be said that the management always appreciates optimal utilization of the infrastructure, both space and equipments. But, the college being one shift college, the best cannot be achieved. However, at the time of granting any new construction or purchase of any facility, the purposes are checked from various angles.

Master Plan of the Campus: See section K

The existing physical infrastructure is given in 4.1.2(a)

**Table 4.1b:** The future plan expansions

Sl. No.	Future Plan
1	Construction of more Class rooms
2	Construction of more Laboratories
3	Construction of separate administrative block
4	Construction of separate departments for each subject
5	Installation of solar lighting
6	Construction of separate Car/two-wheelar parking area for staff
7	Installation of rain water harvesting

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

Unfortunately there is no such facilities to facilitate the students with physical disabilities. It could not be done due to lack of fund.

**4.1.5 Give details on the residential facility and various provisions available within them:**

- **Hostel Facility – Accommodation available**

One Girls Hostel has been constructed but not yet completed

- **Recreational facilities, gymnasium, yoga center, etc.**

The college has one gymnasium with 16 station multi-gym facilities.

- **Computer facility including access to internet in hostel**

N.A.

- **Facilities for medical emergencies**

There is arrangement for FIRST AID in the college. There is also a primary health center with one Doctor available in the office hours for all the staff and students for offering primary health services.

- **Library facility in the hostels --- N.A.**

- **Internet and Wi-Fi facility**

Quite good arrangements have been made to cater the broad-band Internet facility to students and staff.

- **Recreational facility-common room with audio-visual equipments**

One Girls' common room and one Boys' common room with indoor game facility are available. College Teacher's room has a T.V. with dish Connection.

- **Available residential facility for the staff and occupancy**

**Constant supply of safe drinking water**

There is no residential facility for the staff. The college campus has deep tube well as well as Water purification system for adequate supply of safe drinking water

### • Security

The main gate is guarded by Gate-keeper and the night guard is also deployed. The installation of CCTV has certainly enhanced the overall security of the campus. Presently the Night Guard (permanent) retired on 31.01.2013 and the post has not yet been filled up. The college appointed one Night Guard (through a Registered Agency) paying the salary out of its own sources which is also a financial burden on the part of the college.

#### 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

There is arrangement for FIRST AID in the college. There is also a health center with one Doctor available in the office hours for all the staff and students for primary health services. Off campus facility yet to be developed.

#### 4.1.7 Give details of the Common Facilities available on the campus—spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Table 4.1c: Common facilities available

Name of the Facilities available	Whether spaces for special units available or not	Whether it is functioning or not
IQAC	Yes	Yes
Grievance Redressal unit	No	Yes
Women's Cell	No	Yes
Counselling and Career Guidance	Yes	No
Placement Unit	No	Yes
Health Center	No	No
Canteen	Yes	Yes
Recreational spaces for staff and students	Yes	Yes
Safe drinking water facility	Yes	Yes
Auditorium	No	No

## 4.2

### Library as a Learning Resource :

#### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Library has an advisory committee named Library Sub-committee. The chairperson of the committee is the Teacher-in-Charge of the college. Though the librarian is supposed to be the convener of the Committee, yet due to the superannuation of the Librarian on 03.04.2013, the



charge is given rotationally to one of the faculties. The committee is also comprised of the teacher representatives of all the streams (Arts, Science & Commerce), one library staff and one student representative of the college.

Library Sub-Committee plays an important role in the framing of the library norms, selection of the books, journals etc. to be purchased as per the need of the syllabus. Students/users have open access to the stacks.

#### **4.2.2 Provide details of the following:**

- \* **Total area of the library (in Sq. Mts.):** 746.53 Sq.Mts
- \* **Total seating capacity:** 45
- \* **Working hours (on working days, on holidays, before examination days, during examination days, during vacation):**
  - Working days -10-00 a.m. to 4-15 p.m.,
  - Holiday- No service
  - Before examination – normal service
  - During examination (University Examinations only)-closed,
  - During vacation -11-00 a.m. to 4-00p.m.
- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources): **Fig4.1**

#### **4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years:**

Library gives notice to submit the list of books from all the heads of Departments of the college. After getting the list of books from each Department, the Library sub-committee takes decisions about the procedure of purchase of those books i.e. whether the departmental heads will take the responsibility with the help of Library, or Library will buy the requisite books. After the enrolment of the purchased books with accession and call numbers, the books are placed to the respective racks for use of the students and teachers as well. Journals, periodicals, magazines etc. are being displayed in their respective places.

Fig 4.1: Layout of the Library

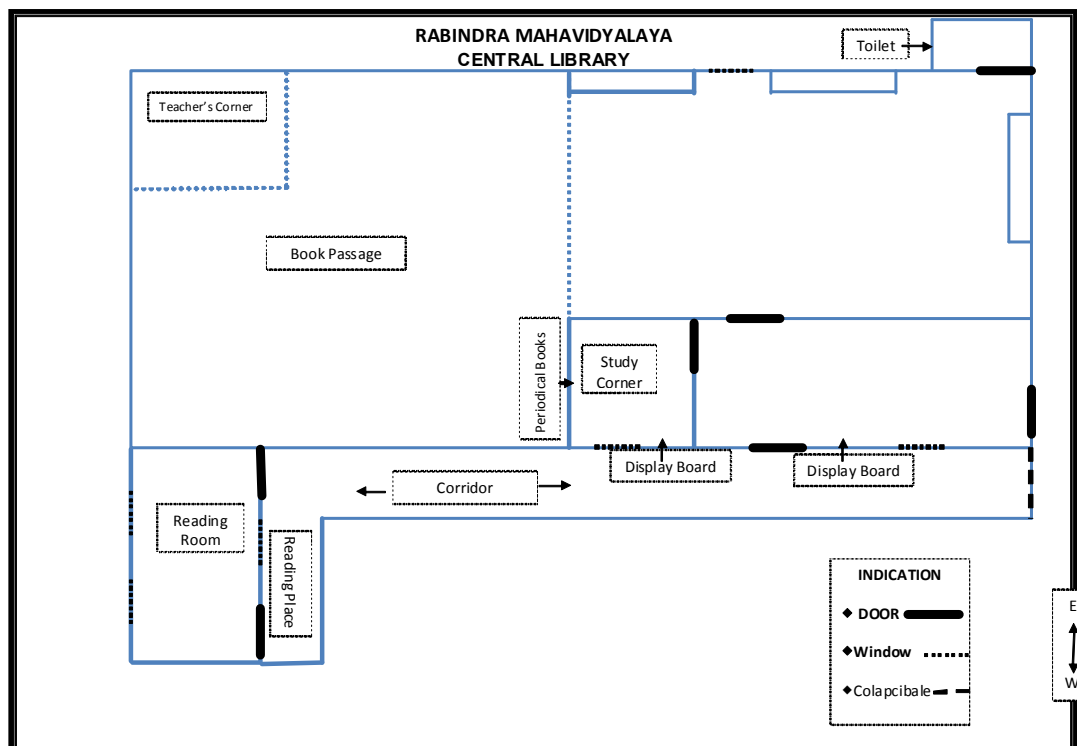


Table 4.2: Amount spent on procuring new books etc.

Library holdings	Year 2011-12	Year 2012-13	Year 2013-14	Year 2014-15
	Total Cost	Total Cost	Total Cost	Total Cost
Text books	Rs.29400	Rs.21200	Rs.106386	Rs.138750
Reference Books	Rs.12880	Rs.10617	Rs.35520	Rs.50958
Journals/ Periodicals	Rs.20000 per year	Rs. 20000 per year	Rs 20000 per year	Rs 20000 per year
e-resources	Nil	Nil	Nil	Rs.11000/ (BCL)
Any other (CD/Video Received with books)	Nil	Nil	Nil	Nil

#### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- \* **OPAC:** Nil
- \* **Electronic Resource Management package for e-journals:** Nil
- \* **Federated searching tools to search articles in multiple databases:** Nil
- \* **Library Website:** No separate library website, but a link page is there in the College website.
- \* **In-house/remote access to e-publications:** No, library is taking initiative to subscribe INFLIBNET.
- \* **Library automation:** The process has been started recently.
- \* **Total number of computers for public access:** 01
- \* **Total numbers of printers for public access:** 01
- \* **Internet band width/ speed:** ☐ 2mbps    ☐ 10 mbps ☐ 1 (GB)  
: Broadband package, 4mbps.
- \* **Institutional Repository:** University question papers, student magazine are kept in the repository. It is planned to keep research findings of the faculties etc. in the repository
- \* **Content management system for e-learning:** Nil
- \* **Participation in Resource sharing networks/consortia (like INFLIBNET) :** college avails of the e-resources from BCL since April 2015 and NLIST since December 2015.

#### 4.2.5 Provide details on the following items:

- ☐ **Average number of walk-ins:** 30/35
- ☐ **Average number of books issued/returned:** around 50 and above in busy session and 25/30 in lean session
- ☐ **Ratio of library books to students enrolled:** 7.5:1
- ☐ **Average number of books added during last three years:** 448
- ☐ **Average number of login to opac (OPAC):** Nil
- ☐ **Average number of login to e-resources:** Nil, as because the programme has been initiated very recently (December 2015) therefore year-wise data cannot be provided.
- ☐ **Average number of e-resources downloaded/printed:** Yet to get the appropriate record as because the in-house download is also in practice recently.
- ☐ **Number of information literacy trainings organized:** After the superannuation of the Librarian in 2013, such program could not be continued. Before that a few programme was arranged though not on regular basis.
- ☐ **Details of “weeding out” of books and other materials:**
  1. The Library Sub-committee gives a notice at the beginning of every session for verification of the books by the subject teachers who are instructed to separate the books to

be withdrawn. After selection of the same, the books are withdrawn and kept in allotted place. These books are saved for further use if needed when there is a change of syllabus.

2. **Damaged Books:** Damaged books are withdrawn and kept in allotted place. The authority is informed accordingly.

#### 4.2.6 Give details of the specialized services provided by the library

- \* **Manuscripts:** Nil
- \* **Reference:** Nil
- \* **Reprography:** Nil
- \* **ILL (Inter Library Loan Service):** Nil
- \* **Information deployment and notification (Information Deployment and Notification):** Library displays the covers of the new books, it gives notices on regular basis regarding various rules of the library, it provides information about the locality viz. population, literacy rate etc. of the surrounding areas.
- \* **Download:** Since June 2015, (2015-16 Session) both students and teachers can download through Wi-Fi system.
- \* **Printing:** Printing facility is available only for the teaching staff. The college provides the same facility to the students on special request.
- \* **Reading list/ Bibliography compilation:** Reading list is present.
- \* **In-house/remote access to e-resources:** Since December 2015 through INFLIBNET made available.
- \* **User Orientation and awareness:** First year students are provided with information on library holding, rules of use etc. by staff members of the library. They do the same at every first month of each session.
- \* **Assistance in searching Databases:** As the process of automation has started recently such assistance is yet to be provided.
- \* **INFLIBNET/IUC facilities:** INFLIBNET facility available from December 2015.

#### 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

1. Library issues two cards to each student i.e. lending & reference cards. Lending card is being issued for two books to each student at home for a period of 7 days. Reference card is issued for daily use in the college premises. 2. Library provides books to the outgoing students (who have gone out of the college after the filling up of form for final Examinations) with 35%-40% of the cost as the caution deposit. 3. 10 books are allowed per teacher for a period of 7 (seven) days by the lending card. Teachers are also being provided books on daily issue for their use during classes, which are recorded in the library in a separate register.

#### 4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details. :

1. Physically challenged persons are allowed to read and use the library with one companion. Physically challenged persons are requested to apply to the library seeking permission so that parents/ relatives/friends etc. can collect books as per their need. The letter is forwarded to the principal/Teacher-in-Charge for permission.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?):**

Very recently the college has initiated to collect the feedback both from students and guardians. There are a few questions regarding library services of the college in the feedback form but library does not collect separate feedback. Moreover library staff gets feedback verbally from the students. It is then analyzed by the library committee and decisions are taken to improve the library services

### **4.3. IT Infrastructure**

**4.3.1. Give details on the computing facility available (hardware and software) at the Institution.**

- **Number of computers with configuration (provide actual number with exact configuration of each available system):** 51 (see Table 4.3a, 4.3b, 4.3c, 4.3d below)
- **Computer – Student Ratio**
  - **Total number of Computers in the Teaching Departments:** 13
  - **Total number of students who are using computer as a part of their curriculum:** Mathematics: 1:2, Commerce:1:4.17
- **Stand-alone Facility:** 07
- **LAN Facility:** The College has installed LAN with a High Configuration Server. Installation of server based local area network (LAN) facility to provide fast flow of data across computers, internet connection in departmental computers to browse and download study materials, research papers, etc.
- **Licensed software:** 08 (see table 4.3f)
- **Number of Nodes/computers with Internet facility:** 23
- **Any other:**

The college has one Learning Resource Centre (LRC) equipped with eight machines and one computer laboratory shared by mathematics and Commerce (in the running session

Geography also). All computers are interconnected through campus area networking ( LAN ). The network is controlled by PMPL Broadband installed in the server room. In order to cater to the needs of the students of different streams, the college recently provided round-the-clock high speed (4 mbps) internet facility within campus.

**Table 4.3a.- Available Hardware ( Computer & Laptop) in the Teaching Departments**

SL.NO	DEPARTMENT	DETAILED CONFIGURATION	QUANTITY
1 & 2	Mathematics & Commerce	DESKTOP: Processor: Intel® Core™ i3-2100 <u>CPU @ 3.10GHz</u> ; Operating System: Windows 7 Home Basic; Hard Disk: WDC WD5000AAKX-083CA1 ATA. LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	06  04 (Mathematics : 01 and Commerce: 03)
3	Chemistry	DESKTOP: Processor: Intel(R) core(TM) <u>i33220cpu@3.30GHZ</u> ; Operating System: Window 8.1; Hard Disk: 500GB; RAM: 4GB. LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01  01
4	Physics	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB LAPTOP, Processor: Intel; Operating System :windows-7; Hard Disk:470GB, RAM:2 GB.	01  01
5	Botany	DESKTOP: Processor: Compaq inbuilt; Operating System: Window 7.0; Hard Disk: Compaq inbuilt; RAM: Compaq inbuilt. LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01  01
6	Microbiology	DESKTOP: Processor: Core i3; Operating System: Windows 7; Hard Disk: 1 TB; RAM: 2GB.	01
7	Zoology	DESKTOP: Processor: Intel® Core TM i3-2100CPU@ 3.10GHz; Operating System: Window 7 32 bit; Hard Disk: 500 GB, RAM: 3 GB.	01

8	Statistics	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA RAM: 2 GB.	01
9	Geography	DESKTOP: Processor: Intel Core; Operating System: XP Professional, Hard Disk: 500 GB, RAM: 2 GB.  LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01  01
10	Economics	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	03
11	Bengali	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	02
12	English	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01
13	Education	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01
14	History	LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	02
15	Physical Education	DESKTOP: Processor: Intel ( R ) Core (TM) ; Operating System: Window 7; Hard Disk: 512 GB, RAM: 3 GB.  LAPTOP: Processor: Intel Celeron; Operating System: Windows 8.1; Hard Disk: TOSHIBA; RAM: 2 GB.	01  01
16	Defence Studies	DESKTOP: Processor: Intel ( R ) Core (TM) ; Operating System: Window 7; Hard Disk: 512 GB, RAM: 3 GB.	01
<b>Total</b>			<b>33</b>
<b>Desktop</b>			<b>13</b>
<b>Laptop</b>			<b>20</b>

**Table 4.3b- Available Hardware (Computer & Laptop) in the LEARNING RESOURCE CENTRE(LRC)**

ITEM	DETAILED CONFIGURATION	QUANTITY
DESKTOP	Processor: Intel ® Pentium ® Dual Core; Operating System: Window 7; RAM: 1GB	07
LAPTOP	Compaq, Processor: Intel ( R ), Core TM, Operating System – Window 7, RAM – 2 GB, HD – 500 GB	01

**Table 4.3c -Available Hardware ( Computer & Laptop) in the Library**

ITEM	DETAILED CONFIGURATION	QUANTITY
DESKTOP	Processor: Intel Pentium ( R ) Dual Core Intel i3; Operating System: Window XP, Window 7; Professional version – 2002, 2003; RAM – 1.91 GB.	02

**Table 4.3d- Available Hardware ( Computer & Laptop) in the Offices**

UNIT	ITEM	DETAILED CONFIGURATION	QUANTITY
Accounts	Desktop	Lenovo-H330, Serial no. ESO7979821; Operating System – XP, Processor: Intel ® Core <sup>TM</sup> i3-2100 CPU @ 3.10GHZ; RAM – 2 MB; HDD – 500 GB.	01
Cash Section	Desktop	Lenovo-H330, Serial no. ESO7979822; Operating System – XP, Processor: Intel ® Core <sup>TM</sup> i3-2100 CPU @ 3.10GHZ; RAM – 2 MB; HDD – 500 GB.	01
General Office	Desktop	Lenovo-H330; Operating System – XP, Processor: Intel ® Core <sup>TM</sup> i3-2100 CPU @ 3.10GHZ; RAM – 2 MB; HDD – 500 GB.	01
Principal's/T.I.C's Office	Desktop	Lenovo Operating System – Window 7, Processor: Intel ® Core <sup>TM</sup> i3-4130; RAM – 2 GB; HDD – 1 TB.	01
N.C.C Office	Desktop	Lenovo Operating System – Window 7, Processor: Intel ® Core <sup>TM</sup> , 3.14Hz; RAM – 3 GB; HDD – 500GB	01
Server Room	Desktop	Lenovo-H330, Operating System –, Processor: Intel ® Core <sup>TM</sup> i5-2400; CPU @ 3.10GHZ; RAM – 8 GB; HDD – 500 GB.	02
		Lenovo-H330, Serial no. Operating System – XP, Processor: Intel ® Core <sup>TM</sup> i5-2400; CPU @	



		3.10GHZ; RAM – 8 GB; HDD – 500 GB.	
<b>Staff Room</b>	Desktop	DESKTOP: Processor: Intel ( R ) Core (TM) ; Operating System: Window 7; Hard Disk: 512 GB, RAM: 3 GB.	01
<b>Total</b>			<b>08</b>

**Table4.3e : Available Hardware (Printers/Scanners/Projector) in the college**

SL. NO.	DEPARTMENT	TYPE	MODEL	QUANTITY
1	Chemistry	Energy Star (Printer)	Phaser 3117	01
2	Botany	Laser Jet (Printer)	LBP Canon 2900B	01
		PhillPhotophone T (Projector)	SL103018	01
3	Microbiology	Laser Jet 1020 Plus	HP	01
4	Geography	Laser Jet(?)	HP Canon	01
5	Mathematics	Laser Jet	HP 1020	01
6	Commerce	Laser Jet	HP	01
7	Physical education	Laser Jet	HP	01
8	Library	Laser Jet	HP Canon	01
9	Learning Resource Centre	Office Jet Pro L 7580(Scanner)	HP	01
10		LCD Projector	Sony	01
	Office	Laser Jet	HP Canon	01
11	Accounts Office	Laser Jet	HP Canon	01
12	Cash Section	Laser Jet	HP Canon	01
13	Principal's Office	Laser Jet	HP Canon	01
14	Server room	Laser Jet	HP Canon	01

**Table 4.3f :-Licensed Software**

SL. NO.	ITEMS	QUANTITY
1	SOUL for Library work	01
2	MS Office	01
3	MS SQL for storing Database	01
4	Windows Compatible	01
5	CAMS-College Administration And Management System for accounts	01
6	Fortran Power Station for Mathematics Departmental use	01
7	Chemdraw	01
8	Mercury3.0	01

**Table 4.3g:-Consumption of Switch ports**

SL. NO.	DEPARTMENT	NO. OF PORTS USED	VACANT PORTS
1	Botany	1	2
2	Mathematics	6	5
3	Library	2	NIL
4	Server Room	16	NIL
5	Learning Resource Centre	7	02

#### **4.3.2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus:**

- Free internet and computer access is available to the students, faculty and staff during the college hours. The entire college campus is under LAN connection.
- The departments having the subject of computer application as a part of their curriculum, possess their own computer labs (Mathematics and Commerce Departments).
- Many departments have been provided with computers and internet facility for the faculty.
- The students of Mathematics and Commerce use computers of the concerned departments.
- The library also extends computer and internet facility for the students during college hours.
- Teachers uses Laptop off-campus, there are 21 nos of LAPTOPs

#### **4.3.3. What are the plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

- Desktop and printers to all the departments and for all the faculty members with internet facility.
- Laptop to all the faculty members

- Fully Wi-Fi enabled campus
- Help the students, staff and teachers to be more IT savvy.
- Subscription of INFLIBNET
- Online access of library facility with British Council Library
- Full automation of library
- Number of Stand –Alone Computers for students to be increased.

**4.3.4. Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Yearwise for the last four years)**

The college has no fixed budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. College has purchased new computers and laptops with latest configuration for the last five years for teaching as well as administrative purposes. Maintenance of these equipments is done by concerned company during the warranty period.

**Table 4.3h:- Annual budget for the computers and their accessories**

Year	Amount (Rs)	Source of fund
2011-12	18690.00	College fund
2012-13	60351.00	College fund
2013-14	61613.00	College fund
2014-15	55251.00*	College fund

\*From unaudited fund

**4.3.5. How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?**

The institution has always encouraged and made various arrangements to facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students. Some details are mentioned below:

**Table 4.3i: Use of ICT**

Details of ICT resources used by the teachers	Details of ICT resources used by the students under the supervision of teachers	ICT resources for advanced learners	Objectives
<ul style="list-style-type: none"> <li>• Online tutorials</li> <li>• Searching Website</li> </ul>	<ul style="list-style-type: none"> <li>• Google search</li> </ul>	<ul style="list-style-type: none"> <li>• Online tutorials</li> </ul>	<ul style="list-style-type: none"> <li>• To enhance students' knowledge and skills.</li> </ul> <p>Motivate students to learn the applied aspects of knowledge.</p>

**4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/ learning spaces etc.) place the student at the centre of teaching-learning process and render the role for the teacher.**

Institution is still in the transition phase from teacher-centric to student-centric teaching that widely use ICT based infrastructure. ICT enabled teaching in classroom plays an important role in this case to make the students aware of modern tools. There is a single ICT facility and projector in the college which can be used only with the prior notice and approval of the principal/Teacher-in-Charge. Certain topics related to the syllabus are allotted to the students for power point presentations in departmental seminar. Students present them with the aid of ICT. The teacher guides them throughout the process. The teacher in this case plays the role of facilitator, helper, coach, guide and an assessor. The students benefit from technology in classroom in following ways:

- Technology increases their technical skills in implementing modern technological tools and techniques in their teaching-learning process;
- Technology helps increase students' self-reliance and self-confidence;
- Students feel less pressurized and get interested in learning because of the pronounced digital display of the learning process.

**4.3.7. Does the department avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No, the institution does not avail of the National Knowledge Network connectivity directly or through the affiliating university.

### 4.3 Maintenance of Campus Facilities

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

**Table 4.3j:** Fund allocation for maintenance and upkeep

Sl. No	Head of the expenditure	Fund allocation (Rs)			
		2011-12	2012-13	2013-14	2014-15
1	Building	19250	8520	15,432	10,634
3	Equipments	102360	59850	137292	85,545
4	Computers	19250	10707	20780	12,062
5	Vehicle	Nil	Nil	Nil	Nil
6	Any other	48450	25650	31127	24036

#### **4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

The infrastructural facilities of the college comprise building, furniture, equipment, computers, reprographic machine etc. The mechanisms for their maintenance and upkeep are as follows-

- Building- There is a Building sub-committee of the college in which, the Principal/Teacher-in-Charge acts as convener, there are teacher representatives and non-teaching representative also in the committee.
- Fan, lights, UPS etc. are maintained by the electrician of the college.
- Most of the equipments are maintained annually during the time, when classes are suspended due to university examination.
- Annual maintenance contract for some of the instruments are also there. The contractor constantly visits the instruments and maintain them. The entire process is done through tender and taken care by the building/purchase committee.

#### **4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?**

- For water purifier, Gas plant, CCTV, Refrigerator, Fire extinction etc AMC is given to the company service provider. They regularly visit the Institute to upkeep the Instrument, by cleaning and calibrating.
- AMC for the Data base server and associated software and nodal switches are provided to the service provider to maintain the system.

#### **4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

- Cleanliness in the laboratory is maintained by regular dusting and wiping apart from which most of the instruments are kept covered to protect from dust and obtain better efficiency.
- All laboratories are equipped with Fire Extinguisher.
- All computers of the College are UPS supported.
- All sensitive instruments are connected to Voltage Stabilizers to avoid voltage fluctuations.
- A 10KV and another 30 KV DG Set Generator (Green) is installed at the college to provide uninterrupted power supply to the main building throughout the college hours.
- There are three submersible pumps, and two PHE tap to provide constant supply of water.

#### **4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

Space has been increased by constructing new buildings but there is still shortage of space.

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

**5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes, the institution publishes its updated prospectus every year at the time of admission, i.e., in the month of June. The prospectus contains all the updated information about the college. However, in the academic year 2015-2016 the college has introduced Online Admission Process, as per the State Government Order, for which the applicant need not come to the college campus for collection of application forms. In this context, the admission committee has decided to give the prospectus only to the students who will take admission.

The following pieces of information are provided to the students through prospectus:

1. Goals and objectives of the college
2. Admission procedure and various facilities offered by the college.
3. A Profile of the college, a short history of the college and geographical locations and emblem focusing the motto of education.
4. Curriculum with reference to the faculties and subject combinations offered in it.
5. Infrastructure and facilities
6. Library
7. Seats available for various subjects for admission.
8. Evaluation process.
9. Duties of the students.
10. Prizes.
11. Extra Curricular and NCC and NSS facilities.
12. Health facilities.
13. Sports and Games.
14. Students' Union.
15. Occasions celebrated regularly.
16. List of faculty members
17. List of Non-teaching Staff
18. Statutory and non-statutory bodies/ committees
19. Members of the Governing Body and Student Council
20. Month wise year plan
21. List of holidays
22. Time Span of teaching period
23. Previous years Part-III University results.

The prospectus acts as a comprehensive guidebook to the new entrants (as well as those contemplating admission into the college) while influencing their choice of the institution from among a bunch of colleges as well. The college authority tries best to conform to the broadly outlined principles penned in the prospectus and to adhere to the promised schedule - outlined in detail in the latter document. The IQAC and the Academic Sub-Committee meet from time-to-time to ensure that the schedule is followed, notwithstanding unavoidable minor deviations, and the quality dimension of academic activities is not compromised. Other Sub-Committees,

designated for specific tasks, actively supervise their respective portfolios. The college authority holds regular meetings to monitor the logistics of admission, examinations, students' evaluation, and co-curricular as well as extra-curricular activities. Systems of receiving students' feedback, grievance redressal, and so on are the channels through which the college remains accountable to its most valued section of stakeholders - the students. The IQAC as well as the Governing Body keeps a careful watch on the overall academic ambience and make sure that the principles professed are practiced as well.

**5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

There are some institutional freeships for tuition fee of ten months a year for poor but meritorious students who do not get any other scholarship/stipend. 10% of total amount of tuition fee is allowed as freeship. Students are selected mainly on their financial needs. Following are the details of scholarships and freeships endowed to the students:

**Table 5.1a:** Scholarships / Free ships given to the students during the last four years

Year	Type	Number	Total Amount(Rs)
2011-12	Institutional freeships	628	2,40,256.00
	Merit-Cum-Means	12	1,06,212.00
	W.B.M.D.F.C.	111	5,54,950.00
	Sitaram Jindal Foundations	4	10125.00
	District Mass Education	Nil	Nil
2012-13	Institutional freeships	769	2,59,963.00
	Merit-Cum-Means	46	432000.00
	W.B.M.D.F.C.	218	1179750.00
	Sitaram Jindal Foundations	4	17700.00
	District Mass Education	2	3000.00
2013-14	Institutional freeships	895	3,09,565.00
	Merit-Cum-Means	54	5,43,600.00
	W.B.M.D.F.C.	258	12,38,400.00
	Sitaram Jindal Foundations	6	21,600.00
	District Mass Education	1	1500.00

2014-15	Institutional freeships	895	1,14,745.00
	Merit-Cum-Means	7	63000.00
	W.B.M.D.F.C.	154	604800.00
	Sitaram Jindal Foundations	12	43200.00
	District Mass Education	1	1500.00

The aforementioned scholarships and freeships were processed and /or disbursed regularly in the academic years 2011-12, 2012-13, 2013-14 and 2014-15. These days students mostly receive their scholarships directly to their bank accounts from the agencies.

### 5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Table 5.2: Percentage (aggregate) of students received financial assistance

**Table 5.1b: Financial assistance to the students**

Year	Agregate percentage of students received financial assistance from state government, central government and other national agencies(%)
2011-12	5
2012-13	11
2013-14	11
2014-15	6.5

### 5.1.4 What are the specific support services/facilities available for the students

<b>Students from SC/ST, OBC and economically weaker sections</b>	<ul style="list-style-type: none"> <li>• Reservation of seats as per W.B.Govt. Order is strictly followed.</li> <li>• Eligibility criteria for the admission are lowered.</li> <li>• Payment of tuition fees in instalments is extended towards poor students solely at Principal's discretion.</li> <li>• DPI Special stipend for SC/ST is facilitated for proper availing.</li> <li>• All SC/ST students of the college are provided with govt.</li> </ul>
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	<p>scholarships.</p> <ul style="list-style-type: none"> <li>Facilitated the process of availing National-level and other non-govt scholarships</li> <li>UGC sponsored Remedial Coaching is provided outside the normal routine classes</li> <li>Transport at concessional rate is facilitated to general as well as SC/ST and OBC students.</li> <li>OBC and economically weaker students get freeships from the college and financial support from the SAF (Students' Aid Fund)</li> </ul>
<b>Students with physical disabilities</b>	<ul style="list-style-type: none"> <li>Reservation of seats as per W.B.Govt. Order is strictly followed.</li> <li>Flexibility in the norms for attendance in classes.</li> <li>Puts in effect all the relaxations The University of Burdwan offers to students with physical disabilities, with respect to admission, examination - both internal and external (extra-time, assistant writer, seat at the ground floor examination hall or as is convenient to the concerned student).</li> </ul>
<b>Overseas students</b>	No special facilities given
<b>Students to participate in various competitions/National and International</b>	<ul style="list-style-type: none"> <li>Flexibility in the norms for attendance in classes in terms of attendance given against the days of such participation</li> <li>The college encourages students to participate in such programmes</li> </ul>

	<p>through National Service Scheme (NSS), National Cadet Corps (NCC), Youth Parliament competitions. Students participation in such Sports competitions is conducted by the Department of Physical Education.</p> <ul style="list-style-type: none"> <li>Financial assistance from the college (if needed) is disbursed from the college.</li> </ul>
<b>Medical assistance to students: health centre, health insurance etc.</b>	<ul style="list-style-type: none"> <li>FIRST AID is available in the college.</li> <li>There is also a primary health center with one Doctor available in the office hours for primary health services.</li> </ul>
<b>Organizing coaching classes for competitive exams</b>	<ul style="list-style-type: none"> <li>No such facilities available</li> </ul>
<b>Skill development (spoken English, computer literacy, etc.,)</b>	<ul style="list-style-type: none"> <li>At present there is no such facilities</li> </ul>
<b>Support for “slow learners”</b>	<ul style="list-style-type: none"> <li>The College organizes Remedial Coaching in assistance with the University Grants Commission for the Scheduled Caste, Scheduled Tribe, Other Backward Classes A and B and Minority students.</li> <li>Teachers personally guide the slow learners outside the normal class hours, by checking their exercise books etc.</li> <li>Class test are held as a part of formative evaluation process by the departments to find the slow learners and assisting them in recovering their drawbacks.</li> </ul>
<b>Exposures of students to other institution of higher learning/ corporate/business house etc.</b>	<ul style="list-style-type: none"> <li>The College, at present, has no such systematic arrangement to provide the students with such facility.</li> </ul>
<b>Publication of student magazines</b>	<ul style="list-style-type: none"> <li>College Magazine ‘Charaibeti’ is published annually every year so that the creative faculty of the students is encouraged.</li> </ul>

	<ul style="list-style-type: none"> <li>The various departments, publish their departmental wall magazines at a regular interval as it is an integral part of their co-curricular activities (the list is given in the table 5.1c ).</li> </ul>
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**Table 5.1c: Wall Magazines**

Departments	Title of the magazine	Departments	Title of themagazine
Bengali	Parna	Geography	GEOGRAPHICA
Botany	Botanical Gallery	History	CLEO
Chemistry	Chemistry wall magazine	Microbiology	MUCULE
Commerce	Commerce facebook	Political Science	UNMESH
Economics	Arthabiganan	Physics	Physica
English	Literati	Zoology	Zoo Spectrum

#### **5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

There is no regular mechanism to develop entrepreneurial skill systematically (Entrepreneurship Development). However, the teachers take the opportunity of teaching the syllabus “Entrepreneurship Development” as prescribed in the Course Curriculum of Commerce and Economics in such a way that the qualities related to entrepreneurship like skill, management, innovativeness are developed among the students so that in future they can act as successful entrepreneurs, at least at a rudimentary level. However, there is no scope for practical demonstrations for the proper development. Students concerned can also draw insights about it from the interaction with the industrial concerns visited by the students, particularly of the Commerce Department during excursions. Finally, they can gather some knowledge about it from the seminars organized by the departments concerned.

**Impact-** There is no system of preserving data on student’s employment. From various sources, however, it is known that quite a few students of the Department of Commerce as well as of other departments are already in personal business ventures.

#### **5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

##### **The policies and strategies of the institution:-**

To promote participation of students in extra-curricular and co-curricular activities, the Department of Physical Education, NSS Units and Student Union of the College decides the policies and strategies. Every year a few departments conducts various cultural competitions such as quiz competition, debates, discussion, extempore events, singing and poem recitation

competition etc. The college sends every year a faculty member on duty as Officer-in-Charge (OC) of a team of participants for "Youth Parliament and Quiz Competition" -an event that can be considered co-curricular as well as extra-curricular. The concerned OC attends a workshop at the West Bengal State Legislative Assembly as groundwork for the subsequent participation by the students in that event.

**Additional academic support, flexibility in examinations:-**

The students good at sport are provided reservation quota in admission, remedial coaching for their study, full/partial exemption from the in-house test examination and stipulated class attendance.

**Special dietary requirements, sports uniform and materials:**

The NSS/NCC Unit of the college arranges special meals or tiffin for the students during the NSS Camps. College authority provides good tiffin during the time of practice and performance in competitions.

College has provided one full set of sports-jerseys for participants representing the college team in various sports and games events.

College provides all sports material and equipments required for the usual sports event like (a) High Jump Cross-Bar (b) Long-Jump Take-Off Board (c) Short-Put (d)Javelin (e) Discuss (f)Separate Mats for Both Gymnastics and Yoga.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central/State services, Defense, Civil Services, etc.**

There is no structured Support and Guidance Cell for assisting the students in competitive exams. In this regard, only exposure to NET, SET etc. would have been relevant. But, there is no PG course in the college and students of the institution tries for such examinations after completion of P. G. courses, when they become Alumni of the college. But the faculties concerned offer counselling to the prospective students either by supplying study material, list of good books, showing the know-how of net-surfing or by giving the information of different coaching centres of repute for the same.

**5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)**

Three major types of counselling services are made available to the students-

Academic Counselling in terms of

- a) Referring books, journals etc.
- b) Encouraging the students in preparing standard notes etc.
- c) Correcting with suggestion for improvement of the notes prepared by them
- d) Translating English portion of some books into Bengali.
- e) Offering further clarification about the points of a lecture delivered in the classroom not properly understood by some students.

Personal, Psycho-social counseling in terms of

- a) Offering consolatory suggestion to students falling in psychological crises. The girl students are guided and counseled personally by the female teacher.

- b) By arranging seminar on prevention of Sexual Harassment to Female , Domestic violence etc.

There is also a career counseling cell to provide with latest information on the higher studies, competitive exams, advertisements of Govt. jobs, situation vacant etc.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)**

No, there has not been any such mechanism.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes, it has. There were no grievances reported during 2011-14, three grievances reported and redressed during the year 2014-15.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

There has been “Committee against Sexual Harrasment “ since 2013. In the current academic session it is rename “Womens’ cell” to make it sound more student friendly, and socially agreeable.

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

There is no such committee since the boarding facility is not there in the college. Recording of such events does not arise in this respect.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

The college provides the many facilities for the welfare of the students. A brief list of such schemes is given below:

- Bus Concession Cards for cheap travel in local buses
- Freeship for poor but meritorious student
- Internet facility.
- Career and Counselling through Career Counseling Cell.
- Organization of cultural activities, competitions, sports meet etc.
- UGC Sponsored Remedial Coaching Classes for the SC/ST/ OBC (Non-Creamy layer) students.
- Students Canteen with good quality of food.
- Gymnasium and sports facility for both boys and girls
- Separate Common Rooms for both boys and girls.
- Facilitation to avail the various Govt./non-Govt. scholarships.

**5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?**

Yes , our institution has a registered Alumni Association. The Principal/Teacher-in-Charge of the college is the President of the Alumni Association. One of the Alumni acts as Secretary. He/She networks and collaborates with former faculty informally on case to case basis as and

when required with active involvement of the Principal/Teacher-In-Charge. Social networking sites are used to convey programmes of Alumni. But at present it is not properly functioning at all.

Activities and Major contributions of the Alumni Association for institution are mainly academic.

Contribution for the infrastructure development is almost nil in the last four years. However, before the 1<sup>st</sup> cycle of NAAC accreditation the main Gate of the college and one drinking water tank in front of the Chemistry department were made with the financial assistance of the Alumni Association.

Apart from central Alumni association, a few departments have their own alumni association and conducts various programmes. Department of Physics held departmental reunion in the year 2012 and 2013. A good number of ex-students, and ex-faculties attended the function and shared their ideas/views with the Principal and H.O.D. At present the alumni members are connected through Facebook. In the current academic session also, it organized two programmes.

## 5.2 Student Progression

**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

**Table 5.2: Percentage of students progressing**

Student progression	Year	%
UG to PG	2011-12 2012-13 2013-14 2014-15	Data available in the department profile
PG to M.Phil.	2011-12 2012-13 2013-14 2014-15	Data available in the department profile
PG to Ph.D.	2011-12 2012-13 2013-14 2014-15	Data available in the department profile
Employed • Campus selection • Other than campus recruitment	2011-12 2012-13 2013-14 2014-15	<ul style="list-style-type: none"> <li>• N.A.</li> <li>• Data not available</li> </ul>

**5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

The detail of the pass percentage and completion rate are given in the Table 2.6β and Figure 2.6γ, Figure 2.6δ, Figure 2.6ε as answer to question no. 2.6.2.

### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education and /or towards employment

- By assuring Quality Teaching
- By offering useful and up-to-date library
- By offering upto date laboratories
- By offering ICT based teaching-learning as far as practicable
- By offering academic counselling outside the classes
- By referring to good upgraded books and journals to be procured from elsewhere
- By providing financial assistance(freeships, scholarships, student-aid-fund) as far as practicable
- By arranging Remedial coaching for SC,ST,OBC and Minority Students.

### 5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The following special support is provided to students who are at risk of failure and drop out:

- Concession / installment payment and freeships are given to the economically backward students to curb the propensity of dropping out.
- Class Test, module tests are taken by the departments according to their routine arrangements for formative evaluation.
- Tutorial and interactive discussion are organized for the slow learners.
- Bilingual explanations and lectures are offered in the classes for the students who are not adept in English-speaking and listening.
- Personal and academic counselling are done by the teachers.
- Simple and standard lecture notes are given to the students for better understanding of the subject taught.
- Revision of topics and practicals are arranged for the students before the examinations.

## 5.3 Student Participation and Activities

### 5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The list of the range of sports, games, cultural and other extracurricular activities available to students are mentioned in 4.1.2 (b). The details of the participation are as follows:

**Table 5.3.1a: Students participated in Sports and Games in 2011-12**

Name of the Discipline	Level of the Competition	Number of participants (students)	Events participated	Remarks(if any)

Badminton (Women) 27.08.12- 28.08.12	University (B.U)	5	Badminton	All the details of the participation is available with the Department of Physical Education
Badminton(Men) )27.08.12- 28.08.12	University (B.U)	4	Badminton	DO
Football(Men) 02.09.11- 16.09.11	DO	18	Football	DO
Athletics (Men) 08.11.11- 09.11.11	University(B. U.)	16	Run- 100Mts,200Mts,400Mt s,800Mts,1500Mts,500 0Mts, Long Jump,High Jump, Tripple Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics (Women) 09.11.11	DO	7	Run- 100Mts,200Mts,400Mt s,800Mts,1500Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics(Wome n) 17.12.11- 21.12.11	All India Inter- University Athletics Championshi p	1	Run-100Mts	DO
Yoga (Women) 18.02.12- 21.02.12	All India Inter- University (B.U)	1	Yoga	Represented B.U



Hand Ball (Men) 05.03.12	University (B.U)	12	Hand Ball	DO
Athletics (Men) 20.03.12- 21.03.12	State(W.B.)	7	Run- 100Mts,200Mts,400Mts, Long Jump,High Jump, Tripple Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics (Women) 20.03.12- 21.03.12	State(W.B.)	4	Run- 100Mts,200Mts,400Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO

**Table 5.3.1.b: Students participated in Sports and Games 2012-13**

Name of the Discipline	Level of the Competition	Number of the participants (students)	Events participated	Remarks(if any)
Football(Men) 22.08.2012- 25.09.2012	University (B.U)	18	Football	All the details of the participation is available with the Department of Physical Education
Kabaddi (Men) 31.8.2012	DO	14	Kabaddi	DO

Kho-Kho(Women) 04.9.2012	DO	12	Kho-Kho	DO
Kho-Kho (Men) 05.9.2012	DO	12	Kho-kho	DO
Hand Ball (Men) 06.9.2012	DO	9	HandBall	DO
Badminton (Women) 04/10/12-07/10/12	Inter-University East Zone	1	Badminton	This participant has Represented B.U.
Yoga (Women) 09.11.2012	DO	1	Yoga	DO
Athletics (Men) 21.11.12-22.11.12	DO	15	Run-100Mts,200Mts,400Mts,800 Mts,1500Mts,5000Mts, Long Jump,High Jump, Tripple Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics (Women)22.11.12	DO	9	Run-100Mts,200Mts,400Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO
Football(Men) ) 28.02.13 to 05.03.13	State(W.B.)	18	Football	DO

Athletics(Men) 06.03.13 to 07.03.13	DO	4	Run-400Mts,1500Mts, High Jump, Shot Put, Discus Through.	DO
Athletics(Women) 06.03.13 to 07.03.13	DO	6	Run-100Mts,200Mts,400Mts,High Jump,Javelin Through.	DO

**Table 5.3.1.c: Students participated in Sports and Games 2013-14**

Name of the Discipline	Level of the Competition	Number of the participants (students)	Events participated	Remarks (if any)
Athletics (Men) 03.12.13-04.12.13	University (B.U)	15	Run-100Mts,200Mts,400Mts,800 Mts,1500Mts,5000Mts, Long Jump,High Jump, Tripple Jump, Shot Put,Javelin Through, Discus Through.	All the details of the participation is available with the Department of Physical Education
Athletics (Women) 04.12.13	DO	10	Run-100Mts,200Mts,400Mts,800 Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO
Football (Men) 20.03.14 to 25.03.14	State(W.B.)	18	Football	DO
Athletics	DO	2	Run-200Mts,400Mts, Long	DO

(Men)			Jump, High Jump	
26.03.14- 27.03.14				
Athletics (Women)	DO	4	Run- 100Mts,200Mts,400Mts,150 0Mts Long Jump, High Jump	DO
26.03.14- 27.03.14				

**Table 5.3.1.d: Students participated in Sports and Games 2014-15**

Name of the Discipline	Level of the Competition	Number of the participants(students)	Events participated	Remarks (if any)
Football(Men) 08.09.14- 10.10.14	University (B.U)	18	Football	All the details of the participation is available with the Department of Physical Education
Athletics (Men) 26.11.14- 27.11.14	University (B.U)	13	Run- 100Mts,200Mts,400Mts, 800Mts,1500Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics (Women) 27.11.14	DO	8	Run- 100Mts,200Mts,400Mts, 800Mts, Long Jump,High Jump, Shot Put,Javelin Through, Discus Through.	DO
Athletics (Men)	State(W.B.)	3	Run-100Mts, 200Mts Long Jump, High	DO

25.02.15- 26.02.15			Jump, Shot Put, Javelin Through, Discus Through.	
Athletics (Women) 25.02.15- 26.02.15	DO	5	Run- 100Mts, 200Mts, 400Mts, 1500Mts, High Jump, Shot Put.	DO
Football(Men) 27.02.15- 01.03.15	State(W.B.)	18	Football	DO
Cricket(Men) 24.02.15- 20.04.15	University(B. U.)	12	Cricket	DO
Badminton (Women) 02.03.15- 04.03.15	State(W.B.)	2	Badminton	DO

**5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

**Table 5.3.2.a: Number of medals won by students in Sports and Games 2011-12**

Name of the Discipline	Name of the participants	Class/ Year	Events and Rank	Level of the Competition
Athletics (Men) 08.11.11 & 09.11.11	Ujjal Pal	B.A-1 <sup>st</sup>	100Mts-1 <sup>st</sup> Long Jump- 1 <sup>st</sup> Triple Jump-1 <sup>st</sup> 4x100Mts Relay- 1 <sup>st</sup>	University (B.U)
	Rabisankar Roy	B.A-1 <sup>st</sup>	200Mts-3 <sup>rd</sup> 4x100Mts Relay- 1 <sup>st</sup>	
	Manajit Hait	B.A-3 <sup>rd</sup>	Shot put- 3 <sup>rd</sup>	

			Discus Throw- 1 <sup>st</sup>	
	Pinku Dhank	B.A-1 <sup>st</sup>	400Mts.-2 <sup>nd</sup>	
			4x100Mts Relay- 1 <sup>st</sup>	
	Srimanta Kumar Maity	B.A-3 <sup>rd</sup>	Javelin Throw-2 <sup>nd</sup>	
	Tufan Mete	B.A-2 <sup>nd</sup>	4x100Mts Relay- 1 <sup>st</sup>	
Athletics (Women) 09.11.11	Shueli Roy	B.A-3 <sup>rd</sup>	Long Jump-1 <sup>st</sup> High Jump-2 <sup>nd</sup> 100Mts-1 <sup>st</sup> 4x100Mts Relay-1 <sup>st</sup>	University (B.U)
	Moudhumita Pandit	B.A-1 <sup>st</sup>	Javelin Throw-3 <sup>rd</sup>	
	Sikha Ghouri	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
	Kakali Santra	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
	Manika Maity	B.A-3 <sup>rd</sup>	4x100Mts Relay-1 <sup>st</sup>	
Athletics (Men)  20.03.12 - 21.03.12	Ujjal Pal	B.A-1 <sup>st</sup>	Long Jump- 2 <sup>nd</sup> 4x100Mts Relay- 2 <sup>nd</sup>	Education Directorate Government of West Bengal
	Manajit Hait	B.A-3 <sup>rd</sup>	Discus Throw- 3 <sup>rd</sup>	
	Tufan Meta	B.A-2 <sup>nd</sup>	4x100Mts Relay-1 <sup>st</sup>	
Athletics (Women) 20.03.12- 21.03.12	Shueli Roy	B.A-3 <sup>rd</sup>	Long Jump-2 <sup>nd</sup> 4x100Mts Relay-2 <sup>nd</sup>	Education Directorate Government of West Bengal
	Sikha Ghorui	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	

**Table 5.3.2.b: Number of medals won by students in Sports and Games 2012-13**

Name of the Discipline	Name of the participants	Class/ Year	Events and Rank	Level of the Competition
Athletics (Men) 21.11.12 - 22.11.12	Ujjal Pal	B.A-1 <sup>st</sup>	Long Jump- 1 <sup>st</sup> Triple Jump-1 <sup>st</sup> 4x100Mts Relay- 1 <sup>st</sup>	University (B.U)
	Rabisankar Roy	B.A-1 <sup>st</sup>	200Mts-3 <sup>rd</sup> 4x100Mts Relay- 1 <sup>st</sup>	
	Manajit Hait	B.A-3 <sup>rd</sup>	Shot put- 3 <sup>rd</sup> Discus Throw- 1 <sup>st</sup>	
	Pinku Dhank	B.A-1 <sup>st</sup>	400Mts.-2 <sup>nd</sup> 4x100Mts Relay- 1 <sup>st</sup>	
	Srimanta Kumar Maity	B.A-3 <sup>rd</sup>	Javelin Throw-2 <sup>nd</sup>	
	Tufan Mete	B.A-2 <sup>nd</sup>	4x100Mts Relay- 1 <sup>st</sup>	
Athletics (Women) 22.11.12	Shueli Roy	B.A-3 <sup>rd</sup>	Long Jump-1 <sup>st</sup> High Jump-2 <sup>nd</sup> 100Mts-1 <sup>st</sup> 4x100Mts Relay-1 <sup>st</sup>	University (B.U)
	Moudhumita Pandit	B.A-1 <sup>st</sup>	Javelin Throw-3 <sup>rd</sup>	
	Sikha Ghouri	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
	Kakali Santra	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
	Manika Maity	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
Athletics (Men) 06.03.13- 07.03.13	Manajit Hait	B.A-3 <sup>rd</sup>	Discus Throw- 3 <sup>rd</sup>	Education Directorate Government of West Bengal

Athletics (Women) 06.03.13- 07.03.13	Shueli Roy	B.A-3 <sup>rd</sup>	Long Jump-2 <sup>nd</sup> 4x100Mts Relay-1 <sup>st</sup>	Education Directorate Government of West Bengal  B.A-1 <sup>st</sup>
	Sangita Das	B.A-1 <sup>st</sup>	100Mts-3 <sup>rd</sup> 200Mts-3 <sup>rd</sup> 400Mts-1 <sup>st</sup> 4X100Mts Relay-1 <sup>st</sup>	

**Table 5.3.2.c: Number of medals won by students in Sports and Games 2013-14**

Name of the Discipline	Name of the participants	Class/ Year	Events and Rank	Level of the Competition
Athletics (Men) 03.12.13 & 04.12.13	Ujjal Pal	B.A-3 <sup>rd</sup>	Long Jump- 1 <sup>st</sup> Triple Jump-1 <sup>st</sup> 4x100Mts Relay- 1 <sup>st</sup>	University (B.U)
	Manajit Hait	B.A-3 <sup>rd</sup>	Shot put- 2 <sup>nd</sup> Discus Throw- 1 <sup>st</sup>	
	Dilip Hansda	B.A-1 <sup>st</sup>	200Mts-1 <sup>st</sup> Javeline Throw-2 <sup>nd</sup> 4X100Mts Relay-1 <sup>st</sup>	
	Pinku Dhank	B.A-2 <sup>nd</sup>	400Mts.-1 <sup>st</sup> 200Mts-2 <sup>nd</sup> 4x100mts Relay- 1 <sup>st</sup>	



	Tufan Mete	B.A-3 <sup>rd</sup>	400Mts-3 <sup>rd</sup> 4x100mts Relay- 1 <sup>st</sup>	
Athletics (Women) 04.12.13	Sangita Das	B.A-2 <sup>nd</sup>	100Mts-1 <sup>st</sup> 200Mts-1 <sup>st</sup> 400Mts-1 <sup>st</sup> 4X100Mts Relay-1 <sup>st</sup>	University (B.U)
	Piu Karmakar	B.A-1 <sup>st</sup>	100Mts-3 <sup>rd</sup> Long Jump-3 <sup>rd</sup> 4X100Mts Relay-1 <sup>st</sup>	
	Mithu Bera	B.A-3 <sup>rd</sup>	High Jump-1 <sup>st</sup> 4X100Mts Relay-1 <sup>st</sup>	
	Payel Ghosh	B.A-1 <sup>st</sup>	Long Jump-2 <sup>nd</sup> 400Mts-3 <sup>rd</sup> 4X100Mts Relay-1 <sup>st</sup>	
Athletics (Women) 26.03.14	Sangita Das	B.A-2 <sup>nd</sup>	400Mts-1 <sup>st</sup> 4x100Mts Relay- 3 <sup>rd</sup>	Education Directorate Government of West Bengal

Table 5.3.2.d: Number of medals won by students in Sports and Games 2014-15

Name of the Discipline	Name of the participants	Class/ Year	Events and Rank	Level of the Competition
Athletics (Men) 26.11.14 & 27.11,14	Dilip Hansda	B.A-2 <sup>nd</sup>	Triple Jump-1st, 200Mts-1st, 4x100Mts relay-1st	University (B.U)
	Pinku Dhank	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
	Rabisankar Roy	B.A-3 <sup>rd</sup>	100Mts-2 <sup>nd</sup> , Triple Jump -2 <sup>nd</sup> 4x100Mts Relay-1 <sup>st</sup>	

	Avijeet Paul	B.A-2 <sup>nd</sup>	Discus-2 <sup>nd</sup>	
	Swarup Naiya	B.A- 1 <sup>st</sup>	Shot Put-1 <sup>st</sup> , Javelin-2 <sup>nd</sup>	
	Md. Lutfar Rahaman Khan	B.A-1 <sup>st</sup>	4x100Mts Relay-1 <sup>st</sup>	
Athletics (Women) 27.11.14	Sangita Das	B.A.3 <sup>rd</sup>	100Mts -1 <sup>st</sup> 200Mts-1 <sup>st</sup> 400Mts -1 <sup>st</sup> 4x100Mts relay-1 <sup>st</sup>	University (B.U)
	Mithu Bera	B.A-3 <sup>rd</sup>	High Jump-1 <sup>st</sup> 4x100Mts relay-1 <sup>st</sup>	
	Puja Satt	B.A-2 <sup>nd</sup>	800Mts-3 <sup>rd</sup> 4x100Mts relay-1 <sup>st</sup>	
	Mampi Roy	B.A-2 <sup>nd</sup>	4x100Mts relay-1 <sup>st</sup>	
Athletics (Women) 25.02.15- 26.02.15	Sangita Das	B.A.3 <sup>rd</sup>	400Mts -2 <sup>nd</sup>	State (W.B.)

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

At present there is no such existing mechanism.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

In the Governing Body and Cultural Sub-Committee, among others, there are members from the Students' Union. Here the Principal/Teacher-in-Charge and other members motivate the students' representative, particularly the Cultural Secretary of the Council to published the Annual College Magazine 'Charaibeti' so that the creative faculty of the students is developed.

They also ensure that all kinds of help from the faculties, particularly in sorting out, correcting and editing of the written matter would be accorded to under direct supervision of the faculties.

Similarly, in various departments, the teachers motivate the students to publish their departmental magazines at a regular interval as it is an integral part of their extra-curricular activities. They also ensure all sorts of editorial help from the departmental and financial assistance from the College Fund.

The list of various departmental magazines is given in 5.1.4.(Table-5.1c)

### 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding

Yes, the college has a Student's Council. The Student's Council is a body formed in accordance with the statute of the University of Burdwan.

**Selection:** The students' union is constituted as per the electoral rules and regulations as outlined by the University of Burdwan. The College Election Commission, constituted by the Governing Body for that purpose, conducts the election process - devoid of any political dimensions. The process broadly takes the following course:

The Principal notifies the election date as well as the schedule of pre-electoral processes 15 days prior to the date of election while declaring the number of seats open for contest.

Voter list for all the three academic streams are published and necessary rectifications made.

Willing students from each class file nomination papers, the teachers' council scrutinizes their candidature and elections are held on the scheduled date to choose class representatives.

All bona fide students are eligible for casting their votes for or against competing candidates from respective constituent units or classes (on one-vote-to-one-candidate basis).

After the counting stage is over, the Principal/Teacher-in-Charge declares the candidate with highest votes in each section as winner of that constituency.

Once the electoral formalities are over, Principal/Teacher-in-Charge, as Ex-officio President of the Student's Council assigns different portfolios to generally a subset of elected representatives for choosing the office-bearers for the specified session. This ceremony - conducted in presence of all the stakeholders of the college - marks the completion of the selection process.

**Constitution:** The Statute of The University of Burdwan lays down the objectives, role regarding the functions, elections of its body and names and numbers of portfolios it should have. All these rules are framed by the University's highest executive body, The Executive Council.

**Major Activities:** The Student's Union is an active and constructive body in the college and is managed democratically by the students themselves. They organize a good number of student's related activities. Some salient features of their activities are listed below:

Apart from responsibilities in sports and cultural activities, Student's Council represents itself in almost all advisory committees and the G. B. to bridge the gap between the administration and the students.

The Student's Council helps the administration to find out students deserving concession and financial aids and to deliver the students' bus concession cards on behalf of the college.

It monitors the normal and special activities of the N.S.S. of the college and assists the N.C.C. cadets in their activities.

**Funding:** Financial requirements of the Students' Council are met by different fees (union fee, games fee, cultural fees) collected from the students of the college at the time of admission

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

Following academic and administrative bodies have representations by selected members/office bearers of the students' Council:

A. the Governing Body (the General Secretary of the Council (G.S.)); B. Academic Sub-Committee (G.S.); C. Sports and Games Sub-Committee (the Sports and Games Secretary & Asst. Sports & Games Secretary); D. Cultural Sub-Committee (Cultural Secretary and Asst. Cultural Secretary); E. Students' Magazine Sub-Committee (Magazine Secretary and Asst. Magazine Secretary); and F. Students' Welfare Committee (Students' Welfare Secretary & Asst. Students' Welfare Secretary), G. IQAC (G.S.).

**5.3.7 How does the institution network and collaborate with then Alumni and former faculty of the Institution.**

Apart from periodical informal meetings during different annual programmes of the college, The Institution networks and collaborates with its Alumni and former faculties through verbal communication as well as personal contact when possible.

**Any other relevant information regarding Student Support and Progression which the college would like to include.**

It is quite difficult to collect Student Progression Data properly. There is no formal mechanism to keep track of the students progression. With the rapid progress of social network sites hopefully the task would be much easier in future.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

The vision whether individual or that of an institution is like an ideal. But clearly, it gives us a sense of direction. "Making an enlightened, informed and confident local community" is the vision of our college which truly enshrines a collective aspiration of an essentially rural populace that once dreamt of education as a viable means of social progress.

The mission of this college is succinctly expressed in the Sanskrit adage of "Vimuktasya vimuchyate" that originally occurred in 'Vishnu Sahasranam'. This pertains to the highest attribute of a 'liberated man': a liberated soul can attain to a state of perfection through a continual exercise of his or her sense of liberty. 'Jnan' or 'Knowledge' is the only means by which this rare quality of freedom may be gained. A past wisdom thus re-combined with the present task of knowledge-gathering and dissemination may make our mission a truly unique and an appropriate one bringing us ever closer to the vision already detailed above.

As an agency of higher education, it brings in the blessings of advancement and the benefits of enlightenment so that the people that live in and around Champadanga may gain into confidence and may try to be at par with other, more advanced sections of the society, traditionally known and respected for their greater quantum of achievement. Given the situation, the growing health of the college since the days of its inception is enough testimony of its socially vital role of continually adding to the information-base of the local community to enable it to look beyond its basically agro-based economy and ethos.

It has been a continual effort on our part to enrol students of this essentially rural locality with their share of usual constraints so that they may be socially empowered and come up in life with a confident and competitive edge which would ensure their individual progress as also the larger prosperity of their family and a general enrichment of the community. Following the government policy, we accommodate students who are not socially privileged in terms of caste or class. We follow the usual state-wide policy of reservation while admitting students from the weaker section of the society and girls students are never discriminated against. Knowledge, once again, becomes a key factor for the emancipation of the young brigade who may disseminate the fruits of achievements for the betterment of the community.

Tagore had his vision of a cosmopolitan brotherhood based on a steady exchange of educational means and cultural values between India and the rest of the world and it materialized in the birth of 'Visva Bharati'. Our small college with all its myriad aspects of rural backwardness in a way truly follows in the path of Rabindranath. Premium is put once again on knowledge as a valuable means of exchange that would lead to a consolidation of its traditional base in rural culture rendered still better because of the inputs received from other agencies and institutions known for their excellence in respective fields of orientations.

The freedom that we hope to attain to may pitchfork the institution to the next level of perfection which would define the status of the college as a regional centre of excellence capable of attracting students from a still wider area with a more varied need and greater craving for achievements. This would surely add to the 'prestige' of the institution and will enhance its role as a more powerful engine of progress that would bring a larger section of the society within the purview of improvements.

#### **6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The Governing body (G.B.) is the top management of the institution. It consists of members from this institution (both teaching and non-teaching staff, General secretary of the student's Council), Government and the affiliating University. Principal/Teacher-in-Charge is the Secretary of the G. B. Generally one (any member of the G. B. or co-opted) is elected/selected as President of the G. B. The faculty members of the college constitute the Teachers' Council (T.C.) which is chaired by the Principal/Teacher-in-charge. The G.B., T.C., along with a number of sub-Committees (consisting of faculties and other stakeholders e.g. non-teaching staff, student's Council member in the college and approved by the G. B.), and the Finance Sub-committee work to design the year plan and implement the quality policy and plans of the institution. Only the Finance sub-committee does not have any student representative. IQAC monitors the execution of the plans.

Apart from this, Principal/Teacher-in-charge being the Secretary of the G. B. is given the full administrative authority to design and implement policies and to take necessary actions in consultation with the convener of a sub-committee on the occasions beyond the pre-ordained (normal) plans and programmes.

#### **6.1.3 What is the involvement of the leadership in ensuring:**

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

- For development of policy statement and action plans for fulfillment of institution's missions, the G.B., IQAC and Finance committee (F.C.) take lead role. The Principal/Teacher-in-charge (as Secretary of the G. B. and Chairman of F. C.) prepares the agenda for G. B. and F.C. meetings.

Conveners or coordinators of the committees prepare the agenda for other meetings in consultation with the Principal/Teacher-in-Charge. At the beginning of the academic session, the faculty members are given instructions regarding the new programmes and projects in the meeting of Teachers' council and IQAC. The Principal/Teacher-in-Charge plays the lead role in governance and management of the institution under the guidance of the Governing Body. The Principal/Teacher-in-Charge communicates the vision, mission and plan to the faculty and other stakeholders. Transparency and values are ensured in the functioning of the college. Step wise

implementation of the institutional plans is monitored by the IQAC. Utmost care is taken so that policy statements that may emerge from the meetings may address the missions of the institution.

- The IQAC take the lead role in formulation of action plans for all operations of the institutional strategic plan. Major action plans are formulated in meetings of Teachers' Council and decisions are sometimes forwarded to the GB for approval. The minor plans are formulated with the concerned committees and departments.
- Interaction with stakeholders -The major stakeholders of the college are the guardians of the students, students themselves, teaching and the nonteaching staff. The interaction with these different wings takes place regarding this matter in the following ways:

**Guardians-** After the Annual Test, conducted by the college, the Principal/Teacher-in-Charge invites the guardians of those students who cut a sorry figure in it, and makes them aware of the policy of the college in the matter of sending their wards up for the final examination.

**Students-** There is students' representation in many important bodies of the college like the GB, IQAC, Cultural sub-committee, Admission Sub-Committee where they can express and exchange their views freely.

**Teaching staff-** Their interaction is ensured by i) the views expressed by the three teacher members in the GB as well as in the IQAC/Finance Committee and other such important sub-committees ii) the Academic Council's Meetings, and in some cases through iii) the Teachers' Council's meetings presided over by the Principal/Teacher-in-Charge.

**Non-teaching Council-** They get the opportunity to express their views through i) their representation in the GB, ii) IQAC, iii) Non-teaching Council's meetings presided over by the Principal.

For external stakeholders this is done through the NSS programme officers who visit the adopted villages of their units frequently and through meetings of the Alumni Association (chaired by the Principal). However, most of these interactions are informal in nature.

- Proper support for policy and planning is ensured by the mutual interaction between various stakeholders, particularly, the students and the teaching and non-teaching staff. The Principal/Teacher-in-Charge keeps eyes open and make best use of any suggestion or demand (need) mooted anywhere and places those appropriately in the agenda of G. B. or Finance Committee meetings. The role of the Grievance Redressal Cell and the Women's Cell (recently introduced) as well as the Students' Council is no less significant in this regard as much as they offer the right kind of atmosphere for the implementation of the action plans. There are no research inputs in the true sense of the terms, apart from the feedback received from the students and parents in a prescribed format.
- The college leadership always advises the T. C. and other committees to look after the benefits of the institution so as to develop and reinforce a culture of excellence. In this regard the college promotes a culture of holding workshops, awareness programmes, special lectures on quality innovations, and a special drive to give computer training to the office staff. etc. The IQAC and the Academic Council play an important role in carrying out this endeavour.
- The College remains committed to the cause of improving organizational change in an efficient and value-laden manner. In this regard, the Principal/Teacher-in-Charge keeps in



mind the recommendations of the Governing Body and the Teachers' Council whenever possible. The college has taken membership of British Council Library (BCL) and has subscribed for the INFLIBNET in the running session. The college has a good number of computers with internet facilities, ICT enabled classroom teaching, modern laboratory instruments, Gymnasium appliances, etc.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

Following the guidelines of the Government of West Bengal, the UGC and the Burdwan University, the plans and policies of the College are framed. For effective implementation of the policies and plans, the respective sub- committees assess the performance from time to time and take necessary actions. If the progress of any sub- committee is not satisfactory in one session, it is discussed in the "Teachers' Council" meeting and necessary steps are taken. The Principal regularly meets the Co-ordinators / Convenors and members of different sub-committees, and policies are reviewed and revised if necessary. IQAC regularly monitors the progress of the assigned jobs of all the academic and administrative sub committees and proposes necessary suggestions to improve the performance.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

The academic leadership is provided to the faculty by Under-graduate Councils and Board of Studies of the University of Burdwan. They assign different academic jobs to the faculty members throughout the year. The Principal/Teacher-in-Charge and the IQAC guide the faculty members to organize different seminars, conferences, workshops, excursions. The teachers also represent the college in different academic programmes organized by other institutions in India and abroad. financial support from UGC and state Govt are used to enrich the collection of books and journals as well as the research materials and equipments. The faculty members are also encouraged to conduct research projects funded by UGC/CSIR/DST/MoES etc and to participate in stipulated Orientation and Refresher Courses. A few faculties take classes for the Post Graduate courses in the state and central universities. A good number of faculties have published, books from renowned publication houses, research papers are also published in international journals.

**6.1.6 How does the college groom leadership at various levels?**

There are statutory provisions to groom leadership. Six members (3 whole-time teachers, 2 whole-time non-teaching staff, 1 student) of the eleven (max.) members of the Governing Body are taken from the college. Apart from this, there are scopes to assume the positions of conveners/ coordinators of other committees like I.Q.A.C., NAAC etc. These posts are usually reserved for the whole-time teachers. In some department rotational Headship is followed. Thus the college has gone to the maximum possible extent to groom leadership at the levels of teachers. The students' Council (S.C.) is approved by the statute of the affiliating University. Principal/Teacher-in-Charge is again at the helm of the S. C. Apart from the General Secretary of the S. C., who is a member of the G. B. and all the advisory committees, there are various posts of secretaries from among the council members to manage different works (cultural, games, students' welfare etc.)



for the general students. Taken as a whole, the system of grooming leadership at various levels in the institution may tone up to the latest managerial and leadership qualities not only among the staff but most importantly among the students.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

The college provides operational autonomy for departments to a great extent. Selection of books for library, instruments for laboratory, selection of places for excursion, co-curricular, extra-curricular and extension activities etc. are done by the teachers of various departments. There is an utmost policy for decentralization of power. For areas like infrastructure development, concessions to students, the Advisory Committees are given power to recommend. The recommendations are accepted in general. The authority also offers autonomy to the NSS, NCC units of the college for running their activities. Principal/Teacher-in-Charge tries not to interfere unless the members are cross purposing the decisions of the authority meant for the general good of the institution.

**6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

The effort to promote a culture of participatory management is very strong. Demand for active participation of teachers (including the State Govt. approved Part-time Teachers), non-teaching staff, and students in the advisory committees for all round development of the college has made the running of the college a harmonious affair.

The Alumni Association shares its views and visions with the Principal/Teacher-in-charge. The college administration and the faculty members actively participate in different celebrations or programmes of the Association and vice-versa.

## **6.2 Strategy Development and Deployment**

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

Yes, the College has a formally stated quality policy, mentioned in the vision and mission statements.

The policy of the institution as implied in its vision is to ensure the holistic development of the students with a view to **Making an enlightened , informed and confident local community** so that they may become ideal citizens of the nation. The policy is developed by the collective wishes and efforts of the stakeholders over the years. The aim has been consistently directed to a process of evolving into a better , educationally alive and culturally vibrant society. The institution consciously caters to this popular demand by facilitating institutional learning and offering a customized package of higher education as a viable means to build up a competitive self associative community of young hopeful well-rooted in their native-identity while being always ready to take on the big outside society. It is driven by the enthusiasm and hard work of all concerned, and deployed by the shared duties and responsibilities of the stakeholder and reviewed by the Academic Audit, Self-Appraisal Reports, Teacher assessment

programme(feedback) by students, in the meetings concerned and is recorded in the Annual Quality Assurance Report (AQAR) prepared at the end of each year.

**6.2.1 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

Yes, the Institute has a perspective plan for development.

In the field of education there is gradual change in the global scenario as well as a corresponding change in the field of employment. Keeping this in mind, the college within its limitations considers the following aspects in its perspective plan for development:

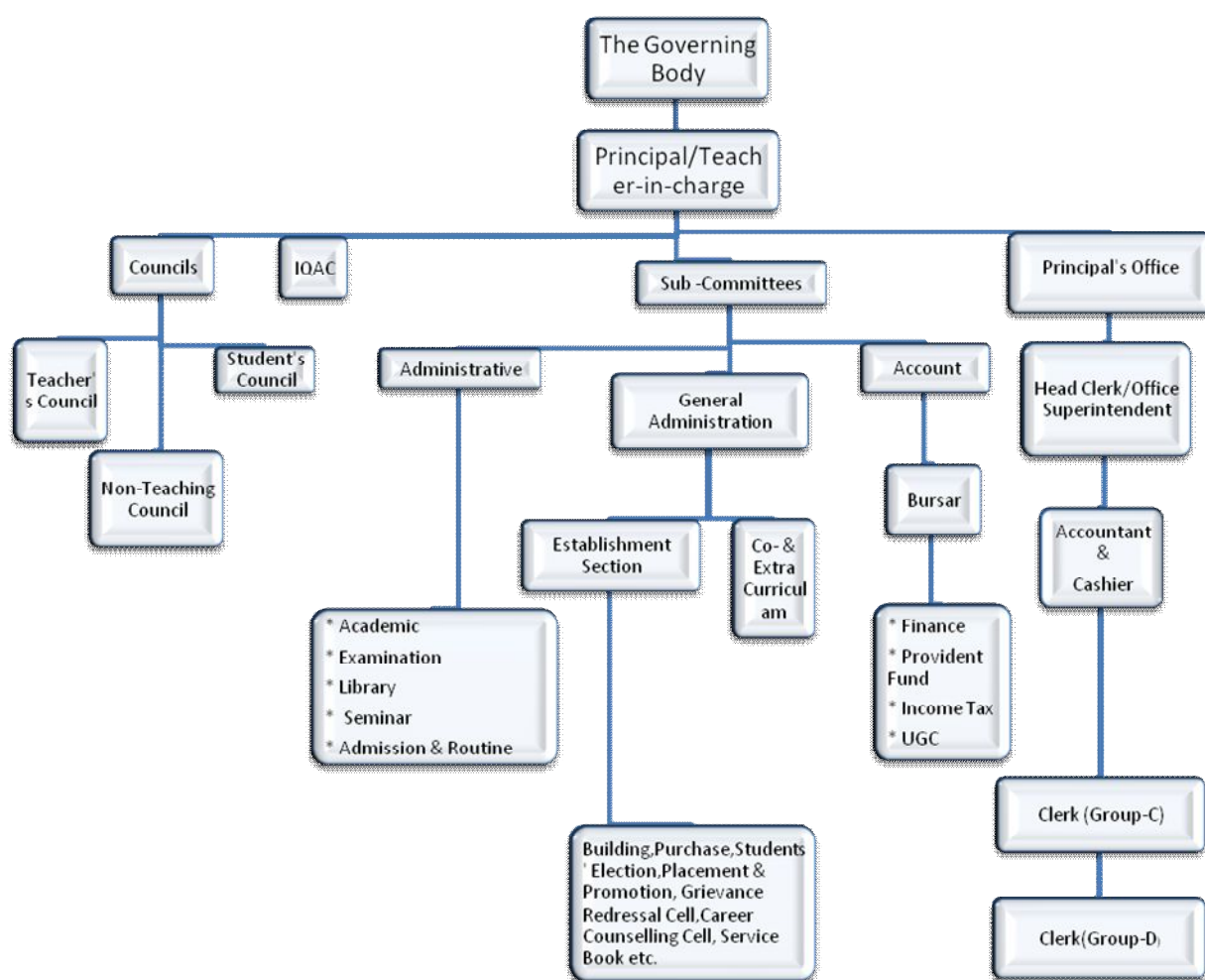
- The needs of students /society
- The challenges and opportunities faced by the college
- The cost-benefit considerations
- The relevance and usefulness of the plan

**The college intends to:**

1. Widen the scope and range of the courses offered by introducing more subjects for Honours courses like Physiology, Computer application.
2. Introduce viable and relevant career oriented / skill developmental courses.
3. Construct a separate administrative building with state of the art facilities.
5. Create more teaching posts and recruit more teachers in the vacant posts of Assistant Professor.
6. Recruit more administrative staff.
7. Ensure separate department for each honours subject with ICT facilities.
8. Purchase more Books, Journals and modern Laboratory equipments.
9. Install smart board in all the departments, and purchase more computers for more access to the students.
10. Installation of WAN connection in the campus.
11. Promotion of research and publications.

**6.2.3 Describe the internal organizational structure and decision making processes.**

The internal organizational structure of the college consist of the Governing Body, Finance committee, a number of sub-committees approved by the G. B., and the IQAC has already been described. The decision making process is also described in subsections 6.1.3, 6.1.6 and 6.1.8. The structure of the internal organization is shown pictorially.



**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

**- Teaching & Learning**

- Showing movies of the syllabic texts.
- ICT enabled class room teaching.
- Field study for social investigation or for better understanding of flora in natural conditions.
- Organising educational tour/Excursion
- Power point presentation by the students during seminars.
- Preparation of class notes by using computer and display them on a regular basis.
- Conducting mock test (not all the departments).
- Conducting surprise test(not all the departments).

**- Research & Development**

- Encourage the faculty members to conduct the research for Ph.D.
- Encourage the faculty to apply for UGC assisted Research Projects(MRP) in different subjects.
- Supplying relevant information for its faculty members regarding UGC Projects, FDP, Study leave etc.
- Financial support from UGC scheme is provided to the faculty members for attending conference, symposium in India and abroad.
- Improvement of the existing infrastructure for the ongoing research projects in the College.
- Access to the British Council Library is materialized
- Access to the Inflightnet is materialized
- Holding seminars and workshops to create awareness about this aspect of academic activity.

**- Community engagement**

- NSS Units of the college organised a blood donation camp, 'Bratachari'camp, 'eye surgery camp', first aid camp and a special camp on the theme "Preservation of Natural Resources and Cultural Heritages".
- NSS Units of the college organised a plantation programme to develop a garden of medicinal plants and a workshop on child care, by which the institution delivered its social responsibility towards the community at large.
- N.C.C. celebrated World Health Day on 08.04.15. and organized a talk on food contamination.

### - Human resource management

- Decentralization of responsibilities is the hallmark of the institution.
- Many teaching faculties apart from their normal teaching learning assignment are engaged in many sub-committees: Such as Placement & Promotion sub-committee, Service Book sub committee or as conveners and members of college co-operative, etc. as well as co-ordinators of IQAC,IGNOU,NAAC to develop expertise further.
- The College tries its best to facilitate to develop the personal and organizational skills of the students, knowledge, and improve their abilities.
- The College takes adequate care to examine the performances of the non-teaching staff also and the improvement of the performances of the staff members is also promoted.

### - Industry interaction

- Encouraging and funding (occasionally) the students through the Career Counseling Cell to attend the off Campus interview programmes conducted by industrial concerns like TCS.
- A few faculties have regular contact with the Industries -e.g. OSAW, Indo-tech, R & Co. for exchange of ideas and expertise.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

**The Head of the institution ensures the same by the following means**

- i) Formal feedback from the students.
- ii) Reports from various sub-committees.
- iii) Feedback from personal contact with the HODs.
- iv) Self-appraisal report made by the faculties, particularly during CAS promotion.
- v) Feedback from Teachers' Council meetings.
- vi) Information from the meetings with the non-teaching staff headed by the Head Clerk.
- vii) Information from the meetings with the Students' Council.
- viii) Information from the meetings with the parents, particularly after the results of the Test is published.
- ix) CCTV surveillance also helps to keep track the activities of the institution.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The college management tries to appreciate any small piece of good work of any staff for improvement of the effectiveness and efficiency of the institutional processes. The performer is also given additional support for further improvement of his or her work. In special cases the Principal/Teacher-in-Charge mentions the high performer's deeds in G. B. /T.C. meetings also

with the belief that praising a good performer publicly is the best way to inspire the staff further and also to inspire those who are lagging behind and without will and confidence to perform.

The authority also facilitates with special training sessions for underperformers whenever the situation demands so, e.g. during the digitalization of salary disbursement ( COSA software) namely The e-Bantan system introduced by the Government of West Bengal.

#### **6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

During last academic year (July 2014 to June 2015) meetings of the Governing Body were held on dates, 13.08.14, 29.11.14, 31.01.15, 07.03.15, 11.04.15 and 23.05.15. Some very important resolutions and their implementation status are given below:

**Table 6.1-** Resolutions of the Governing Body

<b>Nature of the issue</b>	<b>Main content of the Resolution</b>	<b>Implementation status</b>
Academic /Administrative	IQAC to be formed as per UGC guideline	Implemented
Appointment of full time teachers	Appointment letter to be issued to two full time teachers , Joining of four full time teachers to be approved,	Implemented
Infrastructural improvement	Installation of CCTV	Implemented
Filling of vacant posts	Appointment of four non-teaching staff to be given as per recommendation of the selection committee.	Implemented

#### **6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?**

No, there is no such provision.

#### **6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The Institution has a ‘Grievance Redressal Cell’ and ‘Women’s cell’ (formerly known as committee against Sexual harassment. The cells aim to make aware about the rights, powers and responsibilities of every stakeholder of the college. The cell invites written complaints/grievances from the students, teachers, employees, Alumni’s and others through complaint/suggestion to be dropped in an appropriate box kept in the college. The cell redresses the problems of the aggrieved through its own machinery and refers any serious problem for necessary administrative action to the Principal/Teacher-in-Charge. This mechanism has already resulted in ensuring a measure of confidence among the stakeholders.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?**

No, there is no court case.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?**

For the further improvement of its performance and service and to ensure the quality of teaching learning, the college collects feedback from the students and guardians (2013-14, 2014-15 sessions) on regular basis through duly filled feedback forms. The opinions regarding the administrative, academic, and infrastructural performance of the institution are analyzed by the authority and suitable measures are taken.

### **6.3 Faculty Empowerment Strategies**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

For professional development the teachers participate in Orientation Programmes and Refresher Courses conducted by the various Academic Staff Colleges of the Universities. Participation in such programmes or courses do brush up the academic skills of the teachers and thereby the whole process proves to be quite beneficial for the institution in general. Besides these, teachers are permitted to participate in seminars / workshops, short courses, course works for Ph. D. registration, RC for NSS/NCC programme officers etc., undertake MRPs and also to be actively engaged in administrative works of the college and even in other colleges (as nominated GB members or members of similar other committees). The teachers are also engaged in different types of academic activities like functioning as members of PG and UG Board of Studies of the affiliating University and also as the Head Examiner, Examiner, Scrutinizer, Paper Setter, Moderator of affiliating and other Universities.

For financial work the non-teaching staff have been trained in the use of COSA software and e-pradan system. At present most of the Group-C staff members are computer literate. They develop students' database management system of the college. The non-teaching staff members are also allowed to participate in any seminars / workshops within the college and seminars / workshops, short courses meant for them at the affiliating university or other institutions. In addition, they are also trained in different maintenance services by professionals (like people from CAMS maintenance, COSA maintenance, T O's programmes for e-pradan, e-billing etc.) and the Principal/Teacher-In-Charge of the college decides on such implementation or upgradation.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

- Near optimal infrastructure is provided to carry out the work of the faculty effectively.
- Permission as well as leave is granted for participation in Refresher Courses/Orientation Programmes/Short Term Courses to the teaching staff for professional development.



- Teachers are encouraged to receive grants for research project/individual research from different funding agencies.
- On Duty leave is sanctioned and partial financial assistance is provided to present research papers in seminars/conferences organized by other institutions/organizations in India and abroad.
- The College funds for arrangement of certain trainings for skill up-gradation.
- The college facilitates the organisation of seminars, workshops, etc.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

Teachers keep a detailed record of their times of arrival and departure, duration of stay in the college, and kind of leaves taken, which in addition are also marked in the attendance register. They also maintain a personal diary to keep records for the number of classes allotted and taken, list of holidays and self study days etc. Since 30.06.2010 for CAS promotion, every faculty facing promotion has to fill up annual PBA (Performance Based Appraisal) form and fulfill API(Academic Performance Indicator) score. IQAC do the initial screening for CAS, and later on the Screening Committee for placement and promotion assesses the report and recommends for placement/promotion of the concerned incumbent. Necessary improvements in areas wanting are also suggested by the members of the Committee.

Non-teaching staff have to fulfill the rules and regulations of the State Government for their promotion.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

After assessment of the feedback forms and appraisal reports, the authority informally apprises the teachers about the outcome.

For non-teaching staff, positive and improving suggestions are provided to the concerned staff so that she/he may perform better. In case of deliberate negligence, corrective measures and disciplinary actions are taken. No compromise is made by the management to ensure good quality of workers performance.

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

There are provisions for G. P. F. contribution for all permanent employees. Tax-free interest is given to the P.F. deposits. P. F. loans are granted from the deposit which may be refunded without interest within a stipulated period of time. In case, the employee has served the institution for more than 20 years or of age above 50years, the loan may be non-refundable (advance final payment).

In the occasion when Govt takes time to release the salary a few needy employees are given the salary advance/other advance to meet up the emergency expenditure (treatment, marriage). Casual Non-Teaching staff is given the festival incentive.

Besides this, a registered cooperative society has been formed for all permanent teachers and



non-teaching staff. The society collects some monthly deposits (called 'Thrift Fund') from the members for which they get some interest. On the other hand any member may avail loan from the cooperative society with a nominal interest (0.5% or so, above the interest paid for deposits), subject to the fulfilment of some standard conditions. About 80% (all those who prayed for it) of the employees have availed loan in this scheme in the last four years.

### **6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

No such measure exists at the institutional level.

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

The Finance sub-committee which consists of some G.B. members with accountant and Bursar as invitees looks after efficient use of available financial resources. There are Purchase sub-committee, Building sub-committee, UGC sub-committee that function separately and they get involved into the process. Before the purchase/construction of anything, quotation/tender is invited from recognized agencies and prices are compared. The Finance/Building/Purchase Sub-committee of the College conducts the entire procedure. Hence, every care is taken to prudently utilise the available financial resources. Audit by external agency is done regularly to keep the transparency in financial matters and exercising check on expenditure.

### **6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

External (annual) audits are conducted by State Govt. appointed auditors. They conduct audit for the yearly receipts, payments from and to the students, Government, employees etc. Apart from this, some partial audits are needed for particular projects or funds. For example, audit of NSS fund, UGC funds, any special (not regular and annual) grant from the State Govt etc. are done by State Govt. appointed/approved auditor.

Internal audits become necessary at the middle of any project. Principal/Teacher-in-Charge, Bursar, Accountant perform it informally as and when needed to disburse funds further or submit report to reconsider any plan for completion of any project. Sometimes, Finance Sub-committee member(s) also join the process.

Last audit was done for 2013-14 FY. There were no significant objections raised by the auditors.

### **6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major source of the fund of our college is the grants received from the State Govt. under 'Grant-in-aid' schemes. The College also receives grants from the UGC. Fees collected from the students and interest on bank deposits are also the sources of our institutional receipts. Half of the Tuition fee is remitted in the government treasury account. The Governing Body manages the deficit by taking administrative decision on case to case merit basis. Surplus amount in any other head is used for making up minor deficits. For managing any major deficit, the Governing Body

of the college approaches the appropriate authorities of the government for necessary grants. Audited income and expenditure statement of academic and administrative activities of the previous three years (2011-12, 2012-13 and 2013-14) are attached as annexure. Audit report of 2014-15 would be ready soon.

The institution has no reserve fund during last four years.

#### **6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

College has received some money from its cultivation land and pond (both from fish and irrigation), selling out the (wood) dead tree or fallen tree.

**Table -6.2 : Additional Income of the college**

<b>Year</b>	<b>Amount(Rs.)</b>
2011-12	139788.00
2012-13	110818.00
2013-14	53571.00
2014-15	60720.00

### **6.5 Internal Quality Assurance System (IQAS)**

#### **Internal Quality Assurance Cell (IQAC)**

**6.5.1 a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, the institution established the Internal Quality Assurance Cell (IQAC) on 18/12/2006 after the 1<sup>st</sup> cycle of NAAC accreditation as part of post NAAC–accreditation activity stipulated by the UGC. The present composition is as per the guideline of the NAAC.

The IQAC functions as an overall advisory body of the college, constantly operating for the improvement of infrastructure, teaching-learning processes, research, governance, extension activities, CAS etc. Inputs from various stakeholders are seriously considered for institutional development and planning by the IQAC. Every year, the IQAC frames its plan of action at the beginning of the academic session and keeps track of the progress on every aspect and decides on the actions to be undertaken. Thus the IQAC has resolved to institutionalize all the efforts for quality assurance as normal process of the institution.

**b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

The decisions taken by the IQAC are always implemented with the knowledge and consent of the college authority though not always directly approved by the GB.

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, the IQAC has a few external members. A few alumni members are external members of the

IQAC who have contributed to construct the College Gate and a drinking Water tank in the college premises.

Thereafter, in 2014-15, Prof. Pratip K. Choudhury, ex-DPI (WB) and ex-member secretary of West Bengal State Council for Higher Education accepted our offer to grace the IQAC as a member. Dr. Chaudhury gave a presentation for teachers and staff about NAAC re-accreditation which was highly illuminating and proved to be quite effective.

Apart from this the external members interacted in the IQAC meetings freely. Thus they contributed to the development of the academic ambience of the college. We are enriched by their valuable guidance to prepare for the re-accreditation process.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The G. S. of the Students' Council is a member of IQAC. He is also a member of the G. B. of the college. Through the G. S., the students express their views and opinion freely and the IQAC takes reasonable decisions in the light of those opinions. The Alumni Association has representation in the IQAC. The Principal/Teacher-in-Charge is the President of the Alumni Association. The Secretary of the Alumni Association makes verbal communication with the Principal/Teacher-in-Charge or submits written representation to him for their opinion to be considered in appropriate forum. Two important contributions made by the Alumni association are the construction of the College Gate and the Drinking Water Tank situated in front of the administrative building.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC communicates either directly or through telephonic communication or through different meetings (e.g. Teacher's Council meetings)

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities. The College has formed various sub-committees like Academic sub-committee, Finance committee, and Purchase sub-committee etc. as discussed in 6.2.3. All these sub-committees barring the Finance Committee are constituted with teachers, students, and administrative staff. These committees are entrusted with the proper maintenance of quality in the academic or administrative domain. Their operations are again monitored by IQAC and the Governing Body. The Teachers' Council provides suggestions regarding academic matters to the Principal/Teacher-in-charge.

**6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

Some sort of training to the staff is given as indicated in 6.3.1 and 6.3.2. These are aimed at maintaining the quality of institutional works in the changing scenario of new technology and developing attitude. IQAC members are deputed to participate in IQAC related workshop seminars etc.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?**

A proposal for academic audit was mooted since 2011. The University of Burdwan gave a format for it. But it was not easily comprehensible. The Teachers' Council sent a representative

for clarification. But the matter was not resolved and the process got stalled.

However, the institute undertakes academic review programme departmentwise . There are some visible benefits of such academic audit:

- Review of results helps in identifying shortcomings of teaching-learning processes. Students who have low, average and high performance index are marked. Attention is drawn for the improvement of performance accordingly.
- Necessary measures are taken for the academically weak students as well.

#### **6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The college follows University rules, UGC guidelines and DPI instructions and maintains standards in teaching-learning process. It also avails many welfare schemes of UGC or other agencies to assure qualities in every aspect of academic/administrative activities.

We try to align our internal quality assurance mechanisms with the requirements of the NAAC. However, it becomes sometimes a bit difficult. The main reason behind it is that we do not have a habit of recording our works properly. We hope it will be possible in near future with the newly forming habits of preservation aided by a digital culture.

#### **6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome**

The matter of continuously reviewing the teaching- learning process is mainly led by the Academic sub-committee and IQAC and both are chaired by The Principal/Teacher-In-Charge.

At the beginning of the session, the monthwise year plan is communicated through the prospectus of the college. Important instructions to the students, detailed layout of teaching days and probable dates for class tests are given in the calendar. Teachers make their plan accordingly for completion of syllabus. The Heads of the Department distribute syllabus of the University in a moduled form to their departmental students. This enables the students to know the academic programme and the components to be learnt before appearing in the examination. Moreover, the teachers would know the time-frame for teaching-learning process and ensure the total attention for the completion of syllabi and possible revision. Monitoring and necessary mid-term corrections are made primarily by the Head of the Department in consultation with the respective Teachers in the departmental meetings.

The Principal/Teacher-In-Charge regularly meets the HODs and takes feedback on the teaching - learning progress of each Department.

Department collects feedback (verbal) from the students. The outcome of feedback is thoroughly discussed in the meetings of IQAC and Teachers' Council. Deficiency in infrastructure as recorded in the feedback is sought to be remedied.

#### **6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through college notice-board, website, prospectus and

through the meetings of different sub-committees, and most importantly, through the AQAR (Annual Quality Assurance Report) prepared annually.

**Any other relevant information regarding Governance Leadership and Management which the college would like to include.**

Nothing very significant as additional information merits a separate mention.

## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No, the college has not conducted any formal green audit. But students and teachers of Dept. of Botany always monitor the environmental aspects like greenery, plantation, institutional gardens etc. to improve the environmental conditions of the college. Students of NSS regularly conduct programmes to make the campus eco-friendly. The other issues related to environment are detailed in category II, answer to question no 2.2.4.

#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The initiatives undertaken so far may be enumerated as below:

##### **Energy conservation**

Students and staff members of the college are very sincere regarding energy utilization. To reduce the energy consumption of the college a few steps have been taken. They are as follows:

- i. Introduction of Compact fluorescent light (CFL) in place of ordinary bulb in all laboratories, class rooms, office areas and other places.
- ii. A number of computer monitors are replaced by LCD/LED monitors. We ensure that while buying new computers we only buy those coming with LCD/LED monitors.
- iii. Other computer peripherals are also modernized to minimize energy consumption.
- iv. Maximum old equipments and instruments in laboratories are also being replaced by different modern ones in a gradual fashion..
- v. Conventional petro gas laboratory burners are replaced by LPG burners which also reduces fuel consumption and cost .
- vi. Almost every class room and laboratory has got a wooden board in front of its entrance and a notice has been displayed with the following appeal " Please switch off all the lights and fans before leaving" (see picture).

##### **Use of renewable energy**

Presently the College is not using any renewable energy. But in near future we have plans to install solar grid .

##### **Water Harvesting**

A proposal of Rain Water Harvesting from local Government was received and the G. B. enthusiastically accepted it. But the fund for it direct or interventor by the local Panchayet was not forthcoming . So, the Rain Water Harvesting Programme has not yet been implemented.

##### **Check dam construction:**

There is no provision for construction of check dam in the college campus.

##### **Efforts for carbon neutrality**

To reduce the carbon dioxide gas production from the campus, the college has taken some important measures:

- i. Computerized and partially automated office and library help reduce printing of paper and energy loss.
- ii. Greeneries in campus are enough to absorb the carbon dioxide emission within the campus.

**Plantation**

It is a green campus with different types of trees situated within and also surrounding the campus. The college has a medicinal plant garden. The Department of Botany and the NSS units conduct plantation programme inside and outside the campus every year. This year we are planning to engage all the Part-III students to collect medicinal plants as part of their project of Environment Science paper, which they will plant in the campus in near future.

**Hazardous waste recycling:**

The science departments of the college use no lethal chemicals. As a result, no alarmingly hazardous waste materials are evolved. The wastes from Chemistry and other departments generally evolved as part of day to day functions are drained to soak pits. The authority is trying to make the college campus almost a “plastic free zone”. A pit has been dug up where wastes are dumped. However, the college has not been able to develop any system of recycling hazardous wastes.

**E-Waste Management**

Maximum electrical goods were used optimally. Instruments and equipments were repaired by professionals. Old computers were taken for demonstration and practical sessions. However, though the rate of e-waste generation is very low. Some times such things are sold / given for a nominal price or simply given away. Remaining E-wastes are stacked in the college in a way that does not cause direct health hazard.

**7.2****Innovations**

**7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

**2011-12**

- Awareness programme to save electricity.
- Special drive to give computer training to the office staff.
- All the departments were encouraged to publish wall magazine at least once in a year and thus to nurture the creative spirits of students.

**2012-13**

- The Science Departments are requested to extend their support to assist the local school teachers to successfully implement practical curriculum (+2 level) at Higher Secondary level.
- As an outreach programme NSS wings organized Blood donation camp and First aid camp
- “Bratacharri” camp was organized by the NSS wings to inculcate social responsibility, to develop physical and mental health of the participants.
- 2-day National seminar was organized by the Department of History.

**Online-admission of the Honours students****2013-14**

- The Science Departments are requested to extend their support to assist the local school teachers to successfully implement practical curriculum (+2 level) at Higher Secondary level.
- To extend the social responsibility of the institution a number of persons requiring eye surgery were taken to an eye operation camp for cataract surgery.

**2014-15**

- Online-admission of the Honours students facilitated by the University has greatly reduced unnecessary crowding, made the process more transparent, and enabled the departments to admit students more on the basis of merit.
- The COSA software for online payment of staff salary introduced by WBIFMS has greatly improved the existing system which was cumbersome earlier and entailed a lot of paper works.
- Automatic Alarm System (developed and built by our office staff, Sk. Mainur Ali) to stop the generator once the electrical power gets on, which has helped us save the cost of fuel..
- Developing Eco-awareness by arranging lectures by teachers at the behest of the Nature Club has been a great success.
- Discarding the obsolete/scrap books from the library and providing more space for accommodating newly published and more syllabus oriented books, has been of good help to numerous students who start with a changed syllabus in their respective disciplines of study.

**7.3 Best Practices**

**7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

**Best Practice-1****1. Title of the Practice**

Awareness to save electricity

**2. The Goal**

The natural resources are limited and would get exhausted in near future. Therefore the use of electricity which is generated mostly from the natural resources like coal etc. should be optimized to save our natural wealth and atmosphere. We are not much aware of this fact. Every individual of our society consumes electricity to some extent. Therefore it should be a very good practice to stop wastage of electricity and find efficient ways of managing with less electricity consumption of power.

**3. The Context**

Due to global warming the climate has changed in our country over the last few decades. As a result summer season is hotter than what it used to be. To cope up with the heat and an usually



over crowded Class rooms we essentially need to switch on fans in the class rooms, offices, laboratories etc. Electricity bills go very high especially in the summer season. There was a time when the electricity bill of our institution went abnormally high, and the concomitant fuel consumption of the generator also increased and it became the matter of great concern. We started then to find out viable measures to check that. The fact came out that over the last few years a good number of new instruments have been installed in various laboratories and offices and the number of fans installed in the class rooms are very high. However, the instruments are made of very advanced technologies therefore they do not consume much of electrical energy. The over head fans consume most of the electricity and it was found out that very often fans and lights are on in class rooms when no class is going on.

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

The priority is to stop mis use of electricity throughout the campus. Introduction of Compact fluorescent light (CFL) in place of ordinary bulb in all laboratories, class rooms, office and other places took place. A good number of old CRT computer monitors are replaced by LCD/LED monitors. Other computer peripherals are also modernized to minimize energy consumption. A good number of old equipments and instruments in laboratories are also being replaced by different modern ones. Almost every class room and laboratory has got a wooden plaque hung in its entrance and a notice with an appeal in vernacular has been displayed "Please switch off all the lights and fans before exit" (see picture), has been displayed as an effective measure of installing consciousness that proved to be beneficial in cutting down the unitary consumption of electricity.

#### **5. Evidence of success**

The electricity consumption per month during summer has gone down significantly and the bills have started showing a reasonable reduction in billing amount. The fuel consumption of the generator has become much less. The battery maintenance cost of the inverters has come down. Students and staff members of the college seem to be very sincere regarding energy utilization

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

There are a good number of computer monitors which are yet to be replaced by LCD/LED monitor due to paucity of fund. A few old equipments and instruments in various laboratories are yet to be replaced by different modern ones. Campus lighting arrangement is not yet modernized. Every year newly admitted students take some time to get used to the institutional best practices. Installation of renewable energy source e.g. solar grid is urgently required. Appropriate fund from UGC or any other agency is essential.

#### **7. Notes (Optional):**

Nil

#### **Contact Details**

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Name of the Institution: Rabindra Mahavidyalaya

City/Town : Tarakeswar

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Accredited Status: B

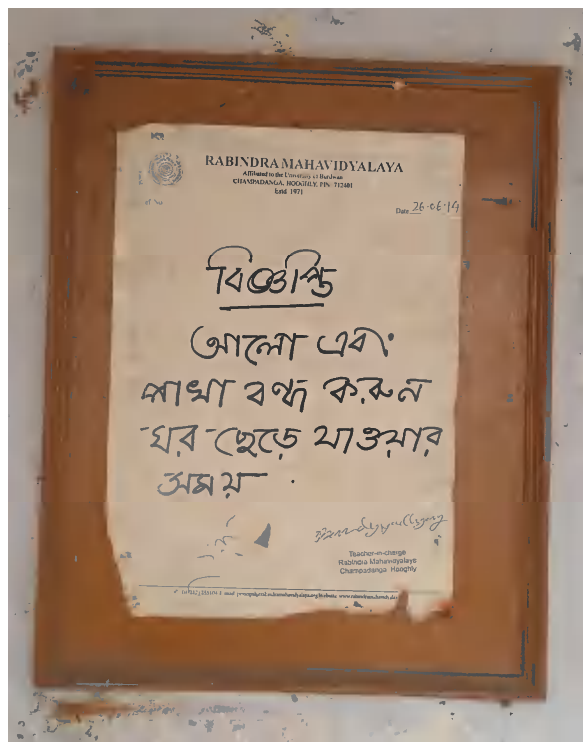
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**Best Practice –II**

### **1. Title of the Practice**

Environmental Awareness and Protection

### **2. Goal**

The major aims of the practice followed by the institution are

- To inculcate awareness about environment and to generate a sense of environment protection among students.
- To induce students to act in a fashion that facilitates protection of environment.
- To increase the number of trees within the campus and thus make the campus more green.
- To make all stakeholders aware of the hazards related to use of plastic and other nondegradable resources.
- To encourage to reduce, reuse and recycle of materials.

- To implant the concept that, resources such as freshwater is scarce and prudent use of the resource is very important.
- To extend the consciousness among local community through extension activities.

### 3. The Context

Environment, as a common property resource, is overutilised and polluted. If it is not properly taken care of acts of overutilization and pollution will in turn endanger us. Development almost always has deteriorated the environment. However, students can play an important role to protect the environment.

While introducing such activities as stated in our 'Goal' in item no. 2, the major challenge was the inherent culture borne by stakeholders that are in the main degrading, for the general environment.

Moreover, substituting plastic by other environment friendly materials makes products costly. So, people often do not accept these things not only due to their lack of awareness of environmental issues but also because they do not want to spend more when cheap, though hazardous, products can be availed very easily.

### 4. The Practice

The major practices that the institution followed are

- a) Students are requested to stop the use of plastic or at least to reduce use of plastic. Use of plastic and thermocol in the canteen are not allowed.
- b) Burning of plastic is strictly prohibited within the campus. The Nature Club, which was established on 24.12.2014, organised speeches to let everybody know about the danger of potentially harmful activities. They have organised seminars on Common Medicinal Plants on 02.01.2015, Arsenic Contamination on 14.01.2015, and E-waste Management on 28.02.2015.
- c) All stakeholders are requested to use both sides of a paper. The office staff and teachers generally follow the practice.
- d) Though the impact of electronic communication and networking on carbon emission is debatable, office staff and teachers are encouraged to use LAN facility and e-communication.
- e) The institution arranged one week 'pick the paper' programme that started on 17.01.2015. The microphone system was used to encourage the students and staff to act accordingly.
- f) Trees are planted to make the campus more green. 'Save Tree, Save Institution' campaign was launched
- g) Students and staff are encouraged to save consumption of electricity. However, the constraints are the ingrained culture of the stakeholders, non-familiarity of some staff and teachers with e-communication etc.

### 5. Evidence of Success

There are some evidences of success

- a) Visible reduction in use of plastic has been observed.
- b) Some students and a good number of teachers are seen to switch off electrical gadgets when not required.
- c) The target of formation a Nature Club was achieved and a number of talks have been arranged by the club members.
- d) The long term effect of 'Pick the Paper' programme is not borne out properly through some good results on a short term basis registered.

The results indicate that such programmes have positive effects but the effects attenuate if continuous efforts are not made.

**6. Problems Encountered and Resources Required**

The problems encountered are already described as constraints. The programmes could not ensure wholehearted participation of all sections of students.

The financial resource required is not very significant. The available infrastructures are used to carry out such programmes.

The teachers associated with Nature Club, NSS, and all the students are the major human capital used. The institution used internal faculty and staff to deliver talks.

**7. Notes (Optional)**

Such programmes can be better implemented if cooperation from local panchayet, administrative authorities is sought. This may ensure participation of local community in such activities.

**Contact Details**

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## D.                      Evaluative report of the department of Bengal

1. Name of the department: **BENGALI**
2. Year of Establishment : **Gen.(1972) & Hons. (1995)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise):**Annual**
6. Participation of the department in the courses offered by other departments :**Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-
Associate Professors	-	-
Asst. Professors	<b>03</b>	<b>02</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
PIRUPADA MALIK	M.A.	Assistant Professor	-	09	N.A.
PAMPA MUKHERJEE	MA,M.Phil, Ph.D,	Assistant Professor	Language and Literature of Rarha	08	N.A.
SUNIL KR. META	M.A., B.Ed	Govt. Approved Part-Time	Medieval Bengali literature	13	N.A.
NILANJANA KUNDU	M.A., B.Ed	Guest	Medieval Bengali literature	04	N.A.

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **20%**
13. Student -Teacher Ratio (programme wise): **Hons. 70:1, Gen 460:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **Ph.D – 01, PG-03**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **One faculty with MRP on going and UGC grants received**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **N.A**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications:
- \* a) Publication per faculty: **Will be presented during on-site visit.**
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students

- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated: **N.A.**

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards...
- N.A.**

22. Student projects: **N.A.**

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: বিষয় - নানা রঙের রবীন্দ্রনাথ (Nana Ranger Rabindranath),

**Date 06.01.2012 to 07.01.2012, funded by UGC**

b) International: Nil

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A.(Hons.)	100%	0%	0%
B.A (Gen.)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **NET - 02**

29. Student progression

Student progression	Against % enrolled
UG to PG	10 – 15 %
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	06 Students
Entrepreneurship/Self-employment	Data not recorded



30. Details of Infrastructural facilities
- Library **No seminar library**
  - Internet facilities for Staff & Students : **Limited availability**
  - Class rooms with ICT facility : **Nil**
  - Laboratories: **N.A.**
31. Number of students receiving financial assistance from college, university, government or other agencies: **Nil**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Seminar, quiz.**
33. Teaching methods adopted to improve student learning: **Student Seminar.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities :**N.A.**
35. SWOC analysis of the department and Future plans

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ The department is equipped with qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers and student.</li> <li>➤ Teachers are engagement in different research projects; publications etc.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Poor Teacher-student ratio.</li> <li>➤ No separate departmental space.</li> <li>➤ No seminar library.</li> <li>➤ Lack of good reference journals.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Mentoring and counselling of the students for Higher Education and Career planning is undertaken.</li> <li>➤ Enrollment is satisfactory in Honours Courses.</li> <li>➤ Scope of collaboration with the nearby colleges for organizing national seminar/workshop etc. to give proper exposure to the students.</li> </ul>	<p><b>CHALLENGE</b></p> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching, to enrich the department with more research activities.</li> <li>➤ To resist poor attendance of students in General classes.</li> <li>➤ To deploy innovative teaching methods due to fund constraints.</li> </ul>

**Future Plan:**

- ❖ Running P.G. and Ph.D. Program in the department.
- ❖ Organizing National Seminar

## Evaluative Report of the Departments of Defence Studies

1. Name of the department : **DEFENCE STUDIES**
2. Year of Establishment : 1996 (GENERAL)
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	--	--
Associate Professors	--	--
Asst. Professors	01	0

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
DIPAN KAR JANA	M.A	Govt. Approved Part-time Teacher	MILITARY STUDIES	09 years +	Nil

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Name of Guest Lecturer	Session	Lecture delivered	Practical Class
DULAL CHANDRA MAL	2011-2014	10/week (U.G)	Nil

13. Student -Teacher Ratio (programme wise) : **150 : 1** (GENERAL)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Academic support staff -**SANCTIONED- 01** (DINABANDHU SINGHA ROY, Contractual Lab. Attendant )
15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG. : **P.G -01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre / facility recognized by the University : **Nil**
19. Publications: **Nil**
- \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students

\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **Nil**

- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP

- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in:

- a) National committees b) International Committees c) Editorial Boards:  
**Nil**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students : **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

- a) National
- b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG Courses, DIFF.STY Gen	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Defense services-05

## 29. Student progression

Student progression	Against % enrolled
UG to PG	1-2 %
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
<b>Employed</b> - Campus selection - Other than campus recruitment	Nil Not recorded
Entrepreneurship/Self-employment	Not recorded

## 30. Details of Infrastructural facilities

- a) Library : **Nil**
- b) Internet facilities for Staff & Students : **Nil**
- c) Class rooms with ICT facility: **Nil**
- d) Laboratories: 01

31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**

33. Teaching methods adopted to improve student learning: **Unit test, weekly mock test, surprise test.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:  
**Nil**

35. SWOC analysis of the department and Future plans:

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ The department is equipped with qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers and student.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Poor teacher-student ratio.</li> <li>➤ Insufficient infrastructure for growing number of students.</li> <li>➤ Inadequate built-in space in the department.</li> <li>➤ Lack of seminar library.</li> <li>➤ Lack of enough fund for improvement of infrastructural etc.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ This is the only department under the University of Burdwan which offers U.G. course (General).</li> <li>➤ Enrollment of students is satisfactory</li> </ul>	<p><b>CHALLENGE</b></p> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching, to enrich the department with research activities.</li> <li>➤ To resist poor attendance of students in General classes.</li> <li>➤ To deploy innovative teaching methods due to shortage of manpower and fund constraints.</li> <li>➤ To motivate the socially and economically backward students.</li> </ul>

**Future Plan:**

- ❖ To run the Honours Course in the department.

## Evaluative Report of the Department of Economics

1. Name of the department **ECONOMICS**
2. Year of Establishment **Gen.(1972) and Hons. (1985)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved :**Nil**
5. Annual/ semester/choice based credit system (programme wise) :**Annual**
6. Participation of the department in the courses offered by other departments:**Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	1
Asst. Professors	4	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D Students Guided for the last 4years
Iti Mukherjee	MA	Associate Prof	Econometrics	29 Years	Nil
Vivekananda Meta	M.Sc., M.Phil, Ph.D	Assistant Prof	Econometrics	6 Years	Nil
Chirodip Majumdar	M.Sc., Ph.D	Assistant Prof	Trade	16 Years	Nil
Asish Kr. Pal	M.Sc, M.Phil, Ph.D	Govt. Approved Part-Time Teacher	Agricultural	7 Years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **No temporary Faculty**
13. Student -Teacher Ratio (programme wise): **5:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **Faculty with Ph.D-3, P.G.-01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications: **Will be provided during on-site visit**
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students.



- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index
20. Areas of consultancy and income generated
21. Faculty as members in  
**Nil**
- a) National committees b) International Committees c) Editorial Boards....
22. Student projects **Nil**
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students **Nil**
24. List of eminent academicians and scientists / visitors to the department
25. Seminars/ Conferences/Workshops organized & the source of funding  
**: Nil**

a) National

b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.A/B.Sc(H)</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>
<b>B.A/B.Sc(G)</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Data not recorded**

29. Student progression

Student progression	Against % enrolled
UG to PG	<b>Vary From 5% to 10%</b>
PG to M.Phil.	<b>N.A.</b>
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	<b>Nil Data not recorded</b>
Entrepreneurship/Self-employment	<b>Data not collected</b>

30. Details of Infrastructural facilities

a) Library: **Seminar library**

- b) Internet facilities for Staff & Students: **Limited availability**
- c) Class rooms with ICT facility: **Nil**
- d) Laboratories: N.A.
31. Number of students receiving financial assistance from college, university, government or other agencies: **Nil**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
33. Teaching methods adopted to improve student learning : **Seminer, Surprise test etc.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
35. SWOC analysis of the department and Future plans

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The department is equipped with qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers and student.</li> <li>➤ Good student – teacher ratio.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ No dedicated class room for the department of Economics.</li> <li>➤ Lack of enough funds for improvement of the infrastructure of the department.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Teachers participate in various national and international conferences/workshop in India and abroad.</li> <li>➤ Counseling of the students for Higher education and career planning is undertaken.</li> </ul>	<b>CHALLENGE</b> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching.</li> <li>➤ To improve the enrollment of students in Honurs and General course.</li> <li>➤ To improve the infrastructure of the department.</li> </ul>

**Future Plan:**

- ❖ To offer PG, Ph.D Courses in the department
- ❖ To offer consultancy for the socio-economic development of the locality.

## Evaluative Report of the Department Of Education

1. Name of the department : **Education**
2. Year of Establishment : General (2005) and Honours (2007)
3. Names of Programmes / Courses offered (UG, PG, M.Phil, Ph.D, Integrated Masters ; Integrated Ph.D ., etc): **UG**
4. Names of Interdisciplinary courses and the departments / units involved: **Nil**
5. Annual / semester/ choice based credit system ( programme wise): **Annual**
6. Participation of the department in the courses offered by another departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:  
**Nil**
8. Details of courses / programmes discontinued ( if any) with reasons.: **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	--	--
Associate Professors	00	00
Asst. Professors	02	01

10. Faculty profile with name , qualification, designation, specialization, ( D.Sc./ D.Litt/ Ph.D./ M.Phil etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Hari Pada Dhara	B.A(H) ,M.A. B.Ed., M.Phil.	Assistant Prof in Education	Special Education & Mental Hygiene	5 years +	Nil
Peali Ghosh	B.A. (H). M.A. B.Ed	Govt. Approved Part-time teacher	Educational Technology & History of education	5 Years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled ( programme wise) by temporary Faculty: **Nil**
13. Student- Teacher Ratio ( Programme wise): **55:1**
14. Number of academic support staff ( Technical) and administrative staff, sanctioned and filled : **Nil**

15. Qualifications of teaching faculty with D.Sc./ D.Litt/ Ph.D / M.Phil./ PG.: **M.phil-01, P.G. - 01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and Grants received: **Nil**
17. Departmental projects funded by DST- FIST; UGC, DBT, ICSSR etc and total grants received: **Nil**
18. Research Centre / faculty recognized by the University: **Nil**
19. Publications :
- \*a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national/ international) by faculty and students **Nil**
  - \* Number of publication listed in International Data base ( for Eg: Web of Science , Scopus, Humanities International Complete, Dara Database- International Directory , EBSCO host , etc)
  - \* Monographs
  - \* Chapter iin Books
  - \* Books Edited
  - \* Books with ISBN/ ISSB numbers with details of publishers
  - \* Citation Index
  - \* Snip
  - \* SJR
  - \* Impact factor
  - \* h- index
20. Areas of consultancy and income generated **Nil**
21. Faculty as members in
- a) Nationals committees b) International Committees c) Editorial Boards....
- Nil**
22. Student projects
- b) Percentage of students who have done in-house projects including inter departmental / programme.
  - c) Percentage of students placed for projects in organization outside the institution i.e. in Research laboratories/ Industry / other agencies. **Nil**
23. Awards / Recognitions received by faculty and students
24. List of eminent academicians and scientists / visitors to the department. **Nil**
25. Seminars / Conferences/ Workshops organized & the source of funding **Nil**
- a)National
  - b) International

26. Students profile programme / Course wise : N.A.

Name of the Course/ programme( refer Question no. 4)	Application received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M=Male      \*F= Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. (H)	100%	0%	0%
B.A.(G)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil service , Defense services, etc.: **Data not recorded**

29. Students progression

Students progression	Against % enrolled
UG to PG	50%
PG to M.Phil	N.A.
PG to Ph.D	
Ph.D to Post – Doctoral	
Employed	Nil
- Campus selection	Data not recorded
- Other than campus recruitment	
Entrepreneurship / Self – employment	Data not recorded

30. Details of Infrastructural facilities

a) Library : **Nil**

b) Internet facilities for Staff & Students : **Nil**

c) Class rooms with ICT facility : **Nil**

d) Laboratories: **N.A.**

31. Number of students receiving financial assistance from college , University, government or other agencies: **Data not recorded**

32. Details on students enrichment programmes ( Special lectures / workshops/ seminars ) with external experts. Nil

33. Teaching methods adopted to improve students learning: **PPT is used.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:  
Nil

35. SWOC analysis of the department and Future plans.

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The department has qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers – students.</li> <li>➤ Satisfactory student enrollment.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Poor teacher –students ratio.</li> <li>➤ Insufficient strength of infrastructure for growing number of students.</li> <li>➤ Lack of enough manpower and funds for improvement of infrastructural development of the department and services.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Counseling of the students for Higher Education and Career planning.</li> <li>➤ More manpower to engage in Extension activities e.g. N.S.S./N.C.C.</li> </ul>	<b>CHALLENGE</b> <ul style="list-style-type: none"> <li>➤ Deploying innovative teaching methods due to fund constraints.</li> <li>➤ Get good percentage of students in the General classes.</li> </ul>

**Future Plan :**

- ❖ To organize 2 National Seminar
- ❖ To offer P.G. course

## Evaluative Report of the Department of English

1. Name of the department- **ENGLISH**
2. Year of Establishment- **General - 1972 ,Honourse - 1985**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **SPOKEN ENGLISH, paucity of Resource Persons.**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	0	01
Asst. Professors	03	01



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prasanta Bhattacharyay	Ph.D, M.Phil	Associate.Professor	English Gothic Literature	16+ years	Nil
Basabi Pal	PG	Assistant Professor	Literary Theory	1+ years	Nil
Soma Nandi	PG	Govt. Approved Part Time Teacher		3+ years	Nil

11. List of senior visiting faculty-**Nil**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty-

2011-12	2012-13	2013-14	2014-15	2015-16
51.51%	52.30%	52.30%	58.90%	28.30%

13. Student -Teacher Ratio (programme wise):-

2011-12		2012-13		2013-14		2014-15	
H	G	H	G	H	G	H	G
43:1	13:1	44:1	17:1	51:1	285:1	55:1	14:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.  
a) **01-M Phil ;Ph D** b) **02-PG;**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :**Nil**
18. Research Centre /facility recognized by the University : **Nil**
19. Publications: **Will be provided during on-site visit**

- \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students:
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
      - \* Monographs
      - \* Chapter in Books-
      - \* Books Edited-
      - \* Books with ISBN/ISSN numbers with details of publishers
      - \* Citation Index -
      - \* SNIP -
      - \* SJR -
      - \* Impact factor -
      - \* h-index -
20. Areas of consultancy and income generated- **Nil**
21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Boards
22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme - **Nil**
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies - **Nil**
23. Awards / Recognitions received by faculty and students- **Nil**
24. List of eminent academicians and scientists / visitors to the department- **Nil**
25. Seminars/ Conferences/Workshops organized & the source of funding
  - a) National :- **2011-12=6-7 th JAN,2012, “Tagore: Many Hues ,Many Shades”**
  - b) International: **Nil**

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG (3 yrs)	100%	0%	0%
UG (3 yrs)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **Data not recorded**

29. Student progression

Student progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
<b>UG to PG</b>	25	31.5	33.3	43.3
PG to M.Phil.	N.A.			
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b> • Campus selection • Other than campus recruitment	Nil Data not recorded			
Entrepreneurship/ Self-employment	Data not collected			

30. Details of Infrastructural facilities a) Library: **No Seminar library exists. Only Central Library facility is available.**

b) Internet facilities for Staff & Students: **One Learning Resource Centre (LRC), Wi-fi Facility in the campus**

c) Class rooms with ICT facility: **One audio-visual Room with co- sharing facility**

d) Laboratories: **N.A.**

31. Number of students receiving financial assistance from college, university, Government or other agencies.: **Nil**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:-**Nil**

33. Teaching methods adopted to improve student learning:-**Cinema shows**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:- **Nil**

35. SWOC analysis and future plan

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The department has qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers – students.</li> <li>➤ Satisfactory student enrollment.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Poor teacher –students ratio.</li> <li>➤ No separate departmental space.</li> <li>➤ Insufficient strength of infrastructure for growing number of students.</li> <li>➤ Lack of enough manpower and funds for improvement of infrastructural development of the department and services.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Mentoring and Counselling of the students for Higher Education and Career planning.</li> <li>➤ High placement in Govt. Sector and Private sector.</li> </ul>	<b>CHALLENGE</b> <ul style="list-style-type: none"> <li>➤ Deploying innovative teaching methods with state-of-the-art infrastructure.</li> <li>➤ Get good percentage of students in the General classes.</li> </ul>

**Future Plan:**

- ❖ To offer a distinct platform for developing vocational and enterpreneoral skills.
- ❖ To extend the language-oriented sessions to the other departments of the college.

## EVALUATIVE REPORT DEPARTMENT OF GEOGRAPHY

1. Name of the department: **GEOGRAPHY**
2. Year of Establishment: **1996 (GENERAL) & 2005 (HONOURS)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG (Three Years Honours and General Course)**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	<b>Nil</b>	<b>Nil</b>
Associate Professors	<b>Nil</b>	<b>Nil</b>
Asst. Professors	<b>03</b>	<b>03*</b>
<i>*All base posts are Assistant Professors' post, upgraded by CAS</i>		

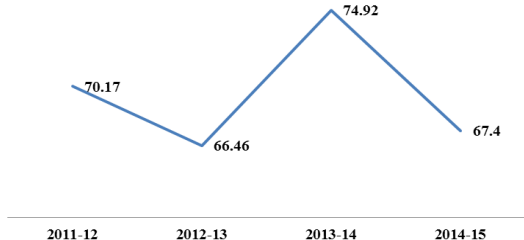
10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Susmita Sengupta	M.A. in Geography	Assistant Professor	Environmental Issues in Geography	09	Nil

Sucharita Pramanick	M.Sc. in Geography	Assistant Professor	Regional Planning	04	Nil
Bapi Kisku	M.Sc. in Geography	Assistant Professor	Coastal Geomorphology and Management	01	Nil
Sk. Delwar Hosain	M.A. in Geography	Guest Lecturer	Climatology	04	Nil
<b>No. of Teachers engaged between 2011 to 2014</b>					
Tapas Saha	M.A. in Geography	Guest Lecturer	Geomorphology	02	Nil
Monojit Malik	M.A. in Geography	Guest Lecturer	Geomorphology	01	Nil
Abhishek Banerjee	M.A. in Geography	Guest Lecturer	Geomorphology	Nil	Nil
Sonali Pal	M.A. in Geography	Guest Lecturer	Geomorphology	Nil	Nil

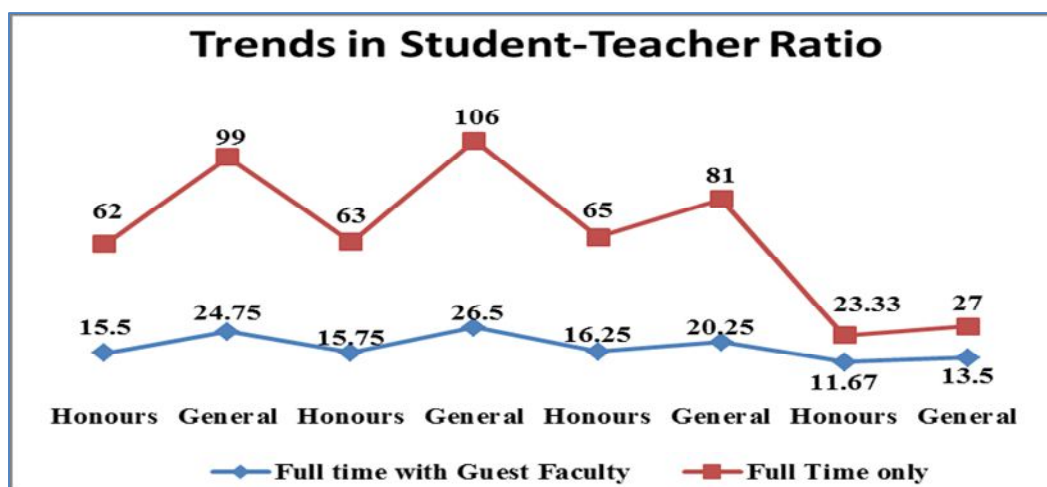
11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise)  
by Temporary faculty:

Session	2011-12	2012-13	2013-14	2014-15	<b>Classes (%) by Guest Faculty</b> 
<b>% of Class</b>	70.17	66.46	74.92	67.4	
<b>Total Class</b>	1676	1938	1794	1994	

**13. Student -Teacher Ratio (programme wise)**

Session	Course	Student -Teacher Ratio	
		Full Time+ Guest Faculty	Full Time Only
2014-15	Honours	12:1	23:1
	General	14:1	27:1
2013-14	Honours	16:1	65:1
	General	20:1	81:1
2012-13	Honours	16:1	63:1
	General	27:1	106:1
2011-12	Honours	16:1	62:1
	General	25:1	99:1



14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Sanctioned: 02 (Filled: 01, Temporary: 01)**
15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ M.Phil / PG.:  
Teaching Faculty with **P.G.: 04 (Full Time Faculty & Guest Faculty)**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **01(Minor Research Project Sponsored by UGC, Grants received: Rs. 43,250/ from 2012-14)**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publication Profile

Academic Session	2011-12	2012-13	2013-14	2014-15
Publication per faculty (Permanent only)	04	08	03	05
Peer reviewed Journals	04	08	02	04
International Database	-	-	-	-
Monographs	-	-	-	-
Chapter in Books	-	-	01	01
Books Edited	-	-	-	-
Books with ISBN	-	-	-	-
Citation Index	-	-	-	-
SNIP	-	-	-	-
SJR	-	-	-	-
Impact Factor	-	0.384	-	1.625
h-index	-	-	-	-

**\*\*A detailed list of publication per faculty will be available during on-site visit.**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

Name of the Teacher	Members in National Committees	Members in International Committees	Members in Editorial Board	Total
Susmita Sengupta	08	-	-	08
Sucharita Pramanick	01	-	-	01
Bapi Kisku	-	-	-	-

*\*\*A detailed list of faculty as members in Committees will be available during on-site visit.*

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

- a) National, b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
*M = Male *F = Female					

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>Geography (Hons.)</b>	<b>100%</b>	<b>Nil</b>	<b>Nil</b>
<b>Geography (General)</b>	<b>100%</b>	<b>Nil</b>	<b>Nil</b>

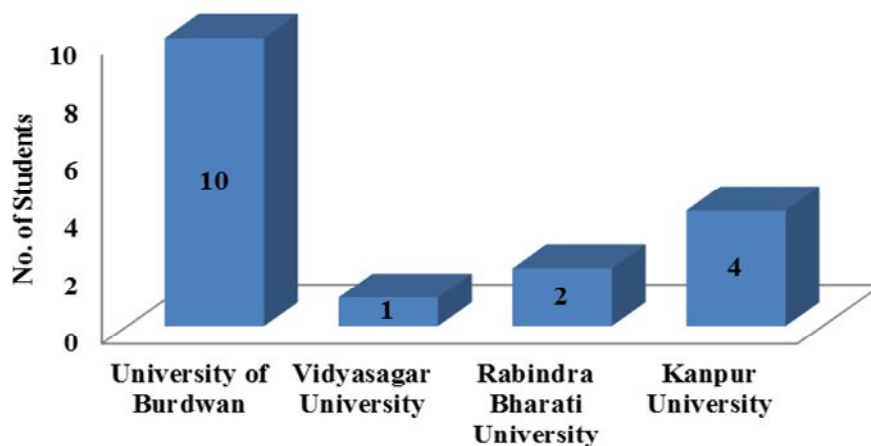


28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **NIL**

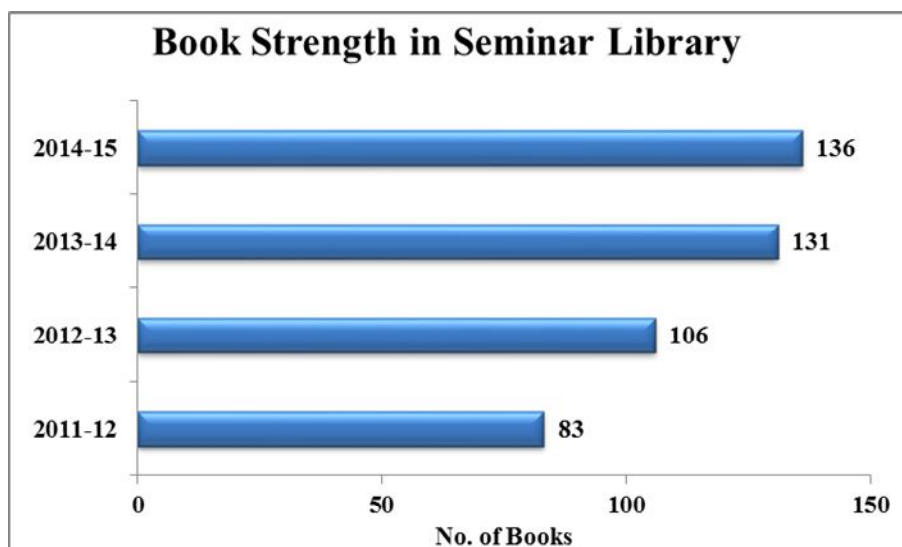
29. Student progression

Student progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
UG to PG	07	02	02	06
PG to M.Phil.	<b>N.A.</b>			
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b> • Campus selection • Other than campus recruitment	<b>Nil Records not taken</b>			
Entrepreneurship/Self-employment	<b>Data not taken</b>			

**UG to PG Progression to Different Universities**



## 30. Details of Infrastructural facilities

a) Library: **01 (Seminar Library)**b) Internet facilities for Staff & Students: **Limited facility available**c) Class rooms with ICT facility: **Nil (Central facility available only)**d) Laboratories: **01 General Laboratory of 398.38 ft<sup>2</sup> area**31. Number of students receiving financial assistance from college, university, government or other agencies: **Nil**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**

## 33. Teaching methods adopted to improve student learning:

**a. LCD Projector for Hons. Classes mainly;**

**b. Field Study;**

**c. Preparing Module Syllabus in teaching activities;**

**d. Arrangement of Student seminar, Publication of Wall Magazine and Quiz**

**Contest;**

**e. Providing study materials to students;**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**

## 35. SWOC analysis of the department

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ The department boasts of qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers, Laboratory Staff and students.</li> <li>➤ Good enrolment of students.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Poor Teacher-Student Ratio.</li> <li>➤ Insufficient strength of infrastructure for growing number of students.</li> <li>➤ Inadequate built-in space in the Department.</li> <li>➤ Not enough stock of good books in the seminar-library.</li> <li>➤ Lack of sufficient number of Lab-Attendant.</li> <li>➤ Location of the Department within the college.</li> <li>➤ Lack of enough fund for improvement of infrastructural development of the Department.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Teachers' engagement in different Research-Projects</li> <li>➤ Counselling of the students for Higher Education and Career planning</li> <li>➤ High employment probability in the Govt. and private sector.</li> </ul>	<p><b>CHALLENGE</b></p> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching, to enrich the department with more research activities, to develop the infrastructure with modern equipments.</li> <li>➤ Getting good percentage of students in the General classes.</li> <li>➤ Deploying innovative teaching methods due to time constraints</li> </ul>

**Future Plans**

- ❖ To organize National Level Seminar in the Department
- ❖ To undertake Research Projects funded by various agencies

## Evaluative Report of the Department of History

1. Name of the department : **History**
2. Year of Establishment : **1972 (General), 1998( Honours)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts:

Designation	Sanctioned	Filled
Professors	<b>Nil</b>	<b>Nil</b>
Associate Professors	<b>Nil</b>	<b>Nil</b>
Asst. Professors	<b>03</b>	<b>02</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. Of Ph.D. Students guided for
Sujata Bandyopadhyay	M.A.	Asst. Prof.	Eighteenth century India	17	Nil
Papiya Dutta	Ph.D	Asst Prof	Modern India History	12	Nil
Susanta Maji	M.A, B .Ed	Govt. Approved Part time	Modern Indian History	18	Nil
Suvaranjan Jas	M.A,B.ED	Govt. Approved Part time	Modern Indian History	8	Nil

11. List of senior visiting faculty: **Nil**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty 2014-15 : **19%**

13. Student -Teacher Ratio (programme wise):

Parmanent faculty with approved PTTs	2011-12	2012-13	2013-14	2014-15
2 full time & 2 PTT(2 PTTs are considered as 1 fulltime teacher, thus the number become 2+1)	39:1	53:1	64:1	60:1
Permanent faculty with Guest Lecturers	39:1(Guest lecturers-Nil)	53:1(Guest lecturers-Nil)	21:1	30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

With Ph.D	With P.G.
01	03

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications: **Will be presented during on-site visit**
  - \* a) Publication per faculty: Separate sheet will be available during on-site visit.
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : **Nil**
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    - \* Monographs
    - \* Chapter in Books:
    - \* Books Edited :
    - \* Books with ISBN/ISSN numbers with details of publishers
    - \* Citation Index
    - \* SNIP
    - \* SJR
    - \* Impact factor
    - \* h-index
20. Areas of consultancy and income generated: **Nil**
21. Faculty as members in
  - a) National committees b) International Committees c) Editorial

## Boards

Name of the Teacher	Members in National Committees	Members in International Committees	Members in Editorial Board	Total
Sujata Bandyopadhyay	01	-	-	01
Papiya Dutta	01	-	-	01

## 22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students : **Nil**24. List of eminent academicians and scientists / visitors to the department : **Nil**

## 26. Seminars/ Conferences/Workshops organized &amp; the source of funding

- National- **Title- 'Fear and feamale:A perspective on the changing role of women in Bengali horror films:1940s to the present', Date of commencement: 30<sup>th</sup> &31<sup>st</sup> August, 2013.**

Funding Agency: **U.G.C.**

- International:  
**Nil**

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no.4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

## 27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG Course, 3years Degree Course Hons. & General.	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

## 29. Student progression

Student progression	Against % enrolled				
	2010-11	2011-12	2012 - 13	2013-14	2014-15
UG to PG	20%	29%	38%	27%	27%
PG to M.Phil.	Data not taken.				
PG to Ph.D.					
Ph.D. to Post-Doctoral					
<b>Employed</b> • Campus selection • Other than campus recruitment	Nil Data not recorded				
Entrepreneurship/Self-employment	Data not recorded				

\*

30. Details of Infrastructural facilities a) **Library : Departmental Library is existing and working with 121 books , 12 books from central library are also incorporated, only lending facility is present, due to space crisis no reading facility can be provided to the students. Register is maintained.**

b) Internet facilities for Staff & Students : **Common internet facilities in Learning Resource Centre is used by staff, not specifically for the department and students.**

c) Class rooms with ICT facility: **Nil**

d) Laboratories: **N.A.**



31. Number of students receiving financial assistance from college, university, government or other agencies - Nil
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:
- **National Seminar was arranged in 2013.**
  - **Students are encouraged to attend inter-disciplinary seminars.**
  - **Students are also guided to attend historical conferences various state & regional level historical organizations viz.1. Paschimbanga Itihas Samsad, 2.Paschimbanga Anchalik O Lok- Itihas Charcha Kendra etc.**
33. Teaching methods adopted to improve student learning:
- Showing of maps, arranged showing of history related films, conducted educational tours, recently laptops are used to facilitate class lectures.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:  
Nil
35. SWOC analysis of the department and Future plans:

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ The department boasts of qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers, Laboratory Staff and students.</li> <li>➤ Good enrolment of students in both Honours and General Courses.</li> <li>➤ Students get support both from departmental &amp; central library.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ No separate departmental space.</li> <li>➤ No research/project facilities for students.</li> <li>➤ Poor student-teacher ratio.</li> <li>➤ Technical support is not available for the students due to fund crunch.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Job opportunity in teaching and other services e.g. Tourism, Museology etc is quite high</li> <li>➤ Career upliftment opportunities e.g. inter-disciplinary research is possible both for the teachers and students</li> <li>➤ There is scope of collaboration with other reputed institutes, colleges for sharing and up-gradation of available resources for holding conferences/workshop etc.</li> <li>➤ More social extension activities could be done.</li> </ul>	<p><b>CHALLENGES</b></p> <ul style="list-style-type: none"> <li>➤ Motivating students to gain in-depth knowledge.</li> <li>➤ To maintain the present standard of teaching, to enrich the department with more research activities, to develop the infrastructure with modern equipments.</li> <li>➤ Getting good percentage of students in the General classes.</li> </ul>

**Future Plan:**

- ❖ To offer P.G. and Ph.D. programme by the department
- ❖ To hold more National Seminars

### Evaluative Report of the Department of Philosophy

1. Name of the department : **PHILOSOPHY**
2. Year of Establishment : **General – 1972, Honours – 1998.**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	2	0

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sima Choudhuri	M.A M.PHIL	Govt. Approved Part Time Teacher	NYAYA	9 YEARS	Nil
Sukla Saha	M.A M.PHIL	Govt. Approved Part Time Teacher	VEDANTA	7 YEARS	Nil
Sanchita Kheto	M.A. M.PHIL	Govt. Approved Part Time	ADVAITA VEDANTA	5 YEARS	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : **30% (Theoretical classes)**
13. Student -Teacher Ratio (programme wise):

Sl no.	Year	Hons. Student/Teacher; Ratio	General Student/Teacher; Ratio	Hons+Gen Student/Teacher; Ratio
1	2011-12	61 :1	366:1	428:1
2	2012-13	63 :1	269:1	332:1
3	2013-14	57:1	356:1	413:1
4	2014-15	97:1	328:1	425: 1
5	2015-16	96 :1	321:1	417:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **N.A.**
15. Qualifications of teaching faculty with D. Sc/ D. Lit/ Ph. D/ M. Phil / PG.-  
**M. PHIL-03**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **N.A.**
19. Publications: **Nil**
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students:
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):
    - \* Monographs
    - \* Chapter in Books
    - \* Books Edited
    - \* Books with ISBN/ISSN numbers with details of publishers
    - \* Citation Index
    - \* SNIP
    - \* SJR
    - \* Impact factor :
    - \* h-index:
20. Areas of consultancy and income generated : **N.A.**
21. Faculty as members in: **N.A.**
  - a) National committees b) International Committees c) Editorial Boards....
22. Student projects- **N.A.**
  - a) Percentage of students who have done in-house projects including inter departmental/programme

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students - **Nil**

24. List of eminent academicians and scientists / visitors to the department : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

a) National

b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. (HONS.)	100%	0%	0%
B.A. (PASS)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?- **Data not recorded**

## 29. Student progression

Student progression	Against % enrolled				
	2010-11	2011-12	2012 -13	2013-14	2014-15
UG to PG	20%	32%	38%	27%	27%
PG to M.Phil.	Data not taken.				
PG to Ph.D.					
Ph.D. to Post-Doctoral					
<b>Employed</b> <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Nil Data not recorded				
Entrepreneurship/Self-employment	Data not recorded				

30. Details of Infrastructural facilities a) Library –**The department has seminar library consisting of 171 numbers of books.**

b) Internet facilities for Staff & Students-**Nil**

c) Class rooms with ICT facility -NIL-d) Laboratories- **Nil**

31. Number of students receiving financial assistance from college, university, Government or other agencies-

SESSION : 2012-13, 1<sup>ST</sup> YEAR (HONS)

Sl no.	Name	Roll no.	Category
1	Nisha Ghosh	120281	OBC
2	Sutapa Ghosh	120288	OBC
3	Runu Ghosh	120265	OBC
4	Mandira Maji	120185	S.C
5	Aparna Jomra	120285	S.C
6	Riya Man	120292	S.C
7	Abhijit Dhali	120298	S.C
8	Srabanti Maiti	120365	S.C
9	Taniya Parvin	120269	Minority
10	Samima Sultana	120283	Minority

**SESSION : 2012-13, 2<sup>nd</sup> YEAR (HONS)**

Sl no.	Name	Roll no.	Category
1	Tithi Sadhukhan	110251	OBC
2	Parvin Sultana	110341	OBC
3	Bulti Ray	110252	S.C
4	Moumita Dhara	110339	S.C

**SESSION : 2012-13, 3<sup>rd</sup> YEAR (HONS)**

Sl no.	Name	Roll no.	Category
1	Mandira Maji	2010242	S.C.
2	Lakshmikanta Das	2010244	S.C.
3	Sangita Lebu	2010247	S.C

**SESSION : 2013-14, 1<sup>st</sup> YEAR (HONS)**

Sl no.	Name	Remarks
1	Somashree Porel	For above 60% marks in H. S.
2	Badsa Middya	For above 60% marks in H. S.
3	Silpa Shaw	For above 60% marks in H. S.
4	Ashikul Molla	For above 60% marks in H. S.
5	Nasira Khatun	For above 60% marks in H. S.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts- **Nil**

33. Teaching methods adopted to improve student learning- **Remedial classes.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities-**Nil**

## 35. SWOC analysis of the department and Future plans:-

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The department boasts of qualified and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers and students.</li> <li>➤ Enrolment of students is quite high.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Poor teacher-student Ratio</li> <li>➤ Insufficient strength of infrastructure for growing number of students.</li> <li>➤ No separate departmental zone.</li> <li>➤ Insufficient stock of good books in the seminar-library.</li> <li>➤ Lack of fund for improvement of infrastructure development of the Department.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Teachers' engagement in different Research-Projects.</li> <li>➤ Counseling of the students for Higher Education and Career planning.</li> <li>➤ Participation in various extension activities of NSS/NCC.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching.</li> <li>➤ Limited scope in deploying innovative teaching methods due to time and manpower constraints.</li> </ul>

**Future Plan:**

- ❖ To hold National Seminar in the department.
- ❖ To organize student seminar in the department.



## Evaluative Report of the Department of Physical Education

1. Name of the department: **Physical Education**
2. Year of Establishment : **1997**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D.Students guided for the last 4 years</b>
Dr.Atanu Das	M.Phil; Ph.D	Assistant Professor	Exercise Physiology and Track & Field	7 years	Nil

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**
13. Student -Teacher Ratio (programme wise) **90:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **Ph.D-01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **One faculty with ongoing Minor Research Project funding by UGC**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications: **Will be presented during on-site visit**
  - \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students: **12**
    - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    - \* Monographs
    - \* Chapter in Books
    - \* Books Edited
    - \* Books with ISBN/ISSN numbers with details of publishers
    - \* Citation Index
    - \* SNIP
    - \* SJR

\* Impact factor

\* h-index

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial

Boards: **Nil**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : **Nil**

b) International: **Nil**

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
U.G. Course	100%	0%	0%

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

**NET: 03, SLET: 02, DEFENCE SERVICE: 12**

## 29. Student progression

Student progression	Against % enrolled
UG to PG	07
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	Nil 10
Entrepreneurship/Self-employment	Data not recorded

30. Details of Infrastructural facilities a) Library: **No seminar library**b) Internet facilities for Staff & Students: **Limited availability**c) Class rooms with ICT facility: **Nil**d) Laboratories: **Nil**31. Number of students receiving financial assistance from college, university, Government or other agencies: **Data not recorded**32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: **Remedial Class and Special Class.**33. Teaching methods adopted to improve student learning: **Audio-Visual method, Lecture cum Demonstration method, Command method, Imitation method**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**

35. SWOC analysis of the department and Future plans:

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ Excellent faculty profile.</li> <li>➤ Regular assessment of students through unit tests, class test and assignments etc.</li> <li>➤ Quite well equipped sports facilities.</li> <li>➤ Sound academic environment.</li> <li>➤ Excellent students-teachers-support staff relation.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Poor teacher-student ratio.</li> <li>➤ Lack of internet facilities for students.</li> <li>➤ Lack of enough fund for improvement of infrastructural development of the department.</li> <li>➤ Lack of funds for procuring books, journals and periodicals.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Teachers' engagement in different research projects.</li> <li>➤ The available sports quota enables the department to attract the students performing well in games and sports. These students are offered tuition fee waiver.</li> <li>➤ Students obtaining position in any state or University level competition also get the fee waived.</li> </ul>	<p><b>CHALLENGES</b></p> <ul style="list-style-type: none"> <li>➤ To increase infrastructural facilities for students well being.</li> <li>➤ To extend help and motivation to the poor students so that they can stand well in life.</li> <li>❖ The socio-cultural background of the pupils reveals that they come from vernacular speaking backgrounds and the medium of instruction being English introduces a linguistic disconnect among the students.</li> </ul>

**Future Plan:**

- ❖ To arrange a seminar library with its own stock of books.
- ❖ To form the departmental counselling cell to guide students about different courses of higher education and opportunities for jobs after completion of B.A Degree.
- ❖ Teach with the help of modern aids to be introduced.
- ❖ To hold exchange programme among the faculties of neighboring colleges for teaching specific topics of the syllabus.
- ❖ To arrange seminar lectures by distinguished persons from university / Research Institute.
- ❖ To organize educational tour of the students for practical idea regarding physical education departments of various university and institute such as LNUPE, Gwalior, LNIPE, Guwahati, Kalyani University, West Bengal etc.
- ❖ To introduce B.P.Ed. program

## Evaluative Report of the Department Of Political Science

1. Name of the department- **POLITICAL SCIENCE**
2. Year of Establishment- **1972 (General), 2004 (Honours)**
3. Names of Programmes / Courses offered (**UG**, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved **-Nil**
5. Annual/ semester/choice based credit system (programme wise)-**Annual**
6. Participation of the department in the courses offered by other departments-**Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. – **Nil**
8. Details of courses/programmes discontinued (if any) with reasons
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-
Associate Professors	-	-
Asst. Professors	<b>02</b>	<b>01</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Bratati Ghosal	M.A.,M.Phil	Asst.Professor	Public Administration	07Years	—
Sima Jash	M.A.,M.Phil	Govt. Approved Part Timer	Public Administration	06Years	—
Swarnali Das	M.A	Govt. Approved Part Timer	Public Administration	06Years	—

11. List of senior visiting faculty-**Nil**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty-

2011-12	2012-13	2013-14	2014-15
28.57%	33.3%	31.14%	31.14%

13. Student -Teacher Ratio (programme wise):-

2011-12		2012-13		2013-14		2014-15	
Hon	Gen	Hon	Gen	Hon	Gen	Hon	Gen
37:1	283:1	28:1	280:1	16:1	285:1	17:1	381:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-**Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.  
**02 (M.Phil)**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-**Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-**Nil**
18. Research Centre /facility recognized by the University: **Nil**

19. Publications: **Nil**

- \* a) Publication per faculty

- \* Number of papers published in peer reviewed journals (national / international) by faculty and students

\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- \* Monographs **Nil**

- \* Chapter in Books- **Nil**

- \* Books Edited- **Nil**

- \* Books with ISBN/ISSN numbers with details of publishers

- \* Citation Index

- \* SNIP

- \* SJR

- \* Impact factor

- \* h-index

20. Areas of consultancy and income generated-**Nil**

## 21. Faculty as members in

a)National committees b) International Committees c) Editorial Boards.....: **Nil**

## 22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students- **Nil**24. List of eminent academicians and scientists / visitors to the department- **Nil**

## 25. Seminars/ Conferences/Workshops organized &amp; the source of funding

a)National :- **Nil** b) International: **Nil**



26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	Pass percentage
			*M	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.A(Hons)</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>
<b>B.A(Gen)</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

29. Student progression

Student progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
<b>UG to PG</b>	8%	13.33%	58.33%	64.28%
PG to M.Phil.	<b>N.A.</b>			
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b>				
• Campus selection	Nil	Nil	Nil	Nil
• Other than campus recruitment	02	01	Nil	Nil
Entrepreneurship/ Self-employment	Data not recorded			

30. Details of Infrastructural facilities a) Library : **No departmental library exists. Only Central Library facility is available.**

b) Internet facilities for Staff & Students: **Limited availability**

c) Class rooms with ICT facility: **Nil**

d) Laboratories: **N.A.**

31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**
32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:- **Nil**
33. Teaching methods adopted to improve student learning:-**PPT** presentation
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and future plans:

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ A good number of students have been enrolled in Honours course as well as pass course.</li> <li>➤ Good teacher-student relation.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Lack of adequate teaching staff.</li> <li>➤ Inadequate number of class rooms.</li> <li>➤ Lack of sufficient numbers of books and journals.</li> <li>➤ Lack of sufficient teaching aid (Computer, projector, and other accessories) are highly needed for initiating good teaching-learning process.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Continuous evaluation process, through which students can prepare themselves for final examination vis-a-vis for higher study.</li> <li>➤ Counselling of students is being done for their betterment.</li> <li>➤ Increase awareness level of students by delivering lecture on different subject matter with real life examples and involve them in various events i.e. Students seminar, youth parliament, voters day celebration so that they can enrich themselves with clear perception of knowledge.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ To minimise the drop out.</li> <li>➤ To get good number of students in the General classes.</li> <li>➤ To encourage the screened good students for higher studies.</li> </ul>

**Future Plan:**

- ❖ To hold National Seminar in the department
- ❖ To organize field study by the students

## Evaluative Report of the Department of Sanskrit

1. Name of the department : **SANSKRIT**
2. Year of Establishment : **GENERAL - 1972, HONOURS -2004**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	<b>02</b>	<b>0</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
KASHINATH NANDI	M.Phil	Govt. Approved Part-time Teacher	Veda	8 years	Nil
DOYEL GANGULY	M.Phil	Govt. Approved Part-time Teacher	Veda	6 YEARS	Nil
DEBASHRI MANNA	M.A	Govt. Approved Part-time Teacher	INSCRIPTION	5 YEARS	Nil
DEBJYOTI BHATTACHARYA	M.A	Govt. Approved Part-time Teacher	KAVYA	5 YEARS	Nil

11. List of senior visiting faculty : **Nil**

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty :

Name of GL	Session	Lecture delivered	Practical Class
PURNIMA MANNA	2011-2015	10/week	Nil
ANUP KR KHAN	2011-2015	10/week	Nil
TILOK KR DE	2011-2015	10/week	Nil

13. Student -Teacher Ratio (programme wise) : **HONS.-70:1,GEN:-515:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**

15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG. : **M.Phil-02, P.G -02**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre / facility recognized by the University : **Nil**

19. Publications: **Will be provided during on-site visit**

- \* a) Publication per faculty :-
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students ;
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in : **Nil**

- a) National committees b) International Committees c) Editorial Boards....  
**Nil**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students : **Nil**  
 24. List of eminent academicians and scientists / visitors to the department: **Nil**  
 25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

a) National                      b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male    \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG Courses, (SANSKRIT Hons.)	100%	0%	0%
UG Courses, (SANSKRIT GEN.)	100%	0%	0%

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

29. Student progression

Student progression	Against % enrolled
UG to PG	50-60%
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	Nil Data not recorded
Entrepreneurship/Self-employment	Data not recorded

30. Details of Infrastructural facilities
- Library : **Nil**
  - Internet facilities for Staff & Students : **Limited available**
  - Class rooms with ICT facility: **Nil**
  - Laboratories: **Nil**
31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
33. Teaching methods adopted to improve student learning: Unit test, weekly mock test, surprise test, in class: **Nil**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and Future plans:

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The department boasts of qualified, competent and dedicated teaching faculty.</li> <li>➤ Good relationship between teachers and student.</li> <li>➤ Satisfactory enrolment of students.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Poor teacher-student ratio.</li> <li>➤ Insufficient strength of infrastructure for growing number of students.</li> <li>➤ No separate departmental space.</li> <li>➤ No seminar library.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Counselling of the students for the higher education and career planning.</li> <li>➤ Good placement opportunity in West-Bengal School Services and college services.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching</li> <li>➤ To enrich the department with more research activities</li> <li>➤ Limited scope in deploying innovative teaching .</li> <li>➤ To get good percent of students in the General classes.</li> </ul>

#### Future Plan

- ❖ To organize the National Seminar in the Department
- ❖ To get a separate seminar library with 'Punthi'

## Evaluative Report of the Department of Commerce

1. Name of the Department: **COMMERCE**
2. Year of Establishment: **General – 1971, Honnours – 1979**
3. Names of Programmes /Courses offered (UG, PG, M. Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses with collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. **Number of teaching posts:**

<b>Post</b>	<b>Sanctioned</b>	<b>Filled</b>
Professor	-	-
Associates Professors	-	<b>01</b>
Assistant Professor	<b>05</b>	<b>03</b>

10. Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt. /Ph.D./M.Phil etc.):

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience</b>	<b>No. of Ph.D students guided for the last 4 years</b>
Prof. Tanmay Bandyopadhyay	M.Com, M.Phil, ACMA	Assoc. Prof.	Accounts & Finance	19 Years	Nil
Dr. Som Sankar Sen	M.Com, Ph.D	Asst. Professor	Accounts & Finance	8 Years	Nil



Dr. Subrata Roy	M.Com, Ph.D	Asst. Professor	Accounts & Finance	7 years+	Nil
Dr. Paritosh Ch. Sinha	M.Com, M.Phil, Ph.D	Asst. Professor	Accounts & Finance	5 years+	Nil
Dr. Somnath Das	M.Com, M.Phil, MBA	Asst. Professor	Accounts & Finance	5 years+	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise)  
By temporary faculty: **No temporary Faculty**
13. Student – Teacher ratio (Programme Wise): **Hons: 10:1, General: 3:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phill/PG:

Name	Ph.D	M.Phill	PG
Tanmay Bandyopadhyay		M.Phill	PG
Som Sankar Sen	Ph.D		PG
Subrata Roy	Ph.D		PG
Somnath Das	Ph.D	M.Phill	PG
Paritosh Chandra Sinha	Ph.D	M.Phill	PG

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Principal Investigator	Funding Agency	Amount Allocated (Rs)	Sanctioned (Rs)	Remarks
Dr. Subrata Roy	UGC	235000.00	185000.00	On Going
Dr. Paritosh Ch. Sinha	UGC	155000.00	132500.00	On Going

Dr. Somnath Das	UGC	185000.00	155000.00	On Going
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17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre/facility recognized by the University: **N.A.**
19. Publications Will be provided during on-site visit
20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in National committees

b) International Committees c) Editorial:

Name	Member	Editorial Board Member	Reviewer
Dr. Subrata Roy		Global Journal of Finance and Economic Management (GJFEM)	International Journal of Financial Management (IJFM)
			International Scholars Journals (ISJ), America
			Journal of Global Economics and Management Research, International Knowledge Press, Europe.
			British Journal of Applied Science & Technology
Dr. Som Sankar Sen	Indian Accounting Association (IAA)		European Journal of Commerce and Management Research (EJCMR)
Dr. Paritosh Ch. Sinha		International Journal of Banking, Risk and Insurance	
Dr. Somnath Das			Journal of Global Economics, Management and Business research
			British Journal of Economics, Management & Trade

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental / programme:

**Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Yes, Best paper award in IIM, Indore in 2012 by Dr. Paritosh Chandra Sinha**

24. List of eminent academicians and scientist / visitors to the department: **Nil**

25. Seminars / Conferences / Workshops organized & the source of funding

a) National: **Nil** b) International: **Nil**

26. Student profile programme /course wise: **N.A.**

Name of the Course / programme (Refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			M	F	

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
<b>B.Com Part-III (H)</b>	100	0%	0%
<b>B.Com Part-II (H)</b>	100	0%	0%
<b>B.Com Part-I (H)</b>	100	0%	0%
<b>B.Com Part-III (G)</b>	100	0%	0%
<b>B.Com Part-II (G)</b>	100	0%	0%
<b>B.Com Part-I (G)</b>	100	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Information not available**

## 29. Student progression (Provide data if available)

Student progression	Against % enrolled
UG to PG	5-10%
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	Nil Data not recorded
Entrepreneurship/Self-employment	Data not recorded

## 30. Details of Infrastructural facilities a)

Library: **Central Library only**b) Internet facilities for Staff & Students: **Limited per student**c) Class rooms with ICT facility: **Nil**d) Laboratories: **Commerce Computer Lab**31. Number of students receiving financial assistance from college, university, government or other agencies: **Data not available**32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts: **Special Lectures are taken for the weaker students & sometimes, remedial Classes are conducted. Student Seminar is organized.**33. Teaching methods adopted to improve student learning: **Blackboard/Chalk/PPT/Presentation/Case studies/Group discussion/Student seminar etc. are used.**34. Participation in Institutional Social Responsibility (ISR) and Extension activities (NSS/any activity done by the department): **Yes. Students take part in NSS programmes.**

## 35. SWOC Analysis:

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ Homely environment for students and teachers.</li> <li>➤ Strongly student centred and students focused environment.</li> <li>➤ Transparent admission system based on merit-lists.</li> <li>➤ Good teacher –student ratio</li> <li>➤ Learned and knowledgeable faculty members.</li> <li>➤ A strong ambience of mutual cooperation and team works along with collective leadership.</li> <li>➤ Good departmental practices –like wall magazine publication “ class test examination”</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ No separate departmental space.</li> <li>➤ Infra structure is inadequate.</li> <li>➤ No dedicated computer laboratory.</li> <li>➤ No seminar library.</li> <li>➤ Limited internet facility.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Extra classes and remedial classes offered to backward students.</li> <li>➤ Upgradation of internet bandwidth at regular intervals.</li> <li>➤ E-learning facilities</li> <li>➤ Close contact with alumni.</li> <li>➤ College-industry interaction.</li> <li>➤ Resource sharing among the colleges and universities.</li> <li>➤ More encouragement through funding and compulsion can enhance the department performance.</li> <li>➤ Provision of teacher and student feedbacks for quality assurance.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ To stop the migration of newly admitted students to urban area colleges.</li> <li>➤ To stop reduction in number of students enrolment.</li> <li>➤ Without proper facility of employment in government sectors ,the students are losing interest in their studies.</li> <li>➤ To introduce earning through learning.</li> <li>➤ To stop dropping the classes during seasonal agricultural work.</li> <li>➤ To stop the private tuitions in the nearby locality during college hours.</li> </ul>

**Future Plan**

- ❖ To offer P.G. and Ph.D programme in the department
- ❖ To hold National Seminar
- ❖ To open consultancy center

## Evaluative Report of the Department of Botany

1. Name of the department: **DEPARTMENT OF BOTANY**
2. Year of Establishment: **General course- 1984**  
**Honours course-1998**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **N.A**
5. Annual/ semester/choice based credit system (programme wise): **ANNUAL ASSESMENT AS PER UNIVERSITY OF BURDWAN.**
6. Participation of the department in the courses offered by other departments: **Nil.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil.**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts:

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	Nil*	Nil
Asst. Professors	<b>3</b>	<b>2</b>

(\*Subject to upgradation through CAS from Assistant Professor to Associate Rank).

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

**SESSION 2011-2012: (Full time faculty-1; Part time teacher- 3; Guest Lecturer-1)**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience of Teaching/Research</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Mrs. Shelly Sinha	M.Sc, M.Phil	Assistant Professor	Cytology, Genetics and Plant Breeding (M. Sc) Bryology (M.Phil)	1 years + teaching	Nil
Dr. Manjusha Sarkar	M.Sc, M.Phil, Ph.D	Govt. Approved Part Time Teacher	Molecular Biology (M.Sc), Life Science (M.Phil), Plant tissue culture (Ph.D)	5 years+ teaching and research 8 years.	Nil
Mr. Swagato Mukherjee	M.Sc	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	1 years + teaching	Nil
Mr. Aryya Das	M.Sc, B. Ed	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	1 years + teaching	Nil
Mr. Animesh Maji	M.Sc.	Guest Teacher	Plant Taxonomy	Joined on August 2011	Nil

**SESSION 2012-2013: (Full time faculty-1; Part time teacher- 3; Guest Lecturer-1)**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience of Teaching/Research</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Mrs. Shelly Sinha	M.Sc, M.Phil	Assistant Professor	Cytology, Genetics and Plant Breeding (M. Sc) Bryology (M.Phil)	2 years + teaching	Nil
Dr. Manjusha Sarkar	M.Sc, M.Phil, Ph.D	Govt. Approved Part Time Teacher	Molecular Biology (M.Sc), Life Science (M.Phil), Plant tissue culture (Ph.D)	6 years+ teaching and research 8 years.	Nil
Mr. Swagato Mukherjee	M.Sc	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	2 years + teaching	Nil
Mr. Aryya Das	M.Sc, B. Ed	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	2 years + teaching	Nil
Mr. Animesh Maji	M.Sc.	Guest Teacher	Plant Taxonomy	1 years teaching	Nil



**SESSION 2013-2014: (Full time faculty-1; Part time teacher- 3; Guest Lecturer-1)**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience of Teaching/Research</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
Mrs. Shelly Sinha	M.Sc, M.Phil	Assistant Professor	Cytology, Genetics and Plant Breeding (M. Sc) Bryology (M.Phil)	3 years + teaching	Nil
Dr. Manjusha Sarkar	M.Sc, M.Phil, Ph.D	Govt. Approved Part Time Teacher	Molecular Biology (M.Sc), Life Science (M.Phil), Plant tissue culture (Ph.D)	7 years+ teaching and research 8 years.	Nil
Mr. Swagato Mukherjee	M.Sc	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	3 years + teaching	Nil
Mr. Aryya Das	M.Sc, B. Ed	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	3 years + teaching	Nil
Mr. Animesh Maji	M.Sc.	Guest Teacher	Plant Taxonomy	2 years teaching	Nil

**SESSION 2014-2015: 5 (2 Full time faculty, 3 Part time teacher).**

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specialization</b>	<b>No. of Years of Experience of Teaching/Research</b>	<b>No. of Ph.D. Students guided for the last 4 years</b>
<b>Mrs. Shelly Sinha</b>	M.Sc, M.Phil	Assistant Professor	Cytology, Genetics and Plant Breeding (M. Sc) Bryology	4 years + teaching	Nil
<b>Dr. Sumanti Gupta</b>	M.Sc, B.Ed, Ph.D	Assistant Professor	Plant Physiology, Biochemistry, Molecular Biology (M. Sc), Plant Defense	9 months + teaching and 5 years as doctoral fellow and 4 years 9 months research as post doc research	Nil
<b>Dr. Manjusha Sarkar</b>	M.Sc, M.Phil, Ph.D	Govt. Approved Part Time Teacher	Molecular Biology (M.Sc), Life Science (M.Phil),	8 years+ teaching and research 8 years.	Nil
<b>Mr. Swagato Mukherjee</b>	M.Sc	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	4 years + teaching	Nil
<b>Mr. Aryya Das</b>	M.Sc, B. Ed	Govt. Approved Part Time Teacher	Plant Pathology (M.Sc)	4 years + teaching	Nil
<b>Miss Bidisha Ghosh</b>	M.Sc	Guest teacher	Taxonomy	1 Year	Nil
<b>Mr. Rintu Kumar</b>	M.Sc	Guest teacher	Plant physiology	1 Year	Nil
<b>Mr. Satyajit Biswas</b>	M.Sc	Guest teacher	Plant physiology	1 Year	Nil

## 11. List of senior visiting faculty:

<b>Session 2011-2012:</b>	Nil.
<b>Session 2012-2013:</b>	Nil.
<b>Session 2013-2014:</b>	Nil.
<b>Session 2014-2015:</b>	Nil.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Name of The Programme	% of theoretical classes handled by temporary faculty	% of Practical classes handled by temporary faculty
B.Sc (General)	10%	15%
B.Sc (Honours)	10%	12%

13. Student -Teacher Ratio (programme wise):

**Session 2011-2012:**

Course	Total number of students	Student: Teacher Ratio
B.Sc (Honours 1+1+1)	33	* 7:1
B.Sc (General 1+1+1)	102	* 20:1

**Session 2012-2013:**

Course	Total number of students	Student: Teacher Ratio
B.Sc (Honours 1+1+1)	37	* 7:1
B.Sc (General 1+1+1)	99	* 20:1

**Session 2013-2014:**

Course	Total number of students	Student: Teacher Ratio
B.Sc (Honours 1+1+1)	44	* 9:1
B.Sc (General 1+1+1)	112	* 23:1

**Session 2014-2015:**

Course	Total number of students	Student: Teacher Ratio
B.Sc (Honours 1+1+1)	58	* 7:1
B.Sc (General 1+1+1)	180	* 22:1

\* Data includes both full time and part time faculties.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Technical 1, Support Staff 2.**

**Mr. Sarbasish Banerjee (Graduate laboratory Instructor).**

**Mr. Debabrata Pandit. (Laboratory Attendant)**

**Mrs Subrata Adak. (Laboratory Attendant)**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PhD: 2      **Dr. Sumanti Gupta**  
**Dr. Manjusha Sarkar**

M.Phil: 2      **Ms. Shelly Sinha**  
**Dr. Manjusha Sarkar**

PG: 5      **Ms. Shelly Sinha**  
**Dr. Sumanti Gupta**  
**Dr. Manjusha Sarkar**  
**Mr. Swagato Mukherjee**  
**Mr. Aryya Das**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **N.A.**

19. Publications:

\* a) Publication per faculty: **Information in separate sheet will be available during on-site visit.**

\* Number of papers published in peer reviewed journals (national / international) by faculty and students :

\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

\* Monographs

\* Chapter in Books

\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers

\* Citation Index

\* SNIP

\* SJR

\* Impact factor

\* h-index

1. Areas of consultancy and income generated: **Nil**

2. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.... **Nil**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National b) International: **Nil**

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students: **All students are from same state.**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc (Gen)	100%	Nil	Nil
B.Sc (Hons)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Records not preserved.**

29. Student progression

Student progression	Against % enrolled
UG to PG	<b>20% approximately</b>
PG to M.Phil.	<b>N.A.</b>
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	<b>Nil Records not taken.</b>
Entrepreneurship/Self-employment	<b>Records not taken</b>

30. Details of Infrastructural facilities

- a) Library: **Departmental Library comprising of 109 books.  
Central library has the following number of books.**

Books brought forward from previous session	2011-12	2012-13	2013-14	2014-15	TOTAL
<b>848</b>	<b>07</b>	<b>Nil</b>	<b>19</b>	<b>23</b>	<b>897</b>

b) Internet facilities for Staff & Students: **Internet facility for faculties only.**

c) Class rooms with ICT facility: **Nil, arrangements are made as per requirement.**

d) Laboratories: **2 (one Honours and one general lab).**

31. Number of students receiving financial assistance from college, university, Government or other agencies: **Nil**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts.

**Publishing departmental wall magazines and holding seminars and quiz contests with internal experts.**

33. Teaching methods adopted to improve student learning;
- **ICT enabled class lectures and tutorials are taken at regular intervals.**
  - **Educational tours are organized at local as well as distant locations.**
  - **Collection of botanical samples and proper preservation guidelines are provided to students during local and distant visits**
  - **Student's seminars are organized on topics directly related to syllabi as well as interdisciplinary broad topics related to life sciences**
  - **Wall magazine are prepared by students with proper guidance from faculties.**
  - **Quiz sessions (intradepartmental) organized by final year students**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
- Faculty and student's participation in Nature's club that delivers lectures pertaining to create natural awareness**

## 35. SWOC analysis of the department and Future plans

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ Faculty Profile</li> <li>➤ Students with moderately good academic background specially those enrolling for honours course</li> <li>➤ Well equipped library</li> <li>➤ ICT enabled classes, seminar sessions, wall magazines, educational tours and quiz programs</li> <li>➤ Fairly good laboratory facility with cooperative technical staff and attendants</li> <li>➤ Good teacher student ratio</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Lack of space for classrooms and laboratories</li> <li>➤ Lack of internet facilities for students</li> <li>➤ Lack of better performing lab equipments</li> <li>➤ Lack of research facilities for faculty improvement</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ The departmental faculties may engage in research activities which may motivate students to take up life sciences for their future higher studies.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ Increasing infrastructural facilities for students well being.</li> <li>➤ Improving faculty development services like research labs and computers with internet connection.</li> </ul>

**Future Plan:**

- ❖ To shift the department into a spacious building.
- ❖ To offer P.G. and Ph.D programme of the department.



## Evaluative Report of the Departments Department of Chemistry

1. Name of the department: **Chemistry**
2. Year of Establishment: 1980
  - (a) **General Course : 1980**
  - (b) **Hons.Course : 1996**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved:  
Environmental Science at B. Sc. Part-III : **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

Year	Teaching posts	Sanctioned	Filled
<b>2014-2015</b>	<b>Professors</b>	<b>Nil</b>	<b>Nil</b>
	<b>Associate</b>	<b>1</b>	<b>1</b>
	<b>Asst.</b>	<b>2</b>	<b>2</b>
<b>2013-2014</b>	<b>Professors</b>	<b>Nil</b>	<b>Nil</b>
	<b>Associate</b>	<b>1</b>	<b>1</b>
	<b>Asst.</b>	<b>2</b>	<b>0</b>
<b>2012-2013</b>	<b>Professors</b>	<b>Nil</b>	<b>Nil</b>
	<b>Associate</b>	<b>1</b>	<b>1</b>
	<b>Asst.</b>	<b>2</b>	<b>0</b>
<b>2011-2012</b>	<b>Professors</b>	<b>Nil</b>	<b>Nil</b>
	<b>Associate</b>	<b>1</b>	<b>1</b>
	<b>Asst.</b>	<b>2</b>	<b>0</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.Nanda Gopal Basu	Ph.D	Associate Professor	Organic Chemistry	29 Years	Nil
Dr.Sucheta Joy	Ph.D	Asst. Professors	Inorganic Chemistry	8 months	Nil
Mr. Rabiul Alam	Msc.	Asst. Professors	Inorganic Chemistry	8 months	Nil
Mr. Abhijit Kr. Maal	Msc.	Guest Lecturer	Physical Chemistry	1 year	Nil

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Lectures delivered :

Year	2011-2012	2012-2013	2013-2014	2014-2015
Lectures delivered	32%	32%	30%	32%

13. Student -Teacher Ratio (programme wise):

Student-Teacher Ratio(programmewise):	Year	2011-2012	2012-2013	2013-2014	2014-2015
	(H)	23:1	23:1	25:1	12:1
	(G)	172:1	202:1	226:1	102:1
	(H+G)	195:1	225:1	251:1	113:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: support staff (technical): **Sanctioned: 03, Filled: 02**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.  
**Ph.D.: 02, PG : 02.**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications:
- Publication per faculty
  - Number of papers published in peer reviewed journals(National = b1/ International = b2; Please see the **Table- C1** below) by faculty and students
  - Number of publications listed in International Database(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)
  - Monographs
  - Chapter in Books
  - Books Edited
  - Books with ISBN/ISSN numbers with details of publishers
  - Citation Index
  - SNIP
  - SJR
  - Impact factor
  - h-index

**Table-C1**

Faculty Name	a	b1	b2	c	d	e	f	g	h	i	j	k	l
Dr. N. Basu	02	-	02	02	-	-	-	-	-	-	-	1-1.5	0
Dr. S. Joy	06	-	06	06	-	-	-	-	-	-	-	2-6	6
Mr. R. Alam	12	-	12	12	-	-	-	-	-	-	-	3.5-6.8	4

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in a) National committees: **Nil**  
 b) International Committees: **Nil**  
 c) Editorial Boards: **Nil**

22. Student projects: **Nil**

- a) Percentage of students who have done in-house projects including inter departmental/programme:
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **Nil**24. List of eminent academicians and scientists / visitors to the department: **Nil**

## 25. Seminars/ Conferences/Workshops organized &amp; the source of

funding: a) National: **Nil**b) International: **Nil**26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc.(General)	100%	0%	0%
B. Sc.(Hons.)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Data not recorded**

## 29. Student progression:

	2011-2012	2012-2013	2013-2014	2014-2015
UGtoPG	67%(2011)	50%(2013)	60%(2014)	60%(2015)
PG to M.Phil.	N.A.			
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b> - Campus selection  - Other than campus recruitment	Nil  Data not recorded			
Entrepreneurship/Self-employment	Data not recorded			

## 30. Details of Infrastructural facilities:

a) Library: Departmental Library: **77(borrowed from central library for issue to the Hons. Students and for consultation during the leisure period)**

b) Internet facilities for Staff & Students: 1 PC in Department with internet facility for Staff & Students.

c) Class rooms with ICT facility: **Nil**

d) Laboratories: **03**

## 31. Number of students receiving financial assistance from college, university, government or other agencies:

Number of students receiving financial assistance from college, university, government or other agencies:	2011-2012	2012-2013	2013-2014	2014-2015
	14	18	19	17

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

1. Departmental Seminar: 1/Year,
2. Wall magazine 1/Year,
3. Remedial classes as required.

33. Teaching methods adopted to improve student learning:

Theory classes are mainly performed through board work.

Computer: Used by teachers and students. Students get questions, answers, Practical instructions, modularized syllabus etc., which are already downloaded, from computer.

They also learn about models of organic molecules, chemical bonding from CD, the department already has.

Extensive practical sessions conducted.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Nil

35. SWOC analysis of the department and Future plans:

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ A good number of students have been enrolled in Honours course as well as pass course.</li> <li>➤ Good teacher-student relation.</li> <li>➤ Well equipped laboratory</li> <li>➤ Well maintained library.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Lack of adequate teaching staff.</li> <li>➤ Inadequate number of class rooms.</li> <li>➤ Lack of sufficient numbers of books and journals.</li> <li>➤ Lack of sufficient teaching aid (Computer, projector, and other accessories) are highly needed for initiating good teaching-learning process.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Continuous evaluation process, through which students can prepare themselves for final examination vis-a-vis for higher study.</li> <li>➤ Counselling of students is being done for their betterment.</li> <li>➤ Increase awareness level of students by delivering lecture on different subject matter with real life examples and involve them in various events i.e. Students seminar, Wall magazine so that they can enrich themselves with clear perception of knowledge.</li> </ul>	<p><b>CHALLENGE</b></p> <ul style="list-style-type: none"> <li>➤ Minimise the drop out.</li> <li>➤ Inadequate number of class rooms.</li> </ul>

**Future Plan:**

- ❖ Arrangements of separate departmental library (the existing one at lecture hall in the department) with its own stock of books.
- ❖ Soil and water testing laboratory will be formed to meet the need of local people of this agriculture based zone.
- ❖ Formation of departmental counseling cell to guide students about different courses of higher education and opportunities for jobs after completion of Bsc. Degree.
- ❖ Teaching with the help of modern aids will be introduced.
- ❖ Exchange Programme among the faculties of neighboring colleges to teach specific topics of the syllabus will be adopted.
- ❖ Arrangement of seminar lectures by distinguished persons from university / Research Institute.
- ❖ Educational tour of the students will be arranged to give practical idea about –how Chemistry is used in industry.

## Evaluative Report of the Department of Microbiology

1. Name of the department : **MICROBIOLOGY**
2. Year of Establishment : **Honours - 2002**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG Courses, (Microbiology Hons.)**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Tanmay Ghosh	M.Sc in Microbiology	Govt. Approved Part-time Teacher	-	6 Years 4 Month	Nil
Joydip Ghosh	M.Sc in Microbiology	Govt. Approved Part-time Teacher	-	9 Years 4 Month	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty :

Name of GL	Session	Lecture delivered	Practical Class
Moumita Chowdhury	2011-2012	10/week	Nil
Swasati Ghara	2012-2013	10/week	Nil
Swasati Ghara	2013-2014	10/week	Nil
Swasati Ghara	2014-2015	10/week	Nil

13. Student -Teacher Ratio (programme wise): **52:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Academic support staff – 01 (Nayem Ahmad Khan, Contractual Lab. Instructor )**

15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG.:

Name of the Teacher	Qualification	Designation
Tanmay Ghosh	M.Sc in Microbiology	Govt. Approved Part-time Teacher(P.T.T.)
Joydip Ghosh	M.Sc in Microbiology	Govt. Approved Part-time Teacher(P.T.T.)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18. Research Centre /facility recognized by the University : **Nil**

19. Publications: **Will be presented during on-site visit**

- \* a) Publication per faculty : Suvadip Mallick, Aritri Dutta, Somaditya Dey, **Joydip Ghosh**, Debarati Mukherjee, Sirin S Sultana, Supratim Mandal, Soumitra Paloi, Somanjana Khatua, Krishnendu Achary, Chiranjib Pal (**2014**). Selective inhibition of *Leishmania donovani* by active extracts of wild mushrooms used by the tribal population of India: An *in vitro* exploration for new leads against parasitic protozoans. **Experimental Parasitology; 138: 9–17. Impact Factor (2014) - 1.859.**
- Pranab Ghosh, Amitava Mandal, **Joydip Ghosh** and Chiranjib Pal (**2012**). Partial synthesis of bioactive 28-hydroxy-3-oxolup-20(29)-en-30-al with antileukemic activity. **Journal of Asian Natural Products Research; 14(2):141-53. Impact Factor (2013) - 0.968.**
- \* Number of papers published in peer reviewed journals (national / international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index
  - \* SNIP
  - \* SJR
  - \* Impact factor
  - \* h-index

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in :

- a) National committees b) International Committees c) Editorial Boards....
- Nil**

## 22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students : **Nil**24. List of eminent academicians and scientists / visitors to the department: **Nil**25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

- a) National
- b) International

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG Courses, (Microbiology Hons.)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **GATE qualified- 01**

## 29. Student progression

Student progression	Against % enrolled
UG to PG	70%
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b>	Nil
- Campus selection	Data not recorded
- Other than campus recruitment	
Entrepreneurship/Self-employment	Nil

## 30. Details of Infrastructural facilities

a) Library :**Nil**b) Internet facilities for Staff & Students :**Limited availability**c) Class rooms with ICT facility: **Nil**d) Laboratories: Laboratories no: **03**Culture room no. **01**31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : **Nil**33. Teaching methods adopted to improve student learning: **Unit test, weekly mock test, surprise test, power point presentation in class etc.**34. Participation in Institutional Social Responsibility (ISR) and Extension activities : **Nil**

## 35. SWOC analysis of the department and Future plans:

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ The Department boast of qualified competent , experienced and dedicated teaching faculty.</li> <li>➤ Good infrastructure with modern scientific high tech lab equipments.</li> <li>➤ Good relationship between teachers, laboratory staff and students</li> <li>➤ Weekly mock test and surprise tests are taken for improvement of the students.</li> <li>➤ Upgradation of students with seminar quiz and co-curricular activities arranged by the teachers.</li> <li>➤ Education through the help of internet facility during teaching learning process.</li> <li>➤ Adequate built-in space in the department.</li> </ul> <p>Location of the department in the college.</p>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ Lack of sufficient number of Lab-Attendant.</li> <li>➤ Lack of classrooms.</li> <li>➤ Lack of LCD Projectors and computer</li> <li>➤ Not enough stock of good books.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Teachers are engaged in different research project</li> <li>➤ Scope for carrying out M.Sc level projects and researches in future.</li> <li>➤ Campusing of various National &amp; MNCs in the department.</li> <li>➤ Counselling of the students for highest education and carrier planning.</li> </ul>	<b>CHALLENGE</b> <ul style="list-style-type: none"> <li>➤ To maintain the present standard of teaching</li> <li>➤ To enrich the department with more research activities, to develop the infrastructure with more modern equipments and to make the department as one of the best dept. under Burdwan University.</li> <li>➤ To extend helping hand towards the poor students for standing in future.</li> </ul>

**Future Plans:**

- ❖ To develop Departmental infrastructure to start P.G. Course of Microbiology.
- ❖ To set up a modularized lab for perusing project work.
- ❖ To open up a Placement Cell for Campus Interview.

## Evaluative Report of the Department of Mathematics

1. Name of the department: **MATHEMATICS**
2. Year of Establishment: **General Course – 1980**  
**Honours Course - 2012**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	<b>Nil</b>	<b>Nil</b>
Associate Professors	<b>Nil</b>	<b>Nil</b>
Asst. Professors	02	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

**SESSION 2011-2012 (Full time faculty -1; Part time teacher – 1)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
KRISHNA KUMAR MONDAL	Ph.D	Assistant Professor	Topology & Functional Analysis	10 years	Nil
ASHIS PAL	M.Sc.	Govt. Approved Part Time Teacher	Applied Mathematics	4 years	Nil

**SESSION 2012-2013 (Full time faculty-1; Part time teacher –1, Guest Teacher-1)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
KRISHNA KUMAR MONDAL	Ph.D	Assistant Professor	Topology & Functional Analysis	11 years	Nil
ASHIS PAL	M.Sc.	Govt. Approved Part Time Teacher	Applied Mathematics	5 years	Nil
Madhumita Dutta	M.Sc.	Guest Teacher	Applied Mathematics	Nil	Nil

**SESSION 2013-2014 (Full time faculty-1; Part time teacher –1, Guest Teacher-1)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
KRISHNA KUMAR MONDAL	Ph.D	Assistant Professor	Topology & Functional Analysis	12 years	Nil
ASHIS PAL	M.Sc.	Govt. Approved Part Time Teacher	Applied Mathematics	6 years	Nil
Arabinda Jana	M.Sc.	Guest Teacher	Pure Mathematics	Less than one year	

**SESSION 2014-2015 (Full time faculty-1; Part time teacher –1, Guest Teacher-2)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
KRISHNA KUMAR MONDAL	Ph.D	Assistant Professor	Topology & Functional Analysis	13 years	Nil
ASHIS PAL	M.Sc.	Govt. Approved Part Time Teacher	Applied Mathematics	7 years	Nil
Arabinda Jana	M.Sc.	Guest Teacher	Pure Mathematics	1 years	Nil
Mousumi Das	M.Sc.	Guest Teacher	Applied Mathematics	Less than one year	Nil

11. List of senior visiting faculty :**Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :**50%**
13. Student -Teacher Ratio (Programme wise)

**Session 2011-2012**

Course	Number of students	Student :Teacher
B.Sc. General (1+1+1)	97	48:1



**Session 2012-2013**

Course	Number of students	Student :Teacher
B.Sc. General (1+1+1)	103	34:1
B.Sc. Honours (1+1+1)	12	6:1

**Session 2013-2014**

Course	Number of students	Student :Teacher
B.Sc. General (1+1+1)	71	24:1
B.Sc. Honours (1+1+1)	30	15:1

**Session 2014-2015**

Course	Number of students	Student :Teacher
B.Sc. General (1+1+1)	103	34:1
B.Sc. Honours (1+1+1)	45	15:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

**Ph.D. 1      Dr. Krishna Kumar Mondal**

**PG 1      Ashis Pal**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**

18. Research Centre /facility recognized by the University **Nil**

19. Publications: **Will be produced during on-site visit**

\* a) Publication per faculty

\* Number of papers published in peer reviewed journals (national / international) by faculty and students 8 (Eight)

\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

\* Monographs 8 (EIGHT)

\* Chapter in Books

- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

Areas of consultancy and income generated **Nil**

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Board: **Nil**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: **Nil**

b) International: **Nil**

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students **All students are from the same state.**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	NA
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> - Campus selection - Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

30. Details of Infrastructural facilities

- a) Library: No seminar library
- b) Internet facilities for Staff & Students: Limited availability
- c) Class rooms with ICT facility: **Yes**
- d) Laboratories: **Yes**

31. Number of students receiving financial assistance from college, university, government or other agencies : Data not recorded

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**

33. Teaching methods adopted to improve student learning USE OF ICT

- **Beside the computer programming in HLL, classes of Honours students are**

taken in computer lab so as to make the class effective. Soft materials are supplied to the students.

- Expert teachers of Other Department are requested to help our students. Some classes are assigned to them in the time table.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Nil

35. SWOC analysis of the department and Future plans

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ Full time faculty with good profile.</li> <li>➤ Strong teacher student relation.</li> <li>➤ Good student teacher ratio.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ No separate departmental space.</li> <li>➤ No dedicated computer laboratory.</li> <li>➤ Insufficient number of fulltime faculty.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Continious monitoring of the students academic growth for better university result.</li> <li>➤ Counciling of students is being done for better career.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ Getting number of good students.</li> <li>➤ Difficult to complete the university syllabus.</li> </ul>

**Future plan:**

- ❖ As Mathematics Department has insufficient number of teachers and it is very difficult to hire good Guest Teacher, so we have a plan to prepare the solution papers of almost all the subjects of the degree level.

## Evaluative Report of the Department of Physics

1. Name of the department **Physics**
2. Year of Establishment **General: 1980**  
**Hons : 1990**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	—	—
Associate Professors	-	01
Asst. Professors	03	02 (01 on lien)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Jayanta Mukhopadhyay	M. Sc. , Ph.D	Assoc.prof.	Electronics	34	Nil
Arabinda Chowdhury	M.Sc. , Ph.D	Asstt. prof.	Electronics	13	Nil
Uday Kumar Khan	M.Sc. , Ph.D	Asstt. prof	Electronics	15	Nil

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : **50%**
13. Student -Teacher Ratio (programme wise): **Hons.: 34:1 ; Gen.: 81:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **02 (Skilled lab worker)**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **PhD : 03**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: a. **Nil** b. **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University : **Nil**
19. Publications: **Will be produced during on-site visit.**
- \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students :

- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):
- \* Monographs :
- \* Chapter in Books :
- \* Books Edited:
- \* Books with ISBN/ISSN numbers with details of publisher:
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards....  
**Nil**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding : **Nil**

a) National :

b) International:

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received		Selected	Enrolled		Pass percentage
				*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG(H)	100%	0%	0%
UG(G)	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Data not recorded**

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b> <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Nil  Data not recorded
Entrepreneurship/Self-employment	Data not recorded



## 30. Details of Infrastructural facilities

- a) Library : **Seminer Library**
- b) Internet facilities for Staff & Students: **Limited availability**
- c) Class rooms with ICT facility **Nil**
- d) Laboratories: **05 Laboratories.**

31. Number of students receiving financial assistance from college, university, government or other agencies: **Nil**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**33. Teaching methods adopted to improve student learning: **Demonstration of physical phenomena, student seminer etc.**34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**

## 35. SWOC analysis of the department and Future plans

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ Faculty Profile is high.</li> <li>➤ Students with moderately good academic background specially those enrolling for honours course.</li> <li>➤ Quite equipped seminar library.</li> <li>➤ Seminar sessions, wall magazines.</li> <li>➤ Fairly good laboratory facility with cooperative technical staff and attendants.</li> <li>➤ Good teacher student interaction.</li> <li>➤ Good academic contributions from alumni.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Lack of full time teachers.</li> <li>➤ Lack of space for classrooms and laboratories.</li> <li>➤ Lack of computer &amp; internet facilities for students.</li> <li>➤ Lack of research standard lab equipments.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ The departmental faculties may engage in research activities which may motivate students to take up physical sciences for their future higher studies.</li> </ul>	<p><b>CHALLENGES</b></p> <ul style="list-style-type: none"> <li>➤ Increasing infrastructural facilities for students well being.</li> <li>➤ Improving faculty development services like research labs and computers with internet connection.</li> </ul>

**Future Plan:**

- ❖ To organize National Seminar
- ❖ To open a consultancy center for making low cost Laboratory Instruments.

## Evaluative Report of the Department of Statistics

1. Name of the department: **Statistics**
2. Year of Establishment: **General: 2003**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/ semester/choice based credit system (programme wise)
6. Participation of the department in the courses offered by other departments: Took Classes in Mathematics Department.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	<b>Nil</b>	<b>Nil</b>
Associate Professors	<b>Nil</b>	<b>Nil</b>
Asst. Professors	<b>01</b>	<b>01</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Debashis Samanta	M.Sc	Assistant Professor	Reliability Theory	2+ years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **Nil**
13. Student -Teacher Ratio (programme wise): **General 6:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **PG-01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications: **Will be provided during on-site visit**
- \* a) Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students:

- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Board: **Nil**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding : **Nil**

a) National:

b) International:

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Statistics General	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **Nil**

29. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil.	N.A.
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b>	
- Campus selection	Nil
- Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities
- Library: **Nil**
  - Internet facilities for Staff & Students: **Limited Availability**
  - Class rooms with ICT facility : **Nil**
  - Laboratories
31. Number of students receiving financial assistance from college, university, government or other agencies : **Nil**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Nil**
33. Teaching methods adopted to improve student learning: **Nil**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and Future plans

<b>STRENGTH</b> <ul style="list-style-type: none"> <li>➤ Low student teacher ratio.</li> <li>➤ Full time faculty with good profile.</li> <li>➤ Strong teacher student relation.</li> </ul>	<b>WEAKNESS</b> <ul style="list-style-type: none"> <li>➤ No separate department.</li> <li>➤ No separate laboratory.</li> <li>➤ Less number of fulltime faculty.</li> </ul>
<b>OPPORTUNITY</b> <ul style="list-style-type: none"> <li>➤ Continious monitoring of the students academic growth for better university result.</li> <li>➤ Counseling of students is being done for better career.</li> </ul>	<b>CHALLENGES</b> <ul style="list-style-type: none"> <li>➤ Getting number of good students.</li> <li>➤ Difficult to complete the university syllabus.</li> </ul>

**Future Plan:**

- ❖ Introduce Honourse course.
- ❖ Create more number of permanent faculty positions.

### Evaluative Report of the Department of Zoology

1. Name of the department : **ZOOLOGY**
2. Year of Establishment : **General – 1984, Honours–1996.**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Annual**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons : **Nil**
9. Number of Teaching posts :

	<b>Sanctioned</b>	<b>Filled</b>
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	03	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Baisakhi Saha	M.Sc. , Ph.D	Asst. Prof.	Endocrinology	01	Nil
Palas Kanti Manna	M.Sc. , B .Ed	Part time Teacher	Ecology	05	Nil
Eureka Mondal	M.Sc. , B .Ed	Part time Teacher	Parasitology & Immunology	05	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : **Session - 2014-15 : 15% by the Guest Lecturer.**

13. Student -Teacher Ratio (programme wise) :

	2011-12	2012-13	2013-14	2014-15
Permanent faculty with approved PTT s (H)	49:1	59:1	57:1	41:1
Permanent faculty with approved PTT s (G)	114:1	118:1	140:1	111:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Sanctioned Post ( Laboratory Attendent ) : 02 ; Filled Post : 02.**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

With Ph.D	With P.G.
01	02



16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : **Nil**
18. Research Centre /facility recognized by the University : **Nil**
19. Publications: **Will be provided during on-site visit.**
  - \* a) Publication per faculty
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students : Faculty 01, Students- Nil : Please see attachments in the separate sheets.
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
    - \* Monographs
    - \* Chapter in Books
    - \* Books Edited
    - \* Books with ISBN/ISSN numbers with details of publishers
    - \* Citation Index
    - \* SNIP
    - \* SJR
    - \* Impact factor
    - \* h-index
20. Areas of consultancy and income generated : **Nil**
21. Faculty as members in
  - a) National committees b) International Committees c) Editorial Board: **Nil**
22. Student projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme : **100%Third Year Students.**

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students : **Nil**

24. List of eminent academicians and scientists / visitors to the department: **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding: **Nil**

a) National :

b) International:

26. Student profile programme/course wise: **N.A.**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG Course, 3years Degree Course Hons. & General.	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : **Data not recorded**

## 29. Student progression

Student progression	Against % enrolled			
	2011-12	2012 -13	2013-14	2014-15
UG to PG	21%	20%	23%	21%
PG to M.Phil.	N.A.			
PG to Ph.D.				
Ph.D. to Post-Doctoral				
<b>Employed</b> • Campus selection • Other than campus recruitment	Nil  Data not recorded			
Entrepreneurship/Self-employment	Data not recorded			

\*

30. Details of Infrastructural facilities a) Library : Seminar Library is existing and working with 119 books , 12 books borrowed from central library also incorporated . Students always use this library, Register is maintained.

b) Internet facilities for Staff & Students –Common internet facilities used by staff, not specifically for the department and students.

c) Class rooms with ICT facility: **Nil**

d) Laboratories: Two laboratories for practical work, however instrument stock not adequate.

31. Number of students receiving financial assistance from college, university, government or other agencies - **Data not recorded.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts - **Nil**

33. Teaching methods adopted to improve student learning:
- **Showing of specimens, relevant photographs from the internet, demonstration through power point presentations, interactive teaching, class tests, wall magazine, quiz and educational excursion for enriched learning.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and Future plans

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>➤ A good number of students enroll for Zoology Hons. and General course.</li> <li>➤ Teachers and staff take good effort towards individual training of the students.</li> <li>➤ Students get support from departmental library apart from central library.</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>➤ Poor teacher student ratio B.Inadequate funding for purchase of instruments and latest edition of books.</li> <li>➤ Insufficient infrastructure for growing number of students each year.</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>➤ Teachers' engagement in different research projects.</li> <li>➤ Career counseling for the students.</li> </ul>	<p><b>CHALLENGE</b></p> <ul style="list-style-type: none"> <li>➤ To introduce more research activity in the department.</li> <li>➤ Equip the laboratory well with instruments, specimens and fine chemicals.</li> </ul>

**Future Plan:**

- ❖ To organize National Seminar on inter-diciplinary subject
- ❖ To shift the department to a building having more space



## RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan  
CHAMPADANGA, HOOGHLY, PIN.- 712401  
Estd. 1971

Ref. No. RM/Dec/SSR/92/16

Date... 24/5/16

### Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place : Campadanga, Hooghly (W.B.)

Signature of the Head of the institution  
with seal:

Date : 24/5/16

Sujata Bandyopadhyay



Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly



## RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan  
CHAMPADANGA, HOOGHLY, PIN.- 712401  
Estd. 1971

Ref. No. RM/C.C./91/16

Date 24/5/16

### Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Rabindra Mahavidyalaya fulfils all norms stipulated by the affiliating University and/or Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and the affiliation and recognition [if applicable] is valid as on date.

In case the affiliation/recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 24/5/16  
Place: Champadanga, Hooghly



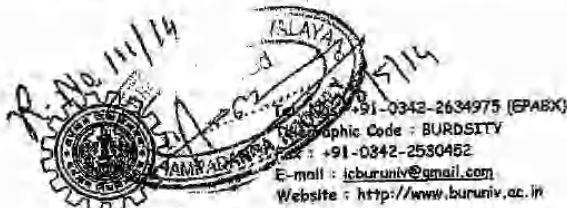
Sujata Bandyopadhyay  
Teacher-in-Charge  
Rabindra Mahavidyalaya

**Teacher-in-charge**  
**Rabindra Mahavidyalaya**  
**Champadanga, Hooghly**



Recd File  
C.A.S. File

**The University of Burdwan**  
Department of Inspector of Colleges  
Rajbati, Burdwan- 713104  
West Bengal



*Dated, 20<sup>th</sup> May, 2014*

**TO WHOM IT MAY CONCERN**

This is to certify that *RABINDRA MAHAVIDYALAYA, P.O. Champadanga, Dist. Hooghly, West Bengal, Pin-713 104* is affiliated to *The University of Burdwan* since 1971 and recognized by the *University Grants Commission, New Delhi*. The following courses/ subjects are taught in the said college.

- i) Three year B.A. Hons. Course in Bengali, English, History, Geography, Philosophy, Pol. Science, Economics, Education & Sanskrit.  
And
- ii) Three year B.A. General Course with the subjects Bengali, English, Philosophy, Geography, Economics, History, Pol. Science, Education, Defence Studies, Sanskrit & Physical Education.  
And
- iii) Three year B.Sc. Hons. Course in Mathematics, Physics, Zoology, Botany, Micro Biology & Chemistry.  
And
- iv) Three year B.Sc. General Course with the subject Mathematics, Physics, Chemistry, Zoology, Botany and Statistics.  
And
- v) Three year B.Com. Hons. Course in Accountancy.  
And
- vi) Three year B. Com. General Course.  
And
- vii) B.C.A. Hons. Course.

10/6/14  
f

*SR*  
**REGISTRAR**  
REGISTRAR  
THE UNIVERSITY OF BURDWAN  
BURDWAN-713104

Dr. Deb Kumar Panja  
REGISTRAR



The University of Burdwan  
RAJBATI, BURDWAN - 713104  
WEST BENGAL, INDIA

R.No - 143/15  
11/8/15



No.F.IV-2(XI)/323/33/1

Dated : 20.8.2015

TO WHOM IT MAY CONCERN

This is to certify that Rabindra Mahavidyalaya, P.O. Champadanga, Dist. Hooghly, PIN -712 401 (W.B.) established in the year 1971, is affiliated to the University of Burdwan and the said college is included under Section 2(f) & 12(B) of the UGC Act, as entered in Sl. No. 593 vide D.O. No. F.2-6/2002(X Plan) dated 08.1.2003.

Yours faithfully,

REGISTRAR

ATTESTED  
  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

2/6/16



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI

No.F.8-17/76(F)

Dated September 7, 1976.

To

The Registrar,  
University of Burdwan,  
Burdwan (W.B.).

Sub:- List of Colleges prepared under Section 2(f) of the UGC  
Act 1956 - inclusion of New Colleges in the -

Sir,

I am directed to refer to your letter No.F.IV-2/70/1118  
dated 22/2.3.1976 on the above subject and to say that the name  
of the following college has been included in the above list  
under Non-Govt. Colleges teaching up to Bachelor's degree :-

Rabindra Mahavidyalaya,  
P.O. Champadanga, Distt. Hooghly,  
(Permanent affiliation)

The Intermity Bond and other documents in respect of the  
above college have been accepted by the Commission.

Yours faithfully,

*B.R. Kwatra*

( B.R. Kwatra )  
Assistant Secretary

Copy forwarded to :-

1. The Principal, Rabindra Mahavidyalaya, P.O. Champadanga,  
Distt. Hooghly.
2. All Officers/Sections.

*B.R. Kwatra*

( B.R. Kwatra )  
Assistant Secretary

## Quality Profile

Name of the Institution : Rabindra Mahavidyalaya  
Place : Champadanga, Dist., Hooghly, West Bengal

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	72	10	720
II. Teaching-learning and Evaluation	74	40	2960
III. Research, Consultancy and Extension	60	05	300
IV. Infrastructure and Learning Resources	74	15	1110
V. Student Support and Progression	70	10	700
VI. Organisation and Management	78	10	780
VII. Healthy Practices	69	10	690
		100	$\Sigma C_i W_i = 7260$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7260}{100} = 72.60$$

*K. K. Das*  
Director



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the*

***Rabindra Mahavidyalaya***

*Champadanga, Dist. Hooghly, affiliated to University of Burdwan  
West Bengal as*

***Accredited***

*at the B level.*

*Date: May 21, 2006*



*Unasad*  
**Director**

- This certification is valid for a period of Five years with effect from May 21, 2006
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C grade, 65-70-C grade, 70-75- B grade, 75-80- B grade, 80-85-B grade, 85-90- A grade, 90-95-A grade, 95-100-A grade (upper limits exclusive)

# **RABINDRA MAHAVIDYALAYA**

Champadanga, District – Hooghly,

*West Bengal – 712401*

\*

Draft Peer Team Report

**On Institution Accreditation**

\*

22<sup>nd</sup> and 23<sup>rd</sup> February, 2006

\*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**



## **\*\*Draft Peer Team Report on Institution Accreditation of Rabindra Mahavidyalaya, Champadanga, District Hooghly, West Bengal.**

### SECTION 1: PREFACE

Rabindra Mahavidyalaya, Champadanga, volunteered to be assessed by the National Assessment and Accreditation Council (NAAC) and submitted the Self-Study Report to NAAC in November, 2005. A Peer Team was constituted by the Council to visit the institution and validate the Self-Study Report. The Peer Team consisting of **Prof. P. K. Sahu**, former Deputy Chairman, State Planning Board, Orissa as Chairperson, **Prof. D. Vijaya Prasad**, Joint Director, Directorate of Collegiate Education, Hyderabad, A.P. as Member Co-ordinator and **Prof. M. N. Welling**, Principal, SVPKM Mithibai College of Arts, CISC & AJCCE, Mumbai, Maharashtra as Member, visited the institution for two days on 22<sup>nd</sup> and 23<sup>rd</sup> February, 2006.

Rabindra Mahavidyalaya, Champadanga of Hooghly district, is located in a rural area and is situated in a Campus area of 6.64 acres. This is an affiliated college of the University of Burdwan and is a Grant-in-Aid institution. The University Act does not provide scope for autonomy to colleges. The college was established in the year 1971 and was recognized by the UGC under 2f in 1976.

**\*\*** As the signed report is misplaced at our end we are giving the draft version

In the year 1971, several persons of the area, cutting across different social strata came forward with invaluable donations and established this Rabindra Mahavidyalaya with the mission of taking higher education within the reach of rural villagers who reside at far away places that are about 80 km from state Capital, Kolkata. The vision of the founders was to transform the locality into an enlightened and confident community.

The college is having at present has 2276 students with 824 being girls. The college offers 20 programmes in Arts, Science and Commerce faculties at Under Graduate level through 14 Honours and 17 General courses. In total, it has 18 departments. There are 28 permanent teachers, 7 temporary and 34 part-time teachers at present of which 15 are females. Among the permanent teaching staff, there are 11 Ph.D. and 4 M.Phil. degree holders. The College has 25 permanent non-teaching staff and 7 full time temporary staff. The college follows annual system as its temporal plan of academic work. The Unit cost per student including salary expenditure is Rs.7,144/- and Rs.579/- excluding salary. The college has a Central Library, Departmental libraries, Health centre, Sports facilities, Canteen, Welfare schemes, Grievance cell, Vehicle parking shed, Guest-Room, Non-Resident centre and a Photo copy centre as support services. The college has 265 working days of which 209 are teaching days. The drop out rate is on an average 25 % for the year 2002-03 entry batch. The success rate of the college is 88 % during the year 2004-05.

The peer team carefully analyzed the Self-Study Report submitted by the institution. During institutional visit, the team went through all the relevant documents, visited the departments and the facilities, and interacted with various constituents of the institution. The Academic, co-curricular, extra-curricular, sports and extension facilities of the institution were visited. The peer team also interacted at length with the Governing Body, Head of the Institution, faculty, non-teaching staff, students, parents

and alumnae of the institution. Based on the above exercise, and keeping in mind the criteria identified by the NAAC, the peer team has taken the value judgment. The assessment of the institution under various criteria, the commendable features of the institution as well the issues of concern are given in the following pages.

## **SECTION II: CRITERION-WISE ANALYSIS**

### **Criterion I: Curricular Aspects**

As an affiliated College of the University of Burdwan, the College follows the syllabi prescribed by the University for all its UG programmes in non-semester(annual) pattern. The College offers the UG programmes in three faculties of Arts, Science and Commerce through ten departments of Arts (Bengali, English, Sanskrit, History, Philosophy, Political Science, Economics, Geography, Defence Studies and Physical Education) seven departments in science (Physics, Chemistry, Zoology, Botany, Microbiology Mathematics and Statistics) and one departments in Commerce. The college offers both Honours and General courses in all Arts subjects except in Defence Studies and Physical Education and in all Science Departments except in Mathematics which is restricted to general course only. Microbiology is being offered only in Honours and in Commerce it is offered both in Honours and General courses. The PG diploma courses are offered in Computers and spoken English. Keeping in mind the need for career orientation, the College offers Microbiology as a Self Financing Course. In all there are 20 programmes in UG courses.

To introduce a new programme within the regulations of the present University system, the college takes six months on an average. Proposals for full fledged Career Oriented Courses on fifteen subjects such as Tourism, Fashion Designing, Journalism and Mass Communication, Vermiculture etc. have been submitted under ‘Career Oriented

Programmes scheme' to the UGC. The Programmes are generally in conformity with the mission, goals and objectives of the institution.

## Criterion 2: Teaching – Learning and Evaluation

Admission to various courses of study is done on the basis of the performance of the students in the qualifying examination and in addition through Counselling to Science Honours courses. The college follows the West Bengal Government Reservation policy for the admissions. After the admission, in the very early classes, the student's knowledge/skill level for the course is observed through oral questionnaire in the Honours courses and the teachers devise their Lecture programmes accordingly so that the students do not feel the strain in following the classes. The college follows continuous evaluation system to assess the knowledge/skill through class tests. Remedial coaching classes were conducted exclusively during IX plan period utilizing UGC grant.. Advanced learners were identified on the basis of class results by teachers of respective departments and were trained through discussions, seminars. They were encouraged to contribute articles also. The syllabi are not unitised. Transparencies, CDs, Charts/Maps, Quizzes supplement the regular teaching programme.

In the past year the college had 265 working days out of which 209 were teaching days. The students were informed of the evaluation methods through the College Calendar and notices at the beginning of the academic year. The overall performance of students in different examinations was monitored through review by the concerned teachers.

The College has well qualified faculty to handle various programmes. Out of 28 permanent staff 11 have Ph.D and 4 have M.Phil degrees. Out of 7 temporary teachers



one has Ph.D. and another M.Phil. Recruitment of teachers against aided posts is done according to the government/University norms. Recruitment of Unaided teachers is done through a 'Selection Committee' constituted by the Governing Body whose salaries are paid by the college. Out of the 37 posts sanctioned by the Government, 13 posts are lying vacant due to retirement or resignation and requisitions have been submitted to the College Service Commission to fill up the vacancies. This year 7 full-time temporary teachers (Contractual basis) and 34 part-time teachers have been appointed who are paid from the college fund.

Twelve teachers have participated in national level seminars and three teachers have participated in international level seminars. One teacher was the resource person at the international level/workshop. Teachers submit their self-appraisal report to the Principal who countersigns the same and submits to the University annually. Four teachers have participated in Refresher/ Orientation Course during the last two years.

### **Criterion 3 : Research, Consultancy and Extension**

The College being an undergraduate college, research plays a secondary role. There are eleven Ph.D. and four M.Phil. degree holders form among the 28 permanent teaching staff of the college. The College granted study leave to one teacher under FIP plan of the UGC and to two other teachers otherwise, to pursue research, adjusting the teaching scheduled by appointing part-time teachers as substitutes. At present, there are four part-time research scholars who have registered either Ph.D. or M.Phil. There is a research committee in the college for submitting the project proposals. There are two research projects carried out by the Faculty of Microbiology, but not with the support of

the UGC or external agencies. The teachers of the college have not provided any consultancy service leading to financial gain to the institution so far.

There are designated persons assigned with additional charges meant for catering to extension activities of the college. There are four NSS Units in the college. The NCC unit also is very active. The College Undertakes programmes relating to Health and Hygiene Awareness, Medical Camps, Adult Education and literacy, AIDS awareness, Environment awareness, Biodiversity preservation etc as part of their NSS/NCC activities. The college conducted a survey of 2474 families of Champadanga village in 2004-05 to critically examine the status with respects to their available amenities and resources. Three Cadets of NCC from this College represented the Republic Day parade at New Delhi. So far, five Cadets passed NCC 'C' Certificate from this college. The students and teachers of the college are encouraged to participate in extension activities actively.

#### **Criterion 4 : Infrastructure and Learning Resources**

The College is located on 6.64 acres of land. It has well maintained five building with total 28 classrooms. Besides seventeen laboratories, a central library, and a playground are also present. The College maintains its infrastructure with the assistance obtained from the State Government. Efforts have been made by the college administration to keep the campus beautiful with the help of NSS volunteers and NCC cadets. The unutilized land on the campus is covered under Social Forestry Scheme. A large number of trees are grown as valuable assets. There is a large pond on the campus, which is leased out to fishermen cooperative on an annual rent basis. The College has not augmented its infrastructure keeping in pace with the academic growth of the institution. The College premises can also be shared with the external agencies after the college hours as well as on holidays.

The central library of the College is open on all working days from 10.00 a.m. to 5.00 p.m. It has 26,005 books having 6,207 titles and 17 journals/periodicals. The College has a full time librarian post but it is lying vacant due to retirement of the librarian. The library functions under the supervision of an Advisory Committee. Reference facilities of the library are made available on holidays to the students, ex-students and students from other institutions. The library is partially computerized and has open access system. Book bank facility is made available to the students. The library is not interconnected with the other libraries.

The college has computer networking in the general office, accounts office, cash section, different departments. Thirteen computers are on network by LAN and connected to central server. The maintenance of computers is done by external agency on contract basis.

Playground is available for basketball, volleyball, badminton, football etc. The playground is used by the senior citizens around the College for morning walk. It is also used for sports activities by outside agencies with prior permission of the authorities. Facilities for indoor games like carom, table tennis etc. are provided to the students. The College has recently established a multi gym having 16 stations. This multi gym is open for use of the outsiders with a nominal payment. The college encourages outstanding sportspersons by providing them kits. Special weightage is given to the sportspersons at the time of admission. There are some sportsperson who have won medals at the university level and at state level.

Health check up facility is available once a week on the campus in its Health Care Unit to the members of the teaching, non-teaching staff and the students. For this purpose, registered medical practitioner is made available. The College is registered with the Students' Health Home (SHH) (State Level Non-Government Organization). An

annual fee of Rs.5/- per head is collected from all the students and the total amount collected is deposited with SHH. Such registered students can avail the facilities like consultation with specialists, pathological tests etc. at minimum cost.

### **Criterion 5 : Student Support and Progression**

The drop out rate in case of general students is as high as 37%. However, the drop out rate in case of Honours students is 6%. Student progression to employment and further studies is 19%. The College has not kept updated record regarding its students passing the examinations like UGC-CSIR, GRE etc. It publishes its updated prospectus annually, which includes information about the college, courses offered, admission policy, fee structure, rules & regulations etc. The College charges fees as per university/government rules. One student of the College received merit-cum-means scholarship. Students concession was received by 260 students, 137 students received SC/ST/OBC stipend whereas 57 poor students were helped through Students' Aid Fund.

The College gets feedback from the outgoing students. Three types of feedbacks viz. feedback on teachers, feedback on departments, feedback on the college (campus experience) is collected. Feedback on teachers is sent to the teachers concerned for analysis and upgradation. Feedback on the departments are sent to the central computing center for analysis and department-wise reports are placed before the respective departments for deliberations. Feedback reports on the campus experience is analyzed by a team comprising representatives of teaching, non-teaching staff and the students and the same is discussed in the meetings of the teaching and non-teaching staff.

The College has not established employment cell and has not appointed placement officer.

Recreational and leisure time facilities like indoor games, literary activities, debate clubs are available to the students. The College publishes annual magazine in which students contribute articles, poems etc. which promotes creativity and opportunity for nurturing hidden talents among the students.

Registered Alumni association has been formed. Alumni Association has helped the college in constructing the College gate and installing drinking water facility. Some cupboards are also donated to the College by the association

### **Criterion 6 : Organization and Management**

The administration of the College is being carried out by the governing body of the College. The Principal is the academic and administrative head of the College. The administration of the College is decentralized. Twenty two sub-committees comprising teachers, non-teaching staff and students headed by a teacher convener take decisions and supervise various functions of the College. The Principal is the ex-officio Chairman of all the committees.

The efficiency of the non-teaching staff is monitored by the Principal and the Office Superintendent. The College had conducted forty-five days training course on computer for the non-teaching staff, which is praiseworthy. However, the College has not deputed the non-teaching staff for professional development programmes conducted by the government/UGC. Employees credit cooperative society has been founded which is rated as 'A' class society by the co-operative department.

The College has budgeting system. During the year 2004-05, the overall budget allocation was Rs. 1,64,31,500/- of which salary grant of permanent staff was Rs.1,40,00,000/- leaving a deficit of Rs. 2,30,000/- at the end of the year. The unit cost

per student including salary components is Rs. 7,144/- and excluding salary is Rs. 579/-. Internal audits of college accounts are carried out periodically and the Accounts are also duly audited by a Chartered Accountant.

A complaint box is kept in the College in which both students and staff members can put their representations, related to their grievances. The grievance redressal cell goes through the representations put in the box. The Principal is briefed about the grievances, which are subsequently redressed.

### **Criterion 7 : Healthy Practices**

The faculty and the College are striving towards realizing the goal of imparting quality education and overall personality development of the students. The following healthy practices have been established for this purpose:

- To promote communication skills among the students, English Department of the College has started Communicative English Classes.
- Large number of trees have been grown on unutilized land of the campus.
- Large pond on the campus is leased out to fishermen cooperative on annual basis.
- Reference facility in the library has been made available on holidays to ex-students and students of other institutions.
- Playground has been made available to local youngstar for playing and senior citizens for morning walk.

- Training facility at multi gym has been provided to the outsiders with nominal payment.
- Counseling corner (academic) has been created for the interaction between teachers and students.
- Members of the teaching and non-teaching staff have been provided the facility to avail for a weekly checkup in the Health Care Unit of the college.
- Training course on computer was organized by the College for its non-teaching staff.
- The students have been given with the medical facilities at minimum cost available in Students' Health Home (State level NGO) with which the College has registered itself.

### **SECTION III : OVERALL ANALYSIS**

The Peer Team, after going through the Self-Study Report and its visit to various academic and physical facilities, it was quite happy that Rabindra Mahavidyalaya was able to achieve its cherished goal of bringing higher education to the door step of the rural population. The college had the reputation of imparting quality education and sense of discipline among the younger generation. The Peer Team conveyed its commendation to the institution for the following aspects:

1. Dedication and commitment of the teaching and the non-teaching staff of the Institution.
2. Effective leadership, inter-personal relationship between teachers and students resulting in efficient team work.
3. Strict discipline maintained in the institution.

4. Facilitating aspects of the Institution to promote students participation and achievements in sports and games.
5. Maintaining the environment lush green.
6. Preparation of adequate future planning of infrastructure, and
7. An active and supportive alumnae association which has provided infrastructural support to the College.

Keeping in view the future plans of the Institution the Peer Team suggested the following for consideration of the Institution:

1. The college could explore the possibility of introducing more job-oriented and add-on courses to increase flexibility in course combination taking into consideration of the latest trends and societal needs .
2. More and more certificate courses under self-financial schemes could be introduced to attract students, mobilizing resources and skills development.
3. Development of infrastructural facilities could be given prior attention, specially in building more class rooms, spacious laboratories and providing equipments.
4. Because of the location of the College at a distant place from the town, transport facilities could be arranged to increase the efficiency of the teachers and students.
5. Construction of one boys' and one girls' hostel should be taken up on priority basis to attract more students from distant places.
6. To create interest in the minds of part-time teachers, the revised pay scale must be immediately implemented and the college authorities to take immediate steps to impress upon the State government and the University to fill up the required post.
7. Considering the importance of the English language in the prevalent global scenario, special programmes may be designed and introduced for improving the students' communication skills in English.



8. Providing computer and internet facilities to all the teachers and the students is essential.
9. Self-appraisal and other mechanism of teachers evaluation need to be formalized and students' feedback in evaluating the teachers' performance should be made effective.
10. The College should establish an employment cell and appoint placement officer.
11. Spacious room should be provided in the library as reading room.
12. Library needs to be inter connected with other libraries.
13. Qualified librarian and other full time staff in the library is required to be appointed by the college.
14. Up-to-date record of students passing the examinations like UGC-CSIR , GRE etc. should be maintained by the College.

The Peer Team conveys its appreciation to the Principal, staff and students for the cooperation extended to them in facilitating their visit to the college and making all necessary arrangements. They thank the Principal **Dr. Tarun Kumar Mandal** and Steering Committee coordinator **Prof. Ardhendusekhar Jana**, for managing the work with commendable efficiency. The Peer Team conveys its best wishes to the college and hopes that with the active involvement of all the stake holders, the college will register greater development in the days to come.

Names and Signatures of the Peer Team members

**Prof. P.K. Sahu**

Chairman

**Prof. D. Vijaya Prasad**

Member Coordinator

**Prof . M.N. Welling**

Member

I agree with the observations and recommendations made by the Peer Team in this report.

Principal  
(signature & Seal)

**J.****Compliance Report**

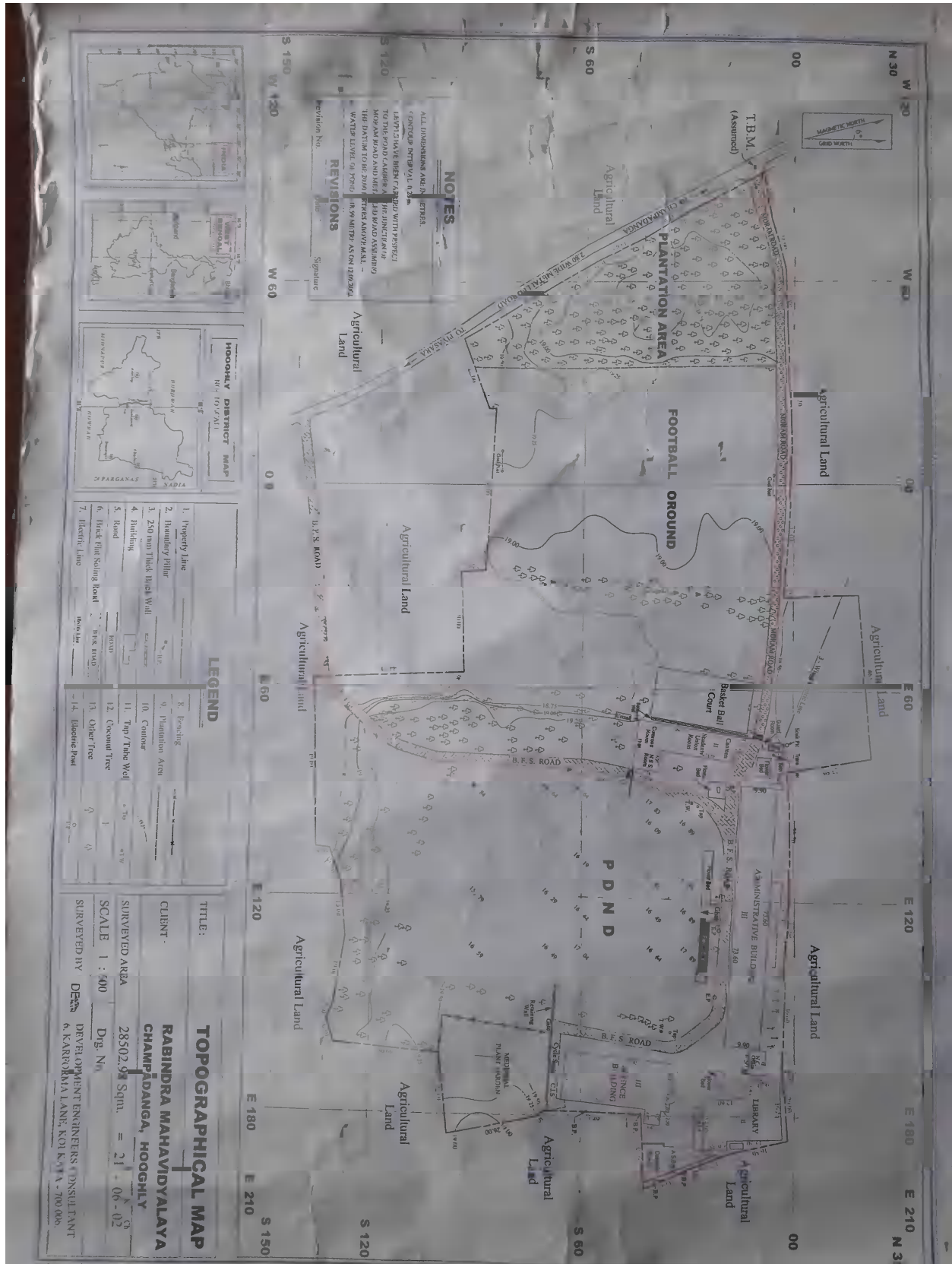
Sl. No.	Recommendations made by the Peer Team during 1 <sup>st</sup> Cycle of accreditation	Initiative Taken by the college till date
1	The college could explore the possibility of introducing more job-oriented and add-on courses to increase flexibility in course combination taking into consideration of the latest trends and societal needs.	The ICA (Institute of Computer Accountants) conducted a job-oriented Course for two years (2005-2007). DOEACC Computer conducted a job oriented Certificate Course for another two years (2008-10).
2	More and more certificate courses under self-financial schemes could be introduced to attract students, mobilizing resources and skills development.	A Certificate Course in spoken English was introduced and conducted till 2008.
3	Development of infrastructural facilities could be given prior attention, specially in building more class rooms, spacious laboratories and providing equipments.	New buildings have been constructed and therefore the numbers of class rooms have increased over the years. Botany Department is likely to be shifted soon in the newly build Bio-Science Building with more laboratory space. Laboratory space for Physics has been enhanced.  Almost all the science departments have received share of UGC fund and new

		equipments have been purchased. Since 2007, an eco-friendly generator has been installed. Numbers of submersible pumps have increased. With MPLAD and fund from Zilla Parishad, a long boundary wall has been erected.
4.	Because of the location of the College at a distant place from the town, transport facilities could be arranged to increase the efficiency of the teachers and students.	The transport facility has improved as a Magic-service from Champadanga Bus Stand to Peasarah touching the college on the way is introduced. The main thoroughfare i.e. the Auhalyabai Road has been repaired making (State High Way) the communication better. The college has been making repeated pleas for better road and communication facilities to the local administration which ultimately has borne the fruit.
5	Construction of one boys' and one girls' hostel should be taken up on priority basis to attract more students from distant places.	Construction of one women's Hostel for tribal girls is near to completion with monetary grant given by the UGC under

		the X <sup>th</sup> plan period.
6	To create interest in the minds of part-time teachers, the revised pay scale must be immediately implemented and the college authorities to take immediate steps to impress upon the State government and the University to fill up the required post.	Part-time teachers (PTT) have already come in the State Govt. payroll resulting in increased pay and more financial security for them. The approval by the Govt. also has ensured greater presence of the PTTs in the institution ensuring more number of classes for the respective departments. Twenty four new full-time teachers have joined the institution.
7	Considering the importance of the English language in the prevalent global scenario, special programmes may be designed and introduced for improving the students' communication skills in English.	The early initiative taken in this regard have been tried to be maintained. But altogether, the English Communication Programme has not been carried out successfully.
8	Providing computer and internet facilities to all the teachers and the students is essential.	At present college has 21 Laptops and 36 Desktops with internet connectivity. Many departments have received Desktops. College is providing Wi-Fi facilities also.
9	Self-appraisal and other mechanism of teachers evaluation need to be formalized and students' feedback in evaluating the teachers' performance be	Feedback is taken from the students to make them more aware about the teaching-

	made effective.	learning-process. Self-apparaisal diary is given to prospective teachers for their academic upliftment and promotion under CAS.
10	The College should establish an employment cell and appoint placement officer.	There is a placement cell in the college and a senior teacher is in charge of that cell.
11	Spacious room should be provided in the library as reading room facility.	Room adjacent to the Library is now used as a Reading Room.
12	Library needs to be inter-connected with other libraries.	The library has installed the SOUL software though interconnectivity with other libraries are yet to start as part of a broader networking. However, teachers can access online materials through INFLIBNET or British Council Library (BCL) log on facilities.
13	Qualified librarian and other full time staff in the library is required to be appointed by the college.	Recruitment of Librarian is subject to the West-Bengal College Service Commission's recommendation. However, in recent time, the college has recruited one full time clerk

		for the Library.
14	Up-to-date record of students passing the examinations like UGC-CSIR, GRE etc. should be maintained by the College.	Unfortunately, no such records are kept in the college. Since the students generally do not sit for such examinations after completing their graduation programme, so the need for maintaining such records are not immediately felt.







*Prithwiraj Pal & Associates*

CHARTERED ACCOUNTANTS

AUDITORS' REPORT

We have audited the attached Balance Sheet of RABINDRA MAHAVIDYALAYA of Champadanga, Hooghly – 712 401, as at 31<sup>st</sup> March, 2012 and also the Income & Expenditure Account for the year ended 31.03.2012, annexed thereto, and report that :


- (a) We have obtained all the information & explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.
- (b) In our opinion proper books of accounts have been kept by the college so far as appears from our examination of such books produced before us.
- (c) The Balance Sheet, Income & Expenditure Account referred to this report are drawn up in conformity with usual practice and are agreement with the books of accounts maintained by the said College.
- (d) In our opinion and to the best of our information and according to the explanations given to us, the said Balance Sheet, Income & Expenditure Account give a true and correct view of the Accounts of the RABINDRA MAHAVIDYALAYA

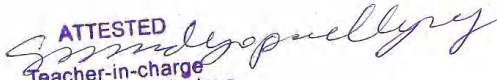
For PRITHWIRAJ PAL & ASSOCIATES  
CHARTERED ACCOUNTANTS



Date : 21.05.2013.

Place : Kolkata.

  
( PRITHWIRAJ PAL )  
Proprietor.  
Membership No. 059923.

**ATTESTED**  
  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

UNIVERSITY OF BURDWAN  
CHAMPADANGA, HOOGHLY, WEST BENGAL, PIN - 712 401.

**BALANCE SHEET AS AT 31ST MARCH, 2012.**

Liabilities	Annexure	Amount(Rs.)	Assets	Annexure	Amount(Rs.)
Capital Fund	A	20,276,055.28	Fixed Assets	G	18,198,194.00
Other Fund	B	3,611,569.90	Amount Recoverable	H	1,480,355.82
Other Liabilities & Provisions	C	82,693.00	Loans & Advances	I	1,940,881.00
Provident Fund	D	8,600,901.82	Provident Fund Investment	D	8,574,840.00
Undisbursed Grant	E	6,238,026.00	Security Deposit with WBSEB As per last Account		19,000.00
Undisbursed Fees	F	63,827.00	Cash & Bank Balance - Cash at Bank Cash in Hand	J	8,659,164.18 638.00
		<u>38,873,073.00</u>			<u>38,873,073.00</u>

Date : 21.05.2013.

Place : Kolkata.

In terms of our report of even date.  
For Prithwiraj Pal & Associates  
Chartered Accountants



(Prithwiraj Pal)  
Proprietor.

**ATTENDED**  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

UNIVERSITY OF BURDWAN  
CHAMPADANGA, HOOGHLY, WEST BENGAL, PIN - 712 401.

**ANNEXURE - A  
CAPITAL FUND**

Amount (Rs.)
19,899,196.91
376,858.37
<u>20,276,055.28</u>

Opening Balance as on 01.04.2011

Add : Excess of Income over Expenditure

Closing Balance as on 31.03.2012

**ANNEXURE - B  
OTHER FUND**

	Balance as on 01.04.2011 Amount (Rs.)	Addition during the year Amount (Rs.)	Utilised during the year Amount (Rs.)	Transfer during the year Amount (Rs.)	Balance as on 31.03.2012 Amount (Rs.)
Building Fund	675,989.00	273,550.00	95,674.00	-	853,865.00
Caution Deposit (Laboratory)	44,950.00	-	-	-	44,950.00
Caution Money (Laboratory)	314,495.00	64,670.00	12,600.00	-	366,565.00
Caution Money (Library)	538,878.00	96,165.00	7,225.00	-	627,818.00
Cultural & Festival Fund	167,597.00	100,960.00	259,555.00	-	9,002.00
Development Fund	1,061,742.00	412,260.00	-	-	1,474,002.00
Library Fund	225,530.90	-	23,720.00	-	201,810.90
N.S.S.	105,000.00	180,000.00	285,000.00	-	-
Scholarship & Stipend	83,940.00	151,720.00	83,820.00	-	151,840.00
Students Aid Fund	131,157.00	150.00	85,610.00	-	45,697.00
Students Award Fund	4,726.00	-	-	-	4,726.00
Students Health Home	86,876.00	14,575.00	-	-	101,251.00
UGC Remedial Coaching for SC, ST & Minority	(208,792.00)	-	61,165.00	-	(269,957.00)
	<u>3,231,888.90</u>	<u>1,294,050.00</u>	<u>914,369.00</u>	<u>-</u>	<u>3,611,569.90</u>



ATTESTED  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2012.**

Expenditure	Amount (Rs.)	Income	Amount (Rs.)	Amount (Rs.)
To Advertisement	74,739.00	By Fees Received -		
Audit Expenses	15,945.00	Admission Fees	134,560.00	
Audit Fees	11,500.00	Centre Fees	180,087.00	
Bank Charges	8,150.00	College Examination Fees	144,650.00	
College Exam Expenses	540.00	Electric Fees	188,530.00	
College Up-keep Expenses	36,704.00	Enrollment Fees	144,085.00	
Computer Expenses	16,890.00	Generator Fees	32,490.00	
Educational Excursion	11,080.00	Gymnasium Fees	4,720.00	
Electric Charges	228,040.00	Laboratory Charges	206,440.00	
Fuel Charges	8,930.00	Library Fees	88,150.00	
Games & Sports Expenses	136,544.00	Magazine Fees	67,600.00	
Gym Expenses	14,000.00	Sports Fees	116,080.00	
Internet Expenses	1,800.00	Stream Change	6,195.00	
Laboratory Expenses	62,388.00	Students Identity Card	25,600.00	
Legal Charges	44,640.00	Students Aid Receipts	72,825.00	
Meals Expenses	23,260.00	Transfer Fees	200.00	
Meeting Expenses	22,890.00	Tuition Fees	1,644,500.00	
Newspaper & Periodicals	7,474.00	University Exam Fees (with Late)	528,830.00	
Part Time Allowance	77,559.00	University Processing Fees	16,245.00	
Postage Expenses	2,532.00	University Review Processing Fees	9,735.00	
Printing & Stationery Expenses	66,204.00			3,611,522.00
Printing Charges	160.00			
Remuneration for Guest Lecturer	838,120.00	Grant in Aid		
Remuneration for Lab Assistant	96,000.00			
Remuneration to Casual Non-Teaching Staff	482,138.00			
Repairing & Maintenance Expenses	160,859.63			
Seminar Expenses	309.00			
Silksha Karmi Samity	4,140.00			
Stationery	70,899.00			
Tea & Tiffin Expenses	2,528.00			
Telephone Expenses	12,718.00			
Travelling Expenses	46,690.00			
	2,566,370.63			
				28,204,521.00
				31,816,043.00

c/f



INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2012. - Contd.

<u>Expenditure</u>	<u>Amount(Rs.)</u>	<u>Income</u>	<u>Amount(Rs.)</u>	<u>Amount(Rs.)</u>
To University Examination Fees	b/f			
" Bus Concession	2,566,370.63	By Others -		31,816,043.00
" Centre Expenses	555,521.00	Bank Interest		133,003.00
" Generator Expenses	10,980.00	Employee Association		540.00
" Student Union Election	97,594.00	Sale of Form & Prospectus		148,935.00
" University Enrollment	4,385.00	Income from College Property		139,788.00
" University Processing Fees	8,714.00	Miscellaneous Income (Net)		545,022.00
" Salary Savings under LIC	143,964.00	Selling Bus Concession Card		1,440.00
" Grant In Aid	21,965.00	Siksha Karmi Samity		4,680.00
" Student Identity Card	237,898.60	Teachers Council		28,600.00
" Teachers Council	28,198,781.00	Salary Savings under LIC		239,078.60
" Departmental Wall Magazine	22,088.00	UGC - Grant in Aid		252,250.00
" Festival Incentive - 2011	19,130.00	University Spot Assessment		2,700.00
" Gardening Expenses	316.00	Youth Parliament		2,500.00
" Library Contingency	42,280.00			
" Plumbing Expenses	4,900.00			
" Registration Expenses	11,270.00			
" University Inspection	810.00			
" Depreciation	5,500.00			
	2,000.00			
	983,244.00			
Excess of Income over Expenditure transferred to Capital Fund	376,858.37			

Date: 21.05.2013.

Place : Kolkata.

In terms of our report of even date.  
For Prithviraj Pal & Associates  
Chartered Accountants

ATTESTED  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champaadanga, Hooghly

( Prithwiraj Pal )  
Proprietor.

**RABINDRA MAHAVIDYALAYA  
P.O. CHAMPADANGA  
D.T. HOOGHLY**

**AUDIT REPORT FOR THE YEAR 2012-13**

**By**

ATTESTED  
*S. Mukhopadhyay*  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

**N. MUKHOPADHYAY & CO  
19, NETAJI SUBHAS ROAD  
HOWRAH 711 101**

**n.mukhopadhyay & Co**

Chartered Accountants

19, Netaji Subhas Road, Howrah – 711 101. Ph: 2683 3441 / 98300 81964

**AUDITORS REPORT**

We have audited the attached Balance Sheet of “RABINDRA MAHAVIDYALAYA” of CHAMPADANGA, HOOGHLY as at **31<sup>st</sup> March, 2013** and also the annexed Receipts & Payments Account and Income & Expenditure Account for the year ended as on that date. These financial statements are the responsibility of the management of the Association. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted the audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether these financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Subject to our Separate Report we further report that :-

- (a) We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of our audit;
- (b) The Balance Sheet, Income & Expenditure Account and Receipts & Payments Account, dealt with by this report, are in agreement with the books of accounts;
- (c) In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet and Income & Expenditure Account gives the information in the manner so required and gives a true and fair view;
  - (i) In the case of Balance Sheet, of the state of affairs as at 31<sup>st</sup> march, 2013  
and
  - (ii) In the case of Income & Expenditure Account, the Net Deficit for the year ended on that date

Dated : 30<sup>th</sup> day of July, 2014

Place : Camp Champadanga,

**For N.MUKHOPADHAYAY & CO.**

**Chartered Accountants**

*Nivoy Mukhopadhyay*

(Nivoy Mukhopadhyay)

Partner

Membership No 055899

**ATTESTED**  
*Nivoy Mukhopadhyay*  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly



**n.mukhopadhyay & Co**

Chartered Accountants

19, Netaji Subhas Road, Howrah – 711 101. Ph: 2683 3441 / 98300 81964

**SEPARATE REPORT ON THE AUDIT OF  
RABINDRA MAHAVIDYALAYA  
FOR THE YEAR 2012-13**

**1. CASH IN HAND      Rs. 14,742.00**

We are unable to verify the Cash in Hand as our appointment was received late .

**2. CASH AT BANK      Rs. 45,54,672.28**

Cash at Bank consist of 6 Bank Accounts. Out of them Bank Account with PNB, Chandannagar (CD A/c No 6410) having Balance as per Cash Book Rs. 10,405.00 & Bank A/c with United Bank of India Chandannagar (CD A/c No 14411) having Balance as per Cash Book Rs. 14794.00 are not reconciled with Bank Statement due to non availability of Bank Statements.

**3. FIXED DEPOSIT      Rs. 26,000.00**

In Opening Cash at Bank Rs. 26,000.00 was shown as Cash at Bank with United Bank of India Champadanga Branch (A/c No 1651) Actually this was a Fixed Deposit with United Bank of India Champadanga Branch Receipt No 649451 Dated 13.04.2004 (w.e.f 06.04.2004 ) for Rs. 26,000.00 (A/c No 1651) invested for 5 Years @ 5.75 % interest to be matured on 06.04.2009. No action has been taken by College upto today, since the date of maturity. We suggest an urgent action to be taken from College side to update this Fixed Deposit and necessary entries to be made in the Books of Accounts

Dated : 30<sup>th</sup> day of July, 2014  
Place : Camp Champadanga,

**For N.MUKHOPADHAYAY & CO.**  
**Chartered Accountants**

*Nivoy Mukhopadhyay*

(Nivoy Mukhopadhyay)  
Partner

Membership No 055899

**ATTESTED**  
*Nivoy Mukhopadhyay*  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly





**RABINDRA MAHAVIDYALAYA  
CHAMPANDANGA, HOOGHLY**  
**BALANCE SHEET AS AT 31ST MARCH 2013**

LIABILITIES	SCH. NO.	CURRENT YEAR		ASSETS	SCH. NO.	CURRENT YEAR	
		Rs.	P.			Rs.	P.
CAPITAL FUND	A	19,470,063.38		FIXED ASSETS	G	19,288,245.10	
OTHER FUND	B	4,954,560.90		AMOUNT RECOVERABLE	H	1,482,526.56	
OTHER LIABILITY & PROVISION	C	126,686.10		LOANS & ADVANCES	I	2,653,950.00	
PROVIDENT FUND	D	10,039,178.56		SECURITY DEPOSIT WITH SBSEB Balance as per last account.	J	19,000.00	
UNDISBURSE GRANT	E	3,306,496.00		CASH & BANK BALANCE			19,000.00
UNDISBURSE FEES	F	159,372.00		CASH IN HAND	J	14,742.00	
				CASH AT BANK	J	4,554,672.28	
				PROVIDENT FUND	D	10,037,221.00	
				FIXED DEPOSIT	K	26,000.00	
<b>TOTAL :</b>			<b>38,056,356.94</b>	<b>TOTAL :</b>			<b>38,056,356.94</b>

*Attested*  
**Teacher-in-Charge**  
Rabindra Mahavidyalaya  
Champandanga, Hooghly

*Sandhya Paul*  
Teacher-in-Charge & Secretary  
Teacher-in-Charge  
Rabindra Mahavidyalaya  
Champandanga, Hooghly

*AB*  
Bursar  
Rabindra Mahavidyalaya  
Champandanga, Hooghly

*For M. MUKHOPADHYAY & CO.*  
Chartered Accountants  
*Niranjana Mukherjee*  
30/7/2014  
Auditors

*Chitra*  
Accountant  
Rabindra Mahavidyalaya  
Champandanga, Hooghly

*Rabindra Mahavidyalaya*  
Champandanga, Hooghly

*Rabindra Mahavidyalaya*  
Champandanga, Hooghly

**RABINDRA MAHAVIDYALAYA  
CHAMPANDANGA, HOOGHLY**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013**

Head of Account	EXPENDITURE		INCOME	
	Rs.	CURRENT YEAR P. Rs.	Rs.	CURRENT YEAR P. Rs.
<u>TO FEES</u> <u>REFUNDED/ADJUSTED</u> TUITION FEE	425,607.00	425,607.00		
			<u>BY FEES</u>	
			ADMISSION FEE	154,860.00
			COLLEGE EXAM	149,900.00
			ELECTRIC FEE	223,255.00
			GAME & SPORTS FEE	157,870.00
			IDENTITY CARD	42,290.00
			LABORATORY FEE	220,320.00
			LIBRARY FEE	104,600.00
			MAGAZINE FEE	103,875.00
			MIGRATION FEE	300.00
			MISCELLANEOUS FEE	449,235.00
			REVIEW PROCESSING FEE	8,190.00
			SUBJECT/STREAM CHANGE	9,675.00
			FEE	
			TRANSFER FEE	1,050.00
			TUITION FEE	1,840,644.00
			UNI CENTRE FEE	142,680.00
			UNI PROCESSING FEE	15,630.00
				<u>3,624,374.00</u>

ATTESTED  
Teacher-in-charge  
Rabindra Mahavidyalaya,  
Champandanga, Hooghly



Accountant  
Rabindra Mahavidyalaya,  
Champandanga, Hooghly

Accountant  
Rabindra Mahavidyalaya,  
Champandanga, Hooghly

Bursar

Teacher-in-charge  
Teacher-in-charge & Secretary  
Champandanga, Hooghly



**RABINDRA MAHAVIDYALAYA  
CHAMPANDANGA, HOOGHLY**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013**

Head of Account	EXPENDITURE		Head of Account	INCOME	
	Rs.	CURRENT YEAR P. Rs.		Rs.	CURRENT YEAR P. Rs.
REMUNERATION (LABASST.)	80,000.00				
REVIEW PROCESSING FEE	9,785.00				
TEACHERS COUNCIL	16,270.00				
UNI. PROCESSING FEE	10,405.00				
AMC OF GENERATOR	7,865.00				
CARRING COST	970.00				
CENTRE EXPENSES	112,376.00				
COLLEGE EXAM	55,140.00				
CONSULTATION CHARGE	18,480.00				
ELECTRIC CHARGES	235,173.00				
ELECTRICAL APPLIANCE	23,404.00				
EMP. ASSOCIATION	4,220.00				
FUEL CHARGE	5,106.00				
GAMES AND SPORTS EXP.	68,034.00				
Gardening expenses.	9,500.00				
GENERATOR EXP.	18,737.00				
IDENTITY CARD	44,245.00				
Laboratory contingency	1,100.00				
Laboratory Expenses	86,340.00				
LABOUR CHARGES	13,960.00				
Legal charges	4,935.00				
MEETING EXP.	26,198.00				
MISC. A/C	447,517.00				
NEWSPAPER & PERIODICALS	12,684.00				
PLUMBING EXP.	24,478.00				
PRINTING & PUBLICATION EXP.	41,287.00				
REMUNERATION (EXTRA CLASS)	87,100.00				
REMUNERATION FOR NIGHT	5,400.00				
GUARD.					
REPAIRING & MAINTENANCE	51,189.00				
			Deficit :-(Being the excess of Expenditure over Income)	805,991.90	805,991.90



**ATTESTED**  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champandanga, Hooghly

**ACCOUNTANT**  
Rabindra Mahavidyalaya  
Champandanga Dist. Hooghly

**Bursar**

**Teacher-in-Charge & Secretary**  
Rabindra Mahavidyalaya  
Champandanga Dist. Hooghly



**RABINDRA MAHAVIDYALAYA**  
**CHAMPANDANGA, HOOGHLY**  
**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013**

Head of Account	EXPENDITURE		INCOME	
	Rs.	CURRENT YEAR P. Rs. P.	Head of Account Rs.	CURRENT YEAR P. Rs. P.
REVENUE STAMP	484.00			
SIKSHA KARMI SAMITI	2,670.00			
STATIONARY	18,427.00			
T.A. EXP.	26,097.00			
TEA & Tiffin EXP.	4,040.00			
TELEPHONE A/C	17,741.00			
TRAVELLING EXPENSES	6,640.00			
UNICENTRE FEE	699.00			
UNIV. AFFILIATION FEE	1,000.00			
UNIVERSITY INSPECTION FEES	1,000.00			
XIV NON GOVT. COLLEGE ATHLETIC MEET-2013	143,088.00			
		3,644,653.00		
Depreciation (Schedule : G)	993,562.90			
		993,562.90		
Surplus :-(Being the excess of Income over Expenditure)	0.00			
		0.00		
<b>TOTAL :</b>		<b>5,063,822.90</b>	<b>TOTAL :</b>	<b>5,063,822.90</b>

ATTESTED  
 Teacher-in-charge  
 Rabindra Mahavidyalaya  
 Champadanga, Hooghly

Dr. N. MUKHOPADHYAY & CO.

Chartered Accountants

Nitya Karmacharya  
 30/7/13  
 PARTNER

AUDITORS

Accountant

Rabindra Mahavidyalaya

O-Champadanga, Dist. Hooghly

Bursar

Rabindra Mahavidyalaya

O-Champadanga, Dist. Hooghly

Secretary

Rabindra Mahavidyalaya

O-Champadanga, Dist. Hooghly

**RABINDRA MAHAVIDYALAYA**  
**P.O. CHAMPADANGA**  
**D.T. HOOGHLY**

**AUDIT REPORT FOR THE YEAR 2013-14**

**By**

**N. MUKHOPADHYAY & CO**  
**19, NETAJI SUBHAS ROAD**  
**HOWRAH 711 001**

**ATTESTED**  
*Smdyopadhyay*  
**Teacher-in-charge**  
**Rabindra Mahavidyalaya**  
**Champadanga, Hooghly**

**n.mukhopadhyay & Co**

Chartered Accountants

19, Netaji Subhas Road, Howrah – 711 101. Ph: 2683 3441 / 98300 81964

**AUDITORS REPORT**

We have audited the attached Balance Sheet of "RABINDRA MAHA VIDYALAY" of CHAMPADANGA, DISTRICT HOOGHLY as at **31<sup>st</sup> March, 2014** and also the annexed Receipts & Payments Account and Income & Expenditure Account for the year ended as on that date. These financial statements are the responsibility of the management of the Association. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted the audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether these financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We further report that :-

- (a) We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of our audit;
- (b) Subject to our Separate Report of even date, Balance Sheet, Income & Expenditure Account and Receipts & Payments Account, dealt with by this report, are in agreement with the books of accounts;
- (c) In our opinion and to the best of our information and according to the explanations given to us, the Balance Sheet and Income & Expenditure Account gives the information in the manner so required and gives a true and fair view;
  - (i) In the case of Balance Sheet, of the state of affairs as at 31<sup>st</sup> march, 2014  
and
  - (ii) In the case of Income & Expenditure Account, the Net surplus for the year ended on that date.

Dated : 16<sup>th</sup> Day of October, 2015  
Place : Camp Champadanga

**For N.MUKHOPADHAYAY & CO.**  
**Chartered Accountants**

*Nivoy Mukhopadhyay*

(Nivoy Mukhopadhyay)  
Membership No 055899



**ATTESTED**  
*S. M. Mukhopadhyay*  
Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2014

EXPENDITURE			INCOME		
Head of Account	Rs.	CURRENT YEAR P. Rs. P.	Head of Account	Rs.	CURRENT YEAR P. Rs. P.
TO FEES REFUND / ADJUSTED					
TUITION FEE	907,527.00	907,527.00	BY FEES		
			ADMISSION FEE	351,100.00	
			COLLEGE EXAM	159,800.00	
			ELECTRIC FEE	299,010.00	
			GAME & SPORTS FEE	205,665.00	
			GYMNASIUM FEES	15,135.00	
			IDENTITY CARD	47,520.00	
			LABORATORY FEE	99,303.00	
			LIB. FINE	20.00	
			LIBRARY FEE	113,365.00	
			MAGAZINE FEE	127,000.00	
			MISCELLANEOUS FEE	456,145.00	
			ON LINE	0.00	
			ADMISSION-2013(1st.Yr-H)	7,170.00	
			REVIEW PROCESSING FEE	14,175.00	
			SUBJECT/STREAM CHANGE FEE		
			TUITION FEE	1,611,252.00	
			UNI.CENTRE FEE	174,110.00	
			UNI.PROCESSING FEE	20,370.00	
			YOUTH PARLIAMENT	3,500.00	
					3,664,630.00

Principal &amp; Secretary

Principal &amp; Secretary

Principal & Secretary  
Rabindra Mahavidyalaya  
Champerdanga, Hooghly.

Bursar

1311

RESUME

Chick

Accountant

Accountable

AUDITORS



EXPENDITURE		INCOME	
Head of Account	Rs.	Head of Account	Rs.
	P.		P.
	Rs.		Rs.
<b>TO OTHER EXPENSES</b>		<b>BY OTHER INCOME</b>	
Admission Exp.	8,289.00	BUS CONCESSION CARD	9,765.00
Advertisement Cost.	40,851.00	EMP. ASSOCIATION	5,150.00
AMC OF GENERATOR	8,652.00	INCOME FROM COLLEGE	63,571.00
AMC OF MSS	12,000.00	PROPERTY	
ARCHITECTS FEES	12,090.00	INTEREST	589,106.00
Audit Expenses.	10,355.00	MISC. A/C	4,525.00
AUDIT FEES	3,500.00	MISCELLANEOUS FORM	1,714.00
BANK CHARGE	7,181.00	PRINTING COUPON	13,105.00
BUS CONCESSION CARD	800.00	REVENUE STAMP	617.00
CARRING COST	280.00	Selling Admission Forms and Prospectus	140,770.00
CENTRE EXPENSES	175,203.00	SIKSHA KARMI SAMITI	2,520.00
COLLEGE EXAM	17,946.00	TEACHERS COUNCIL	27,200.00
COLLEGE UPKEEP EXP.	41,936.00	XIV NON GOVT. COLLEGE	1,500.00
COMPUTER EXPENSES	61,613.00	ATHLETIC MEET-2013	
DEPARTMENTAL WALL MAGAZINE	1,037.00		
E FILLING CHARGES	6,805.00		
ELECTRIC CHARGES	282,891.00		
ELECTRIC FEE	160.00		
EMP. ASSOCIATION	1,985.00		
FESTIVAL INCENTIVE	48,000.00		
FUEL CHARGE	5,340.00		
GAME & SPORTS FEE	2,957.00		
GAMES AND SPORTS EXP.	40,194.00		
GENERATOR EXP.	4,358.00		
GYMNACIAM EXP.	28,240.00		
I T e-filing Charges.	19,575.00		
IDENTITY CARD	21,260.00		
		Deficit :- (Being the excess of Expenditure over Income)	1,038,059.12
			849,543.00
			1,038,059.12

Principal &amp; Secretary

Bursar 16

Accountant

Revised March 1954



Teacher-in-charge  
Rabindra Mahavidyalaya  
Champadanga, Hooghly

[illegible]

NO ONE WOULD BE ABLE TO AFFORD TO LIVE ON THE STREET.

EXPENDITURE			INCOME		
Head of Account	Rs.	P. Rs.	Head of Account	P. Rs.	Rs.
TOTAL :			5,532,232.72 TOTAL :		
			5,532,232.72		

ATTESTED  
*Prin. Mahalingam*  
 Teacher-in-charge  
 Rabindra Mahavidyalaya  
 Champacanga, Hooghly



*Chitra*  
Accountant  
Kathindra Mahavidyalaya  
P.O. Champalanga-Dist-Nongst

Handwritten signature: *AB*  
Handwritten date: 16/10/15  
Printed text: Bursar

Principal & Secretary  
Principal & Secretary  
Rajindra Mahavidyalaya  
Cherpedanah, Hoofnig

## BALANCE SHEET AS AT 31ST MARCH 2014

LIABILITIES	SCH. NO.	CURRENT FUND		ASSETS	SCH. NO.	RS.
		RE.	RE.			
CAPITAL FUND	A	18,432,004.27		FIXED ASSETS	G	22,891,435.00
OTHER FUND	B	6,465,096.90		AMOUNT RECOVERABLE	H	1,763,466.00
OTHER LIABILITY & PROVISION	C	85,649.00		LOANS & ADVANCES	I	47,691.00
PROVIDENT FUND	D	9,983,822.00		SECURITY DEPOSIT WITH WBSEB Balance as per last account.	J	19,000.00
UNDISBURSED GRANT	E	6,465,523.00		CASH & BANK BALANCE		19,000.00
UNDISBURSED FEES	F	605,727.00		CASH IN HAND	J	10,576.00
				CASH AT BANK	J	7,950,858.18
				PROVIDENT FUND	D	9,983,822.00
				FIXED DEPOSIT Balance as per last account.	K	26,000.00
<b>TOTAL :</b>			<b>42,061,822.17</b>	<b>TOTAL :</b>		<b>42,061,822.17</b>



*Signature*  
Accountant

ACCOUNTANT  
Rabindra Mahavidyalaya  
Hooghly, West Bengal

*Signature*  
Bursar

BURSAR  
Rabindra Mahavidyalaya  
Hooghly, West Bengal

ATTESTED  
*Signature*  
Teacher-in-charge

Rabindra Mahavidyalaya  
Chandradanga Hooghly

*Signature*  
Principal & Secretary

Principal & Secretary  
Rabindra Mahavidyalaya  
Chandradanga Hooghly



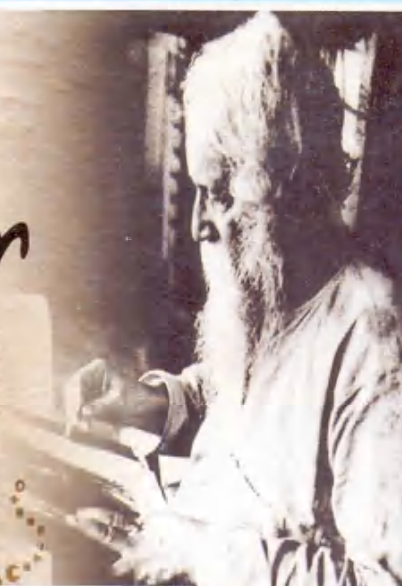


# PROSPECTUS

## 2015-16

where the mind  
is without  
**fear**

and the head is held high  
where knowledge is free  
where the world has not been broken up into fragments by narrow domestic walls  
where the words come out from the depth of truth  
where tireless striving stretches its arms towards perfection  
where the clear stream of reason has not lost its way into the dreary desert sand of dead habit  
where the mind is led forward by thee into ever widening thought and action  
into that heaven of freedom  
My Father  
let my country awake



**RABINDRA MAHAVIDYALAYA**  
CHAMPADANGA, HOOGHLY  
**NAAC ACCREDITED DEGREE COLLEGE**

## **PHOTO GALARY**



**Teacher-in-Charge, Smt. Sujata Bandvopadhyay, in her Office**



**Siddhrtha Chatterjee (third from left), Renowned Stock Market Expert, in the UGC sponsored Seminar**





**Plantation programme by the Principal, Dr. Tarun Kumar Mandal**



**150<sup>th</sup> Birthday celebration of Rabindranath Tagore by the Teachers' Council**



**Opening Ceremony of the Hooghly District Non-Govt Inter College Athletic Meet**





**Champion Team (men & women) –Inter College Athletic Championship organized by B.U.**



**Student Career Opportunity Programme**





**Renowned Artist Jagannath Basu ( second from the right ) in Student Career Opportunity Programme**



**Vice-Chancellor, Dr. Smriti Kumar Sarkar, of the University of Burdwan, inaugurating the UGC sponsored National Seminar in History**



**A section of the Audiences in the UGC sponsored National Seminar**



**Champion Team members of Hooghly District Inter-College Football and Athletics Championship**

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**Alumni sponsored Drinking water tank**



**A sectional view of the Medicinal Garden maintained by Nature's Club under the supervision of the Department of Botany and NSS Units**





**A sectional view of the College Library**



**Science Building**





**Renowned Film Maker Gautam Ghosh, in the UGC sponsored National Seminar (History)**



**Eminent Journalist Sankarlal Bhattacharyya delivering his speech in the UGC sponsored National Level Seminar (History)**



**XIVth Hooghly District Inter-College Athletics and Football Championship Organized by the College**



**Renowned Technical Expert Mr. Shambhudas Bandyopadhyay in the Prize Distribution Ceremony of Hooghly District Inter-College Athletics Championship**

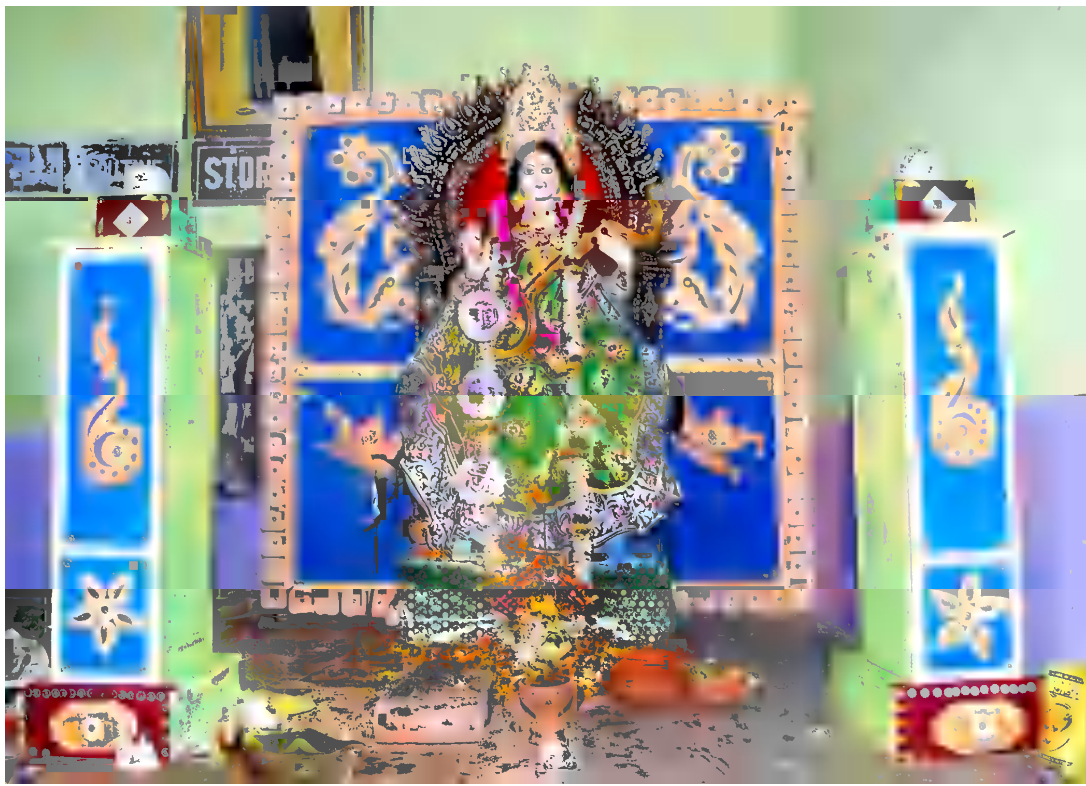




**Renowned Novelist Tilottama Majumder delivering her speech in the UGC sponsored National Level Seminar (English and Bengali)**



**Celebration of the “Manab Bandhan” in the occasion of Sardar Ballavbhai Patel Jayanti at the College Football Ground**



**Celebration of “Swarasati Puja “ by the Students’ Council**



**Seminar on ‘Value Education’ by Swami Suparnananda of Ramakrishna Mission Institute of Culture, Golpark- Kolkata**





**Participating two teams before the inaugural match of Hooghly District Inter-college Football Championship**



**Opening Ceremony of Hooghly District Inter-college Athletic Championship**





**Cultural presentation by the college students during Inagural Function of Hooghly District Inter-College Athletics Meet, Badminton and Football Championship**



**1500 meter Run for Girls in the Hooghly District Inter-College Athletics Meet**



**1<sup>st</sup> Reunion of Rabindra Mahavidyalaya Physics Alumni**



**Students of the Department of Physical Education in the Gymnasium**





**Student in the Chemistry Practical Class**



**Student seminar in the department of Botany**