Part – A

1. Details of the Institution

1.1 Name of the Institution

HIRALAL MAJUMDAR MEMORIAL COLLEGE FOR WOMEN

1.2 Address Line 1

JADUNATH SARBHOUMYA LANE

Address Line 2

DAKSHINESWAR

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

700035

Institution e-mail address

hmmcw35@gmail.com

Contact Nos.

033 25645148/25442632

Name of the Head of the Institution:

Dr. Soma Ghosh

Tel. No. with STD Code:

033 25444520

Mobile:

9836714992

Name of the IQAC Co-ordinator:

Dr. Rupa Sen

Mobile:

9007343950

IQAC e-mail address: | iqac.hmmcollege@yahoo.com

1.3 NAAC Track ID EC/35/088

1.4 Website address: | www.hmmcollege.ac.in

Web-link of the AQAR: | http://hmmcollege.ac.in/index.php/Fronted/aqar_list

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	INSTITUTIONAL SCORE 66	2004	5 years
2	2nd Cycle	B++	2.77	2016	5 years
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY | 20/02/2014

1.7 AQAR for the year *(for example 2010-11)* | 2017-18

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

  i.   AQAR   2011-2012 submitted to NAAC on 25/12/2015
  ii. AQAR   2012-2013 submitted to NAAC on 25/12/2015
  iii. AQAR   2013-2014 submitted to NAAC ON 25/12/2015
  iv. AQAR   2014-2015 submitted to NAAC ON 25/12/2015
  v.   AQAR   2015-2016 submitted to NAAC on 10/09/2016
  vi. AQAR   2016-2017 submitted to NAAC on 30/10/2018
  vii. AQAR   2017-2018 submitted to NAAC on 31/01/2019

1.9 Institutional Status

University   State | Y | Central | | Deemed | | Private | |

Affiliated College   Yes [Y]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ]   No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [Y]

Urban [Y]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [Y]   UGC 12B [Y]

Grant-in-aid + Self Financing [Y]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [Y]   Science [Y] Commerce [ ]   Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) [ ]

1.11 Name of the Affiliating University *(for the Colleges)*   West Bengal State University, Barasat

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NIL

University with Potential for Excellence   N.A   UGC-CPE   N.A

DST Star Scheme   N.A   UGC-CE   N.A

UGC-Special Assistance Programme   N.A   DST-FIST   N.A

UGC-Innovative PG programmes   N.A   Any other (*Specify*)   N.A

UGC-COP Programmes   N.A

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and   NIL
   Community representatives

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   03

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: Faculty   04

Non-Teaching Staff- Students | 04 | Alumni | 04 | Others |

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 3 | State | 0 | Institution Level | 03

(ii) Themes

1) On CBCS mode of course curriculum and guidelines to quality enhancement in higher education on CAS.

2) 19th conference of WBPSA in collaboration with Political Science

3) Saraswat charcha chakra an academic forum of interaction began on 10/04/18.

2.14 Significant Activities and contributions made by IQAC

- Request to fill up seven Management Support full time Faculties for seven departments have been accepted by the management.

- Academic Audit conducted.

- Saraswatcharcha chakra, a forum of academic interaction begun.

- Organised a career fair in collaboration with career counselling cell.

- Recommends introduction of Bachelor in Commerce courses, Environmental Sciences and Women's Studies in compliance with recommendation made by NAAC peer team visit in 2016. Inspection for B.Com has been conducted.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• Man-management, infrastructure building, soft skill generation with external assistance towards improvement in academics and widening of career options.	• Seven Management Supported Full Time faculty has been appointed on IQAC recommendation.
	• More remedial classes added.
• Preparation of infrastructure and facilities for introduction of new	• One more class room is ICT enabled
	• Old block infrastructure

	improvement: sewerage, plumbing, electricity connections renovated.
subjects • Organisation of more seminars workshops to whip up academic spirit in the college. Encourage students participation in articulating their views. • Introduction of RFID in the library • Introduction of interdisciplinary lecture panels between different departments.	• Plan for installation of solar panels • Plan for upgradation of staff through interactive forum Saraswat Charcha Chakra which began in 10/04/18. • Proposal to university for introduction of new subjects. Women's studies, electronics and environmental Science. • Installed solar panel in the campus • Collaboration with GNIPST for job oriented courses; also with professionally equipped organisation for CE and CL • Seminar on CAS and guidelines to quality education..Students debate on protective discrimination and participated in extempore speech competition

2.15 Whether the AQAR was placed in statutory body Yes [√] No [ ]

Management [√] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

After the draft report was finalized, it was discussed threadbare within the institution. It was then placed in the governing body, the highest decision making body of the institute for its clarifications, suggestions and comments. All changes were meticulously incorporated before uploading the AQAR.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	02	0	0
PG	0	0	0	0
UG	22 (H+G)	0	0	0
PG Diploma	0	00	0	0
Advanced Diploma	0	00	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	22(H+G)		0	0

Interdisciplinary	0	0	0	0
Innovative	2	0	2	2

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	22(H+G), 2 Innovative: Computer Literacy, Communicative English in collaboration with Rashik Bhita.

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students √

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

The college was affiliated to the University of Calcutta since its inception in 1959. When the West Bengal Government formed the West Bengal State University vide Act xxviii of 2007,the college with 62 other colleges of the North 24-parganas,an industrial district of West Bengal, had to be transferred to the newly found University. The university was following the statutes and syllabi of the University of Calcutta. The University began formulating its own syllabi in 2012. The statute of the University was enacted in 2014. Four of our faculty members are members of the Board of Studies. They contribute personally and professionally to the revision of syllabi.

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

Any department or centre introduced during the year(if any give details)

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	19	6	1	7 CWTT 11 PTT 6 Management supported full time teacher+51 Management supported guest faculty

2.2 No. of permanent faculty with Ph.D.   15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	5	5	00	1	00	00	00	24	5

We have included the Librarian in the assistant professor count.

The college does not have direct posts as associate professor. Associate professors are promoted from the rank of assistant professor. The Principal of the college is the only person in the Professor rank.

44 management supported temporary faculty and seven management supported full time contractual lecturers have been appointed by the college.

A lady Yoga instructor has also been hired by the college.

2.4 No. of Guest and Visiting faculty and Temporary faculty   51

This figure also includes faculty who visited the college from other institutions for extension lectures

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	72	72
Presented papers	17	16	4
Resource Persons	03	02	02

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

1. Psychological counseling cell conducted by department of Psychology and Education was introduced to detect psychological derisions and revive the confidence of students suffering from some kind of anxiety and other disorders.
2. A session of Yoga and meditation introduced to raise the concentration of students.
3 .We have engaged the students in positive activities like music and dance, NCC and NSS .
4. A workstation has been inaugurated with all required software for Geography, Journalism, Education, Psychology Honours students with an Interactive Television set.
5. ICT enabled classroom enhanced.

6. .Library made more users friendly and technology made accessible.
7. Workshops, debates and extension lectures organised to widen the scope of knowledge for students
8 collaboration with Rashik Bhita,sarada math to train our students in basic computer literacy and communicative English

2.7 Total no of actual teaching days during the academic year2017-18   239

2.8 Examination/evaluation Reforms initiated by

The Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

1. One mid- term and one end term exam conducted regularly. Besides unit tests and class tests are also taken.

2. Practical classes monitored regularly.

3. Remedial classes scheduled.

4. Students are constantly engaged to participate in debates, group discussion and extempore to develop their articulating skills.

5. Communicative English and computer literacy courses begun to equip students with skills demanded in the job market.

2.9 No. of faculty members involved in curriculum

Restructuring /revision/ syllabus development

4 (B.O.S)		

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :   75%

This percentage is calculated on the B.A./B,Sc. (Part III) Examination, 2017

	Appeared	Passed Div I	Passed Div 2	Passed Div G
BNGA	29		24	4
EDCA	9	1	5	
ENGA	16		13	2
HISA	2		1	1
JORA	9		7	2
PHIA	4		3	
PLSA	1		1	
SANA	2		1	
SOCA	1		1	
BOTA	2		2	
FNTA	19		16	1
GEOA	7			7
PSYA	6		1	
ZOOA	7	2	5	
BA Gen Regular	104		3	23
BA Gen Causal	32			6
BSc Gen	48	1	18	9
Bsc Gen Casual	7			5

This percentage is calculated on the B.A./B,Sc. (Part III) Examination, 2018

Title of the Programme	Total number of students	Distinction %	I %	II %	P %	Pass %
Bengali	29	-		82.76	17.24	100
Education	9	-	11.11	55.55	33.33	100
English	16	-		81.25	18.75	100

History	2	-		50.00	50	100
Journalism	9	-		77.78	22.22	100
Philosophy	4	-		75.00	25	100
Political Science	1	-		100	0	100
Sanskrit	2	-		50.00	50	100
Sociology	1	-		100	0	100
Botany	2	-		100	0	100
Food and Nutrition	19	-		84.21	15.79	100
Geography	7	-		0	100	100
Psychology	6	-		16.67	83.33	100
Zoology	7	-	28.57	71.43	0	100
B.A. (General)	136			2.20	77.20	79.41%
B.Sc. (General)	55		1.82	32.72	58.12	92.73%

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

The IQAC was formed in February 2014. The AQAR and SSR was updated and submitted in due time gearing up for NAAC. The Peer team visited the institution for its second round of accreditation in November, 2016. The college was awarded a B++ score. The IQAC team not only prepares the AQAR and SSR but also plans innovative projects and programmes that would improve students learning capacity and interest. Besides, the IQAC team encouraged departments to organize seminars/special lectures/workshop on their own or in collaboration with sister subjects and neighbouring institutions as well. Students were encouraged to actively participate by presenting papers, posters and models.

On the academic front, the cell was monitoring the academic programmes and performances of departments at large. Lapses were identified and rectified. The evaluation of the infrastructure of the college was analysed, lacunas identified and loopholes plugged. Academic discipline, regular attendance of students in class and other extension activities like NSS and NCC stood high in the college agenda.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	5

Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	11
Others like extension lectures	

One teacher submitted her Ph.D. thesis this academic year. And one teacher was awarded her M.Phil degree

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2	0	0	0
Technical Staff	4	23	0	7

The college has a government approved Night Guard, Guard. The college has appointed seven non-teaching staff on an ad-hoc basis. The college has appointed a physical instructor, three cleaning staff and three security guards. A lady Yoga instructor has been appointed by the college.

Criterion – III

3. Research, Consultancy and Extension

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

The research cell of the college is active under the able guidance of the Principal and the IQAC. Seed money allocated in the budget has been raised to 1.5 lacs. An interdisciplinary project on Designed development of Solar powered anti- mosquito devices has been undertaken by the departments of Physics, Zoology and Botany. In the first phase of work, a laboratory proof of concept of the efficacy of surface turbulence in water, in controlling proliferation of mosquito larvae in a cheap, completely non toxic and eco friendly manner, powered by solar energy was studied. Surface turbulence and multiple cavitations was created in clear tap water (approx 2500cc) confined to a chamber through the use of small plastic bush bearings connected to small permanent magnet DC electric motors rated at 12 volts,180—200 ma, rotating approx at 1200---1500rpm.A 20 minute exposure of a laboratory sample of fully live mosquito larvae and pupae of the order of 30-40 of each kind released into chamber was seen to be adequate for an almost complete neutralisation of the sample. The experiment was repeated in the lab using 220V AC grid electricity(generated by rooftop solar panels)commuted to 4-12 V DC by a battery eliminator with the chamber being a small glass aquarium containing 18000cc of water.

Further entire campus connected to internet facility(Wifi) and PGP web server controls browsing of unsolicited websites. Teachers made use of N-list programme for their research work. Three faculty members were awarded Ph.D in the current academic year, out of which one was under FDP

Waste management by BOTA dept and fish culture project by geog dept sponsored by institution.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	01
Outlay in Rs. Lakhs	00	2,40,000	2,40,000	2,40,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	08	11	03
Non-Peer Review Journals	-	1	03
e-Journals	07	05	-
Conference proceedings	01	03	01

3.5 Details on Impact factor of publications:

Range | 3.54 to 7.749   Average | N.A.   h-index | N.A   Nos. in SCOPUS | N.A

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,40,000	2,40,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	01 project, duration one year	HMMCW	1,00,000	1,00,000
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 04 | Chapters in Edited Books | 08 |

   ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP | 00 | CAS | 00 | DST-FIST | 00 |

DPE | 00 | DBT Scheme/funds | 00 |

3.9 For colleges   Autonomy | 00 | CPE | 00 | DBT Star Scheme | 00 |

INSPIRE | 00 | CE | 00 | Any Other (specify) | 00 |

3.10 Revenue generated through consultancy | 00 |

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number		03	02		
Sponsoring agencies		HMMCW,	HMMCW		HMMCW

1. Science Meet (National Level) February

2. 19th Annual conference of WBPSA in collaboration with dept of Political Science on17/03/18---18/03/18

3. Gearing up for changes in the accreditation process and implementation of CBCS and CAS on 29/01/18

Launching of Saraswat Charcha Chakra an academic forum on 10/04/2018

3.12 No. of faculty served as experts, chairpersons or resource persons : 03

3.13 No. of collaborations--- 02   International   NA   National   NA   Any other NA

3.14 No. of linkages created during this year | 00 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 00 | From Management of University/College | 1,50,000 |

Total | 00 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
01	01	00	00	00	00	00

3.18 No. of faculty from the Institution | 00 |

who are Ph. D. Guides

and students registered under them | 00 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 00 |

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

JRF | 00 | SRF | 00 | Project Fellows | 00 | Any other | 00 |

3.21 No. of students Participated in NSS events:

University level | 50 | State level | 20 |

National level ☐   International level

3.22 No. of students participated in NCC events:

University level [45]   State level [45]

National level [00]   International level [00]

The new NCC unit of the college was formed on November 2016. **31 students enlisted themselves for the National Cadet Core scheme.** The new unit presented the Guard of Honour to the NAAC peer team members and Prof Saugata Ray, MP of the locality and other dignitaries on their visit to the institution. They presented the Guard of Honour to the Principal on the Republic Day.

3.23 No. of Awards won in NSS: University level [02]   State level [00]

National level [00]   International level [00]

3.24 No. of Awards won in NCC:

University level [05]   State level [05]

National level [00]   International level [00]

3.25 No. of Extension activities organized

University forum [03]   College forum [16]

NCC [07]   NSS [22]   Any other [00]

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

1. Anti drug campaign at college and at Nibedita colony on 8th July, 2016 by NSS unit. A poster competition and a talk by the Narcotics Cell, Government of West Bengal was held in the college.
2. Swachhata Summer Internship on 24th July, 2017 by NSS volunteers. Week long programme on cleaning at Nivedita Colony and college.
3. Thalasaemia screening camp in association with the School of Tropical Medicine by the NSS unit both at slum and the college on 27th July, 2017
4. 7th August, 2017: Tree plantation programme by NSS volunteers in collaboration with Dakshineswar Peoples' Education and Health Awareness Society
5. NSS special camp 22nd -29th August, 2017 at Nivedita Colony
6. 8th September, 2017 : Commemorated the World Literacy Day. An essay competition was organized by the NSS.
7. Swachh Bharat Abhiyan, a clean consciousness campaign around the college campus was organized jointly by the NSS and NCC units of the college
8. NCC cadets attended the rank giving ceremony of 20 Bengal NCC unit at Kolkata

9. Eye checkup camp with "Shusruta" the corporate partner on 12th September 2018 organized by NSS and NCC units. As an outcome of the free eye check-up camp at Nivedita colony, sixteen patients were given free cataract surgery at Shusruta.

10. Mera gaon mera desh, Swachata ka deta hye Sandesh" a short documentary film on clean environment was prepared by NCC cadets of the college. The film took part in the film making competition with "Swachh Bharat Abhiyaan" theme on 2nd October, 2018. The film was later uploaded on the Youtube for public viewing.

11. A cleaning drive was underataken at the nearby Dakshineswar Railway Station on the second week of October.

12. A state level interactive session with Sri Rajyavardhan Singh Rathore, Government of India at Amity University with NSS volunteers and functionaries on 29th October, 2017

13. 31st October, 2017: At Ballav bhai Patel's birth anniversary Essay Competition at the West Bengal State University, Barasat by NSS volunteers

14. 19th-25th November, 2017 Communal Harmony Week observed by NSS

15. November, 2017 Children's Day observed with children from Nivedita Colony with Food and Nutrition Department of the college by NSS volunteers.

16. 14th November, 2017: A Diabetes detection camp at Nivedita Colony by NSS unit. 100 beneficiaries out of the camp.

17. 1st December, 2017: World Aids Day observed by NSS unit, Poster competition and Aids Awareness Lecture by Dr Indrajit Biswas, Assistant Professor of the College in Zoology

18. 13th December, 2017: NSS orientation programme at the University, two student volunteers participated.

19. 16th February 2018: Health Check up camp by NSS unit. Corporate partner: Fortis Hospital, number of beneficiaries: 48 organized by NSS

20. 21st February, 2018: Matri Bhasa Divas commemorated by NSS and NCC units of the college

21. 5th March, 2018: Basic Life Support Training by NSS volunteers; No of participants: 100; Corporate Partner: Fortis

22. 26th March, 2018: Red Ribbon Club organized Blood Donation Awareness camp with NSS volunteers.

23. 4th May, 2018: NSS summer internship camp

24. Twenty saplings planted to commemorate the World Environment day. The programme was organized jointly by the NSS and NCC units of the college. Poster competition and door-to-door plastic collection was organized by the NSS unit.

25. 14th June, 2018: Donated blood at Swastha Bhawan on International Blood Donation day by 6 NSS volunteers

26. 20th June, 2018: World Yoga Day observed by NSS unit collaboration with Pragyapita Brahmakumaris with 56 teachers and 70 students.

Activities of Social Outreach Cell

1. Visiting Rajabazar Slum to collect data on malaria awareness on 17th August 2017 by Social Outreach Cell.

2. Visit to Aponghar by Social Outreach Cell , an orphanage with students of HMM College and distributing books and stationary to 23 children on 23rd August 2017.

3. Celebrating Raksha Bandhanby Social Outreach Cell in collaboration with NSS with children of Nibedita Colony on 25th August 2017.

4. Participating in cultural programme with specially abled children at Nibedita Colony on 27th August 2017.

5. Distribution of clothes by Social Outreach Cell for the needy at Ramkrishna Mission Seva Pratisthan on 3rd September 2017.

6. Eye check-up camp by Social Outreach Cell in association with NSS at Nibedita Colony on 12th September 2017.

7. Distributing stationary to Anganwadi children at Subedaar Barrack, on 12th October, 2017 by Social Outreach Cell.

8. Distributing clothes to children at Calcutta Orphanage on 23rd October 2017 by Social Outreach Cell.

9. Participating in children's education in a fun way with students at Bally Chorus on 25th November 2017 .

10. Blood Donation Awareness at Nibedita Colony by Social Outreach Cell in association with NSS on December 12th 2017.

11. Tree plantation within college premises in collaboration with NSS on 6th June 2018.

12. Lecture to motivate students against illegal trafficking on 26th June 2018 by Social Outreach Cell.

13. Visiting and rendering treatment for a critically ill patient at Nibedita Colony on 26th July 2018 by Social Outreach Cell.

14. International Symposium on inclusive education with students at IIM Joka, Calcutta on 29th July 2018.

15. Delivered a lecture on "Media and Role of NGOs towards Elderly people" with students at SVSPA in collaboration with NISD, New Delhi on 9th August 2018 by Social Outreach Cell.

16. Celebrating College Foundation Day by enacting a play on 10th August 2018 by Social Outreach Cell.

17. Observation of Independence day on 15th August 2018.

18. Accompanied Women's Commission GoWB ro Nibedita Colony to oversee sanitation awareness programs being implemented on 12th September 2018.

19. Distributed utensil and baby food to Puja Das at Nibedita Colony on 26th September 2018 by Social Outreach Cell .

20. Attended " Mobilising Youth for Social Change" by UNICEF and GoI on 28th September 2018.

21. Beti Padhao Beti Bachao in collaboration with Rashik Bhita on 25th September 2018 by Social Outreach Cell in collaboration with NSS.

22. Free distribution of sanitary napkins in association with Procter and Gamble at Nibedita colony on 10th October, 2018

23. Rally against Dengue in association with NSS on 10th October 2018

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12805sq m (approx)	0	0	12805sq m (approx)
Built up area	1407 sq m (approx)			1407 sq m (approx)
Class rooms	27	0	0	27

Laboratories	16	0		16
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	2	Development fund	2
Value of the equipment purchased during the year (Rs. in Lakhs)	951507	227325	Development fund	1178832
Others		1147719	Development fund	115081

4.2 Computerization of administration and library

The online admission is into its second year. We took a stride towards digitalization of the fees. The application fees were taken online, the offline mode, however, co-existed. The personal data of students was transferred to the college software a, cloud based online software. AIMES..

Work on converting the library data base on Open Public Access Catalogue (OPAC) has been complete. The college has become a member of the N-List programme, more teachers were making use of it for their research purposes.

The college library had been using INFLIBNET for the past three years. Automated circulation services introduced from the session 2017-18.Bar coded library cards for users of the library facility introduced in 2017---18

The college website has been updated with more information on the day to day running of the college.

We are planning to run the evaluation system through the college website next year.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16994	569947	229	81393	17223	651340
Reference Books						
e-Books	31350000	00	00	00	00	5900
e-Journals	6000	00	00	00	00	5900
CD & Video	03	350	00	00	03	350
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	53+ 2 Laptops	3	15	15	03	9	3	10
Added	8	0	4	0	0	0	3	5
Total	61+ 2 Laptops	3	19	2	0	9	6	15

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

The office accounts department has been fully automated. Student records are being preserved through the students plus ,data capture format. Library cataloguing through a SQL based software ,KOHA, which has been procured from the Bengal library association, is complete. The pay packet of the substantive post holders, CTT, PTT is through HRMS office begain digitization of its records.

PC nodes with internet access have been furnished to the library for net browsing of students. The IQAC cell students union and the career counselling centre has got three PC nodes with internet facilities. The second floor of the institution is acting as a Wi-Fi zone, though password is protected to check it from misuse.

Teachers are browsing the web using either the nodes at the office or at the library. The career counselling course has been using the web extensively for locating avenues for students either through direct recruitment or by trying to locate vocational course alternatives .Computer literacy classes mandatory for beginners so that each student is computer literate.

4.6 Amount spent on maintenance in lakhs :

i) ICT	300100
ii) Campus Infrastructure and facilities	673903
iii) Equipments	89636
iv) Others	73274
Total	848813

NOTE: 2017-18 Purchased books 224 at Rs 79893 and Gifted 05 at Rs 1500 Total books 229 at Rs 81,393:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students record data of this college reveals that a very strong majority of the students are first generation college attenders.

- Online admission process made easier
- A prospectus handed out to them so that they could use it as guidelines during the three year term.
- Information on clauses and criterion for free studentship and other scholarship provisions(both central and state Government) are notified.
- Information on Railway concession also notified.
- Special remedial classes for SC and ST candidates arranged
- We encourage participation of students in debates, workshops and Seminars to make them articulate and ensure clarity in concepts and make difference between theory and reality.
- We arranged for dissemination of basic computer literacy and communicative English to equip each student with basic skills demanded in job market
- Students encouraged to engage in NSS and NCC activities to build their personality towards selfless growth..Our mission is to raise a crop of young girls as eligible work force with a human face.

5.2 Efforts made by the institution for tracking the progression

Regular mid- term and monthly tests organised to check progress of each students. Marks displayed.

Regular PTMs are organised by the department to elicit cooperation from perents for academc upgredetion of students.

Principal meets guardians for interaction on academics and related issues.

Principal also meets the different departments along with IQAC coordinator and academic subcommittee convenor to monitor academic performance

Extensive field study, project work, debates workshops, participation in seminars are encouraged to help them fight shy and be articulate.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
975	00	00	00

(b) No. of students outside the state   00

(c) No. of international students   None

	No	%			No	%
Men	00	00		Women	00	00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
970	87	04	49	01	**1111**	863	69	4	39	0	**975**

Demand ratio 1: 0.91   Dropout 29.83%

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

No formal mechanism yet regarding training of students for competitive examinations. Though, teachers extend their support if approached by an eager alumni or any student of the college. However, we plan to impart technical skill (both soft and hard) soon to help eager aspirants but poor to cope with adversities of life.

No. of students beneficiaries   N.A

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career counselling cell actively guides the students to identify their potentiality and accordingly embarks on the mission of developing their skill to secure a job. The cell organizes workshops to disseminate information and unravel possibilities of the students being absorbed in different sectors. Our aim is to enhance the capacity of our student have remained fruitful to an extent. Two workshops were conducted under UDAAN Foundation of Skill Development. Eleven and 15 students attended the workshop. The workshops were free of cost to students towards skill development. Career and Counselling was organized in September. Seven corporate houses of reputation visited the college. We organized five counselling sessions for the academic session 2017-18. Students were offered placement but they preferred to pursue academics instead of job.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	1900	00	17

5.8 Details of gender sensitization programmes

Bishakha guidelines strictly adhered to and followed to protect women from the sexual harassment and abuse at work place. Internal complain committee has been formed and basic guidance has been displayed within the campus The NSS unit and the gender sensitization unit, in its international women's day celebration on 8th March, informed the students about their rights and dignity both in private and public sphere. Also Workshop, organised to inculcate courage and spirit to protest against any abusive behaviour

5.9 Students Activities:

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

State/ University level | 10 | National level | 08 | International level | 00 |

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

Sports: State/ University level | 02 | National level | 00 | International level | 00 |

Cultural: State/ University level | 00 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Supports	Number of students	Amount
Financial support from institution	43	23,140
Financial support from government	68	1,82,780
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	One student has applied for National Handicap Scholarship	'

Out of the 212 students who got financial support from Government, 76 students have got Kanyashree from West Bengal Government (Excluding Renewal), the amount of which totals at 1900000. Therefore support from institution plus Government plush Kanyashree is equal to 23,140 + 1,82,780 + 19,00,000 = 21,05,920.00.

5.11   Student organised / initiatives

Fairs   : State/ University level | 03 | National level | 00 | International level | 00 |

Exhibition: State/ University level | 00 | National level | 00 | International level | 00 |

5.12   No. of social initiatives undertaken by the students | 12 |

5.13 Major grievances of students (if any) redressed: N.A.

Students Union initiatives:

An inter-college fest, Xiphias, celebrated with fanfare and gaiety.
The days of national importance, 26th January, 15th August were observed at college campus. We celebrated birth anniversaries of Rabindranath Tagore and Swami Viveknanda ersaries with sombre and reverence. Welcome ceremony for students, farewell to final year students, Basant Panchami and Holi are other celebrations we indulge in
Donation of clothes for the poor and downtrodden in the locality
International Women's Day observed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college seeks to educate, enhance skills and empower students to enable them become useful resource to the society. We aim to reach education to as many girls possible. Our Mission is to raise the stature of the college to state level in future.

6.2 Does the Institution has a management Information System

Principal is the head of the institution, the chief spokesperson of management.
The AQAR uploaded annually;KOHA inflbnet in the Library
AISHE portal
Student plus;
WIFI connectivity with LAN;CCTV footage
Website of college with updated information

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

Some (Four) of our teachers are members of the board of studies of the university engaged in designing the syllabi for constituent colleges.

We draw up an academic plan/calendar for the college regularly

We draw lesson plan and execute it accordingly. Besides organise seminars, workshops and lectures as additional window to knowledge

6.3.2 Teaching and Learning

The college follows the curriculum designed by the university. The teachers follow lecture method along with PPT presentations teaching aids. Unit tests are scheduled every month to evaluate their progress. Regular classes, systematic monitoring and repeated evaluation are done to help them learn better. Library equipped with books and computer browsing facility provided.

6.3.3 Examination and evaluation

College conducts one mid- term exam, regular unit Tests internally to assess the performance of students.

6.3.4 Research and development

6.3.4 Research and Development

The institution was short staffed from its inception. As against the norms of four substantive posts for an Arts Honours and six substantive posts for a Science Honours department, we had one, at best two, manning the departments with temporary faculty coming in and going out. However, the College Service Commission, the recruiting body of Assistant Professors in the state has filled up 15 out of 19 vacant positions. With fresh initiative and endeavour injected in the system, we expect to take a huge stride in the coming academic session. However college encourages research by providing seed money upto 1.5 lacs to promote young teachers.

Meanwhile our faculty members are continuously publishing, participating, presenting their research ideas at international and national forums. The research promotion cell and the institution have been providing an atmosphere conductive for research purposes and were lauding the efforts of the performers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automated and equipped with KOHA. Internet facility and open access to books
Library, CCC, students union, Alumni association and PC nodes are internet enabled
Faculties are members of Inflibnet and can access academic resources through Enlist
Teachers common room and IQAC refurbished;open air stage completed
LED lights are installed in the campus to economise on electric bil of the institution

6.3.6 Human Resource Management

An extremely short-staffed institution like ours survives on an efficient human resource management. The person (s) at the helm knows our strengths and weaknesses and deploys us on the basis of this knowledge. Work is assigned with utmost care and concern to the person or the team that is suited for the assignment. The management keeps a note on the assignments and its outcome that is readily shared with the stakeholder. We strive on team work as our motto. Two non-teaching staff has received hands on training on the maintenance of the roof top solar PV panel for generation of alternate energy in the institution. Our Team spirit our greatest strength.

6.3.7 Faculty and Staff recruitment

The new Principal of the college, Dr Soma Ghosh, joined the institution in July, 2015.
Out of the 19 vacant teaching positions, 15 were filled up by the College Service Commission, the highest recruiting authority of the state. The institution has taken a drive to create new teaching posts. Regularization of the vacancy roster of the non-teaching posts is high of the administrative agenda. The administration is also trying to create new posts and fill up the vacant posts for non-teaching staff that has appeared out of superannuation. The college is trying to fill up the 23 vacancies of Non-Teaching Staff through direct recruitment subject to the clearance from the Government of West Bengal. Meanwhile, the college hired six full-time management supported contract teachers to fill in the gap for departments which were running without a substantive faculty.

6.3.8 Industry Interaction / Collaboration

We are trying to engage in vocational and skill development collaboration with industries to provide better exposure and enhance eligbility and ability of our students. The college entered into collaboration with Orion Infotech, an NSDC partner and sought funds under the KAUSHAL scheme, though the venture was not very successful till date.

We have entered into collaboration with Sarada math (Rashik bhita) to train our students in basic computer and English. We have entered into collaboration with GNIPST to facilitate job opportunities to students. Besides training offered by corporate houses pooled by CCC is also beneficial for students.

6.4 Welfare schemes for

Teaching	PF/GI/Medical allowance and leave, earned and on duty leave, CAS opportunities Four teachers have availed of the Child Care leave on 2017-18 One Assistant Professor has joined the Faculty Development Programme. Later two teachers awarded doctoral degree in 2017-2018.. . All CTT and PTTs of the college are brought under Swasthya Sathi, a health scheme of the West Bengal Government, The papers are processed by the institution for the scheme.
Non teaching	ML ,EL,and CL. PF, Enrolment to Swastha Sathi for Full time and ad-hoc employees
Students	Health insurance, Health home Thalasaemia Detection camp with Tropical Medicine and Blood Group detection and eye camp organised.

6.5 Total corpus fund generated   30,64,465

6.6 Whether annual financial audit has been done   Yes   ＼   NO ☐

6. 7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	Institution
Administrative	No	N.A.	Yes	Institution

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

For UG Programmes   Yes NA   No NA

For PG Programmes	Yes	NA	NO	NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> N.A.

6.11 Activities and support from the Alumni Association

> Despite its unregistered status, the Alumni Association has been providing moral support to the institution. They have remained active participants in workshops and programs organised by NSSS and CCC. A member of the alumni association has been appointed as a non-teaching faculty on an ad-hoc basis by the college. Several others are faculty members. They have served as the ears of the institution in bringing back the feedback on the impact of the institution on the society. They have been helping the needy students to pay the fees of the college and the examination and helping them to procure text books. The Alumni body and the faculty donated 101 text books to the college library.

6.12 Activities and support from the Parent – Teacher Association

> No formal Parent-Teacher Association exists for the institution. However, the parents have given us their invaluable support and suggestions during the departmental parent-teacher meeting.
> All parents are encouraged to meet the management with problems of their wards (emotional, academic, financial and otherwise) and with concrete suggestions for development. Their feedback is closely monitored and strictly adhered to.

6.13. Development programmes for support staff

> The office staff had to undergo a very basic training to run the Students' Plus software. They are encouraged is undertake any short-time course after the work hours to upgrade and improve his/her skills and qualifications. The Cashier and Accountant of the college has undergone hands on training on salary software like KOSA and HRMS. Principal motivates and apprises them about different rules of their job.

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

> 1. The NSS plants trees every year.
> 2. NSS and Students Union were vigilance about the miss use of electricity and water.
> 3. The college introduced the utilization of alternate source of energy in the form of Solar Panel.
> 4. Students were restricted in littering around the campus.
> 5. Installation of vending machine in the bathroom.
> 6. Nurturing of a medicinal garden
> 7. Waste water management of Rain Water Harvesting.
> 8. Soak pit for draining chemicals fro laboratories.

7. Innovatins and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details:-

1. We have entered into collaboration with Rashik Bhita to train our students in basic English and computer literacy

2. We have entered into collaboration with GNIPST a Narula concern to equip our students with management skills and prepare them for the job market.

3. The seed money offered to young researchers by institution raised to 1500000

4. Performance results of our college has been compared with that of other colleges.

5. Use of ICT enabled classes;

6. Swastho sathi for all employees

7. Engage students in project works

7.2 Provide the Action Taken Report based on the plan of action decide upon at the beginning of the year.

1 Biometric attendance

2. Vending machine in students washrooms

3 Cool filter water supplied for drinking

4. Library equipped with KOHA

5. Books purchased in the library.

6. Urdu hons begins its journey

7. Collaboration with GNIPST and Rashik Bheta materialised.

8. Saraswat Charcha Chakra an academic forum flags off

9. The canteen starts

10. Seminars, workshops and extension lectures held in the college

7.3   Give two Best Pracices of the institution

Title of the practice-----'Saraswat Charcha chakra'

Goals: This is an innovation of the Teachers Council of our college. A forum for exchanging idea among faculty members of the college on multifarious topics, preferably research based interdisciplinary ones. This has been initiated to inculcate and nurture the spirit of academics both within and beyond classrooms.

Practice: The maiden initiative was scheduled on 10th April 2018. Papers on gender studies, ecology, society etc. were presented. Also it was resolved that similar academic presentation would be slated once in 6months.The second round of Charcha shall be organised on 12th November 2018.

Evidence: Photographs taken during the on-going Charcha session in April. Papers presented by teachers were later compiled and published in our own online journal 'Scotopia'.

Title: Formation of a venue hiring fund.

Goal: So that the fund accumulated could be used to provide staff welfare to mitigate their hour of crisis if and when required. An effort on the part of college to create an additional fund resource that could meet exigency of staff.

Practice: Generally extended to Non-Teaching Staff (Non-Permanent) to meet expenses related to their illness or any other kind of emergencies that require substantial amount of monetary fund.

Evidence: Since the initiative is new the amount accumulated in the fund stands to Rs15000 - ------ only. Out of which we have handed out Rs. 30000/- (Thirty Thousand only) to Sri Subhankar Malakar, who is terminally ill.

7.4Contribution to environmental awareness/protection

Green audit conducted by external agency.

Planting saplings

Medicinal plant garden

Students counselled not to litter around in the campus. Use of Waste bins made a habit

Waste water management

Recycling of waste matter

Use of solar power reducing consumption of electricity.

Use of Vending machines by students

NSS volunteers regularly check accumulation of water anywhere in the campus to prevent malaria and dengue

Spraying DDT, bleaching powder gamaxine in the campus etc

7.5Whether environmental audit was conducted?   Yes

7.6 Any other relevant information the institution wishes to add

Our strength is our indomitable team spirit

Our weakness is lack of adequate infrastructure. Students are basically first generation learners.

Critera VIII

Plans of Institution for next year:------

Future Plans for 2018—19

1. We aim to offer courses in commerce (general), Woman studies and environmental Science

2. Expansion of the library.

Both infrastructure and resource to be improved. An audio visual display system to be installed to imbibe in students the spirit of nationalism. An archive for dept of political science, philosophy and Sanskrit planned

3) The museum to be expanded and enriched

4). Launch a multilingual journal with issn number through IQAC

5). Up gradation and modernisation of laboratory facilities

6). Better drinking water facilities

7) Upgradation of toilets with vending machines

8).More solar panels to be installed

9) A miniature museum for urdu speaking students

10) A miniature soil testing lab

11) A Thalasemia screening Unit

12) PBAS for non teaching staff and skill development program to be organised
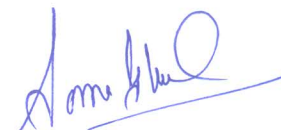
Plan to seek ISO certification

DR, RUPA SEN

Name--

DR. SOMA GHOSH

Name--

Signatature of coordinator,IQAC

Signature of Chairperson,IQAC

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