

Part – A

I. 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. Dipanwita Ghosh

Mobile:

9433724499

IQAC e-mail address:

lqac.hmmcollege@yahoo.com

1.3 NAAC Track ID EC/35/088

1.4 Website address:

www.hmmcollege.org

Web-link of the AQAR:

<http://www.hmmcollege.org/downloadpdf/aqar2014>

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

20/02/2014

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

2015-16

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

- i. AQAR **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**

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

West Bengal State University,
Barasat

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

N.A

Any other (*Specify*)

N.A

UGC-COP Programmes

N.A

2. IQAC Composition and Activities

2.1 No. of Teachers

11

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
community representatives

NIL

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

08

2.11 No. of meetings with various stakeholders:

No.

Faculty

08

Non-Teaching Staff

08

Students

08

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

0

State

0

Institution Level

3

(ii) Themes

Towards quality, transparency in management and accountability towards stakeholders

2.14 Significant Activities and contributions made by IQAC

- Communicative English programme introduced, made compulsory for all students
- Regular/advanced computer classes compulsory for all students
- Compulsory Yoga/meditation classes
- Regularization of the teaching staff roster for appointment of Assistant Professors through College Service Commission
- Suggestions to appoint management supported full time and part time faculty
- Parent teacher meeting held regularly
- Additional exposure to students outside syllabus with national seminars.
- Online college journal with ISSN number floated

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	More remedial classes added. Dedicated workstation ICT enabled classes A fully furnished conference room added to the infrastructure

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	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	0	2 (Comm English, computer,)	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)

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 on 2014.

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
9	4	5		10 CTT 15 PTT

2.2 No. of permanent faculty with Ph.D.

6

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
4	19	5	00	1	00	00	00	10	19

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 six 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

09

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	9	13	-
Presented papers	9	13	-
Resource Persons	-	3	1

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

Laboratory infrastructure is streamlined
 Issuance of report cards to students
 Yoga and meditation classes introduced to build the confidence and enhance the concentration power of the student
 The college has signed MoU with Guru Nanak Guru Nanak Institute of Pharmaceutical Sciences and Technology (AICTE approved) to run certificate courses on **Pharmaceutical Marketing Management** and **Agricultural Biotechnology** and **Industrial Microbiology**.
 The College in collaboration with Learning and Living Resources Society (a Government registered institute) intends to offer its students, both current and Alumni, **Pre-Primary (Montessori) Teachers' Training Certificate courses**.
 Another MoU has been signed with **Rasik Bhita, Sarada Math** for advanced learners of our college in Computer and Communicative English

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

201

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

Encouraged to use ICT and web-based learning techniques

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3 (B.O.S)		
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

This percentage is calculated on the B.A./B.Sc. (Part III) Examination, 2016

Title of the Programme	Total number of students					
		Distinction %	I %	II %	P %	Pass %
Bengali	38	-	-	92.10%	7.8%	100%
Botany	1	-		100%	-	100%
Chemistry	4	-	33.33%	66.64%		100%
Economics	1	-	-	100%	-	100%
English	8	-		87.5%	-	87.5%
Education	24	-	4.17%	83.33%	8.34%	95.83%
Food & Nutrition	12	-	-	100%	-	100%
Geography	17	-	-	94.11%	5.88%	100%
History	6	-	-	66.66%	33.34%	100%
Journalism & Mass Comm	9	-	22.22%	77.78	-	100%
Music	1	-	100%	-	-	100%
Philosophy	4	-	-	75%	25%	100%
Political Science	6	-	16.66%	66.66%	16.67	100%
Psychology	4	-	-	75%	25%	100%
Sanskrit	1	-	-	-	100%	100%
Sociology	7	-	-	100%	-	100%
Zoology	15	-	6.66%	93.34%	-	100%
B.A. (General)	157				91.71%	91.71%
B.Sc. (General)	46				93.47%	93.47%

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

The IQAC was formed in February 2014. The first administrative assignment of the cell was to regularize the rounds of AQAR and prepare the college for the second cycle NAAC accreditation. Four rounds of AQAR (2011-12, 2012-13, 2013-14 and 2014-15) was uploaded on the portal in December 2015. The Self Study Report was prepared alongside and sent to the National Accreditation and Assessment Council in January 2016.

On the academic front, the cell was meeting departmental heads informally and trying to identify the gaps in infrastructure and teaching facilities. It was trying to ascertain whether the progress of the curriculum has been according to the academic calendar. It was trying to find a solution towards its rectification in case of a lapse.

The IQAC team was now geared up to more challenges. It was encouraging 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.

2.13 Initiatives undertaken towards faculty development **CSTT is treated as HRD programme and all five Pol Sc shown as beneficiary**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	5
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

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

The college has a government approved Night Guard, Guard and a Sweeper. The college has appointed seven non-teaching staff on an ad-hoc basis. The college has appointed a physical instructor. The West Bengal Government Sports Council has deputed a lady gymnasium sports instructor for institution. 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 IQAC endeavoured to facilitate R & D activities in the college. To this end, a research cell was formed.. Also a part of the budget is allocated as seed money (Rupees one lakh) to promote research among junior teachers of the College. Dept. of Geography, Botany and Zoology have already embarked upon research. The entire campus is connected with internet facility (WiFi) and PGP web server controls browsing of unsolicited websites.

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	1,80,000	1,80,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	9	0
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,40,000	1,80,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	4 projects, each duration one year	HMMCW	17300	17300
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	01	03	00	02	03
Sponsoring agencies	HMMCW	1) CSTT under Ministry of HRD, GOI. 2) HMMCW 3) HMMCW and WBPSA	N.A.	HMMCW	HMMCW

- Workshop on Terminology co-sponsored by HMMCW and CSTT under Ministry of HRD, Government of India (National Level)
- Science Meet (National Level)
- India's foreign policy in the 21st Century (National Level)
- Bharotiyo Darshane Proman Sonkranto A Alochona (College Level)
- Introduction of a computer based software in UG Practical (University level)
- A special lecture on Thermodynamics (University Level)
- Importance of sources in Ancient Indian History (College Level)
- Workshop on Bengali Traditional Music (College Level)

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

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

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

00
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 55 State level
National level International level

3.22 No. of students participated in NCC events:

University level 00 State level 00
National level 00 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 00
National level 00 International level 00

3.24 No. of Awards won in NCC:

University level 00 State level 00
National level 00 International level 00

3.25 No. of Extension activities organized

University forum	00	College forum	10		
NCC	00	NSS	05	Any other	00

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

Donation of clothes for the poor and downtrodden of the locality
 Communal harmony campaign week observed
 Activities by social outreach cell added to the best of the students to promote development outside curriculum
 Promotion of the film ghuri a film on emancipation and freedom
 Girl child day
 Going to police training institute for a seminar on social defence issues.
 Visiting street children and distributing clothes.
 Painting competition
 International women's day observed.
 Regular activities like planting & preservation of the green in the campus continued. The NSS volunteers helped in maintaining a clean campus.
 Sensitisation programs for girl students as well as minorities to face challenges of life by film promotional events.

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)			
Built up area	1407 sq m (approx)			
Class rooms	27			27
Laboratories	16			9
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	0	0	0

Value of the equipment purchased during the year (Rs. in Lakhs)	739890	25000	College Development Fee	764890
Others				

4.2 Computerization of administration and library

This was the first year when admission of the college was done online. The personal data of students was transferred to the college software.
 Work on converting the library data base on Open Public Access Catalogue (OPAC) has begun and is ongoing.
 The college has become a member of the N-List programme.
 The college library had been using INFLIBNET for the past two years.
 The college website has been updated with more information on the day to day running of the college.
 The college library is incorporated within the college website

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16061	221374	287	98435	16348	319809
Reference Books						
e-Books	00	00	00	00	00	00
Journals	02		00		02	
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	03	350				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42+ 2 Laptops	3	15	1	0	7	3	10
Added	11	3	8	1		2		
Total	53+ 2 Laptops	3	15	2	0	9	3	10

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 has began cataloguing its data through a SQL based software ,KOHA, which has been procured from the Bengal library association. The fees are being collected through the Indian Bank Dakshineswar branch. The pay packet of the substantive post holders of the institution has been through COSA, a west Bengal government approved software.

PC nodes with internet access has 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 it has been kept password 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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	160077
ii) Campus Infrastructure and facilities	153690
iii) Equipments	15930
iv) Others	15010
Total :	344707

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.

Keeping these in mind, the college had to be extra sensitive and accommodative to cater to the needs of its pupils

- To begin with the admission process, we tried to keep things as simple and as we could by allowing an open admission for most of the students on a first serve basis.
- A prospectus was handed over to the students describing the facilities available in the college in detail.
- Just after admission a notice was put up for students to apply for free studentship. The teachers encouraged students to put in the application. The authority tried to maximise the number of applicant to at least half free studentship
- The college takes regular action to inform students from about the different scholarships and subsidies made available for them by state and central government. Railway concession for students are processed by the college without delay. The college also processes application for a subsidy for a girl student, kanyashree given away by the west Bengal govt. The college premises was used as a nodal centre for iees collection and processing for all the schools under Kamarhati municipality 24 parganas(N) west Bengal.
- A students aid fund was created by the students union to help those who needed assistance
- Special remedial classes for sc/st and other backward category students was sought to be introduced
- Students are asked to write in college magazines departmental wall magazine and posters.
- Food and nutrition week is organized with a cooking competition among students group
- Students of journalism attend outside seminars/workshop regularly to get greater grasp over their subject.

5.2 Efforts made by the institution for tracking the progression

Apart from end of the term tests departments conduct class tests(both written and oral) unit tests and end of the session evaluation to judge the progress of students. Departments conduct regular parent teacher meetings to intimate parents about the progress of their wards. To encourage students to actively participate in the curriculum industry and field visits were organized. The food and nutrition department celebrated the food and nutrition week in September enabling their students to prepare nutritious cuisines at the college laboratory. The costs were covered up and a little revenue was generated by the department through over the counter selling of food items for two days. All departments encouraged its students to prepare wall magazines posters group discussion quizzes extempore speaking on various topics of the curriculum.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1160	00	00	00

(b) No. of students outside the state

00

(c) No. of international students

Men	No	%	Women	No	%
	00	00		1160	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1611	144	07	83	00	1611	1025	108	08	19	00	1160

Demand ratio 1: 0.87 Dropout % 11.20%

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

No formal mechanism exists regarding training of students for competitive examinations. However, teachers extend their all out support if approached by an alumni of the college.

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. 17 of our students have already benefitted through the programs organised by the carrer counselling cell. Our aim is to enhance the capacity of our student have remained fruitful to an extent.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	273	-	11

5.8 Details of gender sensitization programmes

5. The gender sensitization cell in its meetings held during this year resolved to adhere to Bishakha guidelines and protect women from the sexual harassment and abuse at work place. 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 responsibilities as a student, as a working woman and as a citizen of India. At a women's college, the issues of women, the rights and responsibilities adhered therein were discussed threadbare at the meeting.

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

State/ University level National level International level

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

Three teams participated in University Level Youth Parliament Competition and one team was awarded the second Runners' Up

Our athlete team were the second runners' up in the University Level 4X100 meter relay race.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	29	24025
Financial support from government	102 (Kanyashree: A WB Govt scheme for girl child)	25,50,000
Financial support from other sources	06 (BCW dept)	28,800
Number of students who received International/ National recognitions	0	N.A.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: A spacious common room, changing room for minority students a hygienic canteen and more toilets were major demand from students. The college has addressed to all these grievances.

Students Union initiatives: An inter-college fest, xiphias, celebrated with fanfare and gaiety. The days of national importance, 26th January, 15th August were celebrated at college campus. We celebrated Rabindranath Tagore and Swami Viveknandda birth anniversaries with sombre and reverence. Welcome ceremony for students, farewell to final year students, Basant Panchami and Holi are other celebrations we indulge in.

Our students were the first runners up at the district level quiz competition. This team represented the college at the state level and was adjudged second runners up in the quiz and extempore speaking competitions.

Students' Union participation with NSS unit

- Donation of clothes for the poor and downtrodden in the locality
- Communal harmony campaign week observed
- Painting competition
- International Women's Day observed.
- Regular activities like planting & preservation of the green in the campus

Continued. The NSS volunteers helped in maintaining a clean campus.

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. 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

The college is run by the governing body that comprises of teaching, non-teaching, student representatives, the university and government nominees. Principal/Teacher-in-Charge is the executive head of the institution, several committee are assigned with specific responsibilities. The minutes of the meetings are committees are put up as suggestions to the chair. Some suggestions are simple and are readily accepted. The more complex ones, especially those that has cost considerations, are referred to the Governing Body.

Teachers' and Non-Teachers' Council are two other strong statutory bodies that looks into the well being of the college and the Principal seeks suggestions and feedbacks from these bodies as and when the need comes calling. Personal grievances, differences of opinion, inter-personal relationship issues are dealt in camera so as to avoid embarrassment of any staff member.

It is a democratic system and we are proud of our democracy.

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

6.3.1 Curriculum Development

Four of our teachers are members of the board of studies of the university that designs and rectifies the syllabi for constituent colleges. Our teachers were present in the workshops and meeting that were listening to the voices from constituent colleges while planning the syllabus. Apart from this, the syllabi taught in the college had always been externally determined. We at our end, however, prepared academic calendars for students and shared our lesson planning with our students.

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 letal base of our impartment and over the years we could partially capture the result position that was the foray of the institute.

6.3.4 Research and Development

As against the stipulated norms of at least four full-time faculty for arts departments, six for science departments, five for English, Bengali and Geography, we were running our departments as single-handed or at best as two person faculty. It was obvious thus that no teacher was ready to shoulder the additional load of a funded research project, despite repetitive calls from our research promotion cell.

But despite all odds, our faculty was publishing, participating, presenting their research ideas at international and national forums. The research promotion cell and the institution have been providing an atmosphere conducive for research purposes and were lauding the efforts of the performers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has been automated and equipped with KOHA. Internet access and open access to books provided.
- Library, CCC, Students' Union, Alumni Association PC nodes are internet enabled.
- The second storey construction over the open air stage is complete. MP of the constituency inaugurates the facility for the institution.
- The college faculty is now a member of the Inflibnet and can access academic resources through Enlist.

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. Duplications and repetitive efforts are carefully avoided. The management keeps a note on the assignments and its outcome that is readily shared with the stakeholder. We strive on teamwork as our motto.

6.3.7 Faculty and Staff recruitment

The new Principal of the college, Dr Soma Ghosh, joined the institution in July, 2016. All teachers against substantive posts are recruited by the College Service Commission, Government of West Bengal. However, in 2011 the vacant teaching positions of our college were filled up by the contract teachers and part time teachers of the college. The government approved a contract teacher and three part time teachers per vacancy. The college took efforts to fill in the staff recruitment by hiring guest faculty. The embargo was lifted on 2015 and the college had put a requisition of nineteen assistant professors with the Service Commission. 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. 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.

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 eligibility 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.

6.3.9 Admission of Students

We had been admitting our students on a first-come-first-serve basis on the marks cut-off prescribed by the University for Honours and General courses. Higher than university criteria, however, are applied for those departments with a higher demand ratio. The cut-off, the subject combinations to be offered by the college are decided at the Admission sub-committee meeting that is routinely held at the beginning of each academic year.

6.4 Welfare schemes for

Teaching	PF/GI/Medical allowance and leave, earned and on duty leave, CAS opportunities Two teachers have availed of the Child Care leave on 2015-16 One teaching is preparing her files for FDP
Non teaching	ML,EL,and CL. PF
Students	Health insurance, Health home

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.	No	N.A.
Administrative	No	N.A.	No	N.A.

6.8 Does the University/ Autonomous College declares 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 all round support towards the institution in organizing and hosting events and workshops with the NSS and CCC. A member of the alumni association has been appointed as a non-teaching faculty on an ad-hoc basis by the college. They have served as the ears of the institution in bringing back the feedback on the impact of the institution on the society. On a more concrete front, they have been helping the needy students to pay the fees of the college and the examination and helping them to procure text books.

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. No other development programme for support staff has been held by the institution. However, an individual is encouraged to undertake any short-time course after the work hours to upgrade and improve his/her skills and qualifications.

The head-clerk and the non-teaching council monitors the performances of the support staff and reports his impression to the Governing Body through the executive head of the college.

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

- Through the NSS by keeping the campus clean and green.
- By planting, preserving and protecting the green at the campus.
- By checking the wastage of water and electricity and asking the Students' Union to monitor this as a major stakeholder of the college.
- By celebrating Basant Utsav every year to nurture the greens of the spring and the greens of the youth.

Criterion – VII

7. Innovations and Best Practices

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

Paperless governance introduced. Both used to prevent degradation of environment.
Green audit conducted. Waste water management tried.

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

- International and national seminars organized
- Social outreach cell formed
- Collaboration with GNSIPT and Living and Learning Resources for job oriented certificated and diploma courses
- Collaboration with Rasik Bhita, Sarada Math for soft skill generation towards better placement options
- Compulsory Yoga and Meditation classes started.
- Communicative English and basic computer training classes introduced in college

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

Title of the Practice-----New Learners corner

Goal-----To extend an opportunity to interested yet marginal sections of the community by imparting elementary and application oriented education in simple modes and methods.

Practice-----Interested participants are taught the course of class three standard followed by examination and certification. All effort to enlighten the lives of less opportuned living in the vicinity is done by passed out students of the college.

Evidence-----Classes have commenced from 2nd September 2016 with as many as 15 such people. An attendance sheet bears the names of candidates and the day they were present for the class.

Challenges-----The candidates ought to invest time with enough dedication. They often deviate from the routine course of study;

Candidates are prone to learn the nitty gritty of regular needs like filling up withdrawal forms in Banks, use of ATM etc.

Inadequate books at their disposal.

Notes-----The NSS unit of the college conceived the idea on 20th August 2016 on the occasion of Sadbhavna Diwas. But the practice commenced from 2nd September 2016 and is governed by the Alumni Association of the college.

Future plan-----

We plan to elevate the exercise to the next stage i.e. 2nd stage where we would impart learning upto 8th standard. Also we aim to enhance their technical skills in arts and artefacts.

2nd Best Practice-----

Title-----

'Bandhan'---a mechanism of bridging the past with the present.

Goal-----To Utilise the rich resources of veteran teachers of our college and make learning more enterprising and interesting. Also ensuring a sense of belonging to our dear seniors. It's like home coming for them. It is a way of caring for the old and the aged who had once remained mentors in our lives.

Also the students get to learn through different angles from veteran teachers.

Practice-----Retired teachers are offered the opportunity to return to classes they had left after superannuation. We try to tap the resource in them, through extension lecture sessions arranged for them.

Evidence-----Superannuated teachers are invited through formal official letter, which is documented by respective departments.

Challenges-----Many remain averse to the practice due to health issues;

Very limited scope of classes awarded to them. They may take one or two classes in a year. Even if they prove their excellence, college cannot afford to give them regular classes.

Notes-----This is an excellent way of bridging the past with the present-----a chord to connect with our respected seniors.

We are glad to have succeeded in reviving Ankan club -----an extended endeavor of Bandhan where our ex students take the lead. This club encourages Less advantaged children to paint and spread the wings of colour to their lives.

Its an option for our passed pupils to serve the community; just as children of lesser Gods extended the scope of playing with colours and learning to be future artists.

7.4 Contribution to environmental awareness / protection

Nss unit successful in maintaining a clean campus. Conducting green audit. Plantation of saplings every year students trained not to litter around in classrooms.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

- The department of Political science had submitted a proposal in making of Bengali glossary with CSTT, Govt of India: and looking forward to many more such endeavours.
- A national seminar on India's foreign policy in 21st century was being planned. It was to be hosted by the Department of Political Science.
- Planning to introduce certificate courses with industry partners to meet the requirements of the global job market.

8. Plans of institution for next year

We wish to have smart classes for students. We wish to make our students techno savvy embolden their skills with knowledge yoked to technology make them proficient in communicative English and basic computer skills.

Name *Dr Dipanwita Ghosh*

Name *Dr Soma Ghosh (Principal)*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
