

BUDGE BUDGE COLLEGE
7, Deshbandhu Chittaranjan Road, 24 Parganas (South),
Kolkata, West Bengal

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2011-2012

Part – A

1. Details of the Institution

1.1 Name of the Institution	Budge Budge College
1.2 Address Line 1	7, Deshbandhu Chittaranjan Road,
Address Line 2	24 Parganas (South),
City/Town	Kolkata
State	WEST BENGAL
Pin Code	700137
Institution e-mail address	budgebudgecollege@gmail.com
Contact Nos.	033 24701454
Name of the Head of the Institution:	Dr. Animesh Roy
Tel. No. with STD Code:	-
Mobile:	09432138180
Name of the IQAC Co-ordinator:	*IQAC was established in 2013
Mobile:	-
IQAC e-mail address:	-
1.3 NAAC Track ID	WBCOGN12389

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate

1.5 Website address:

<http://www.wbbudgebudgecollege.org>

Web-link of the AQAR:

http://wbbudgebudgecollege.org/aqar/AQAR_2011-2012.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2005	2005-2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

IQAC was established in 2013

1.8 AQAR for the year : **2011-12**

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

i. AQAR__2011-12 Submitted to NAAC on 31.12.2015 full date to be given

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

College with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities *IQAC was established in the year 2013

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

IQAC was established in 2013.

Plan	Action taken

Academic Calendar of the year 2011-12 in annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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	-	-	-	-
PG	-	-	-	-
UG	15	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	15	-	-	-

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	15

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

The college does not have any scope to revise or update the syllabus. It is done by the affiliating university.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	9	5	-	16

2.2 No. of permanent faculty with Ph.D.: **7**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	08	0	0	0	0	0	0	0	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	3	7	5
Presented papers	1	9	0
Resource Persons	-	-	-

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

The faculties are encouraged to make use of ICT for teaching-learning like making use of PPT's, videos, charts, documentaries during curriculum delivery.

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

176

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

NA

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

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2.10 Average percentage of attendance of students :

75% attendance is mandatory to appear for the University examinations.

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
BA (Hons)	226	197	-	0.88	78	20.80	87.17
BA (Gen)	253	150	-	0	3.17	56.1	59.3
B.Sc(Hons)	16	15	-	6.25	87.5	0	93.8
B.Com(Gen)	49	23	-	0	0	46.9	46.9
B.Sc(Gen)	09	06	-	0	44.4	22.2	66.6
B.Com(Hons)	74	74	-	12.1	73.0	14.9	100

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

NA. IQAC was established in 2013

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-

Summer / Winter schools, Workshops, etc.	-
Others	3

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	19	1	1	NIL
Technical Staff	1	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

IQAC was established in 2013. However the faculties were encouraged to take up research work as much as possible by the Teachers' Council.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	6	-

Non-Peer Review Journals	-	2	-
e-Journals	-	-	-
Conference proceedings	-	-	-
Books	2	2	-
Edited Books	-	2	-
Chapter/Article in Books	-	-	-

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	1 year 18 months	UGC	Allocation of Rs. 114000/-	Rs. 114000/- Completed and submitted in 2011
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
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 : **N.A.**

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	-	-	01
Sponsoring agencies	-	-	-	-	NA

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in events

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Eye Camp was organised

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	14558.2sq.mt	0	Charitable Fund	14558.2sq.mt
Class rooms	24	0	-	-
Laboratories	7	0	-	-
Seminar Halls	1	0	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	9,27,713
Others				

4.2 Computerization of administration and library

Try to revamp the administration and library facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6789		603	238976.40/-	7392	238976
Reference Books	10185		905	358464.60	11090	
e-Books			-	-	-	-
Journals	20	7452	00	00	20	7452
e-Journals			-	-	-	-
Digital Database			0	0	0	0
CD & Video			0	0	0	0
Others (specify) (MRP & Donation)	109871 Ebooks 6453 e-journals	5000/-			-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39+1 (LAPTOP)	01 WITH 6 PCS	10	-	8	5	6	6
Added	5+3 (LAPTOP)	2 PC ADDED	2		0	1	1	1
Total	44+4	1 WITH 8 PCS	12		8	6	7	7

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

Students are getting internet facility in the Library as well as Computer Centre

4.6 Amount spent on maintenance in lakhs :

i) ICT	50,000
ii) Campus Infrastructure and facilities	1,25,000
iii) Equipments	25000/-
iv) Others	
Total :	200000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC was established in 2013

5.2 Efforts made by the institution for tracking the progression

The college as of now has no formal mechanism to track the student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2152			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	985	45.77		1167	54.22

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1627	297	3	45	2	1972	1649	412	2	87	2	2152

Demand ratio: **1:2.30** Dropout % : **13.7**

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

The college does not have any such mechanism for coaching the students for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations :

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

5.6 Details of student counselling and career guidance

An awareness programme relating to job and career opportunities had been conducted.

No. of students benefitted

5.7 Details of campus placement; The college does not have any scope to arrange campus placement drive.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

The college has a women's cell that strives to bring about awareness among the students on gender equality, women empowerment, gender sensitisation etc.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	514	148720
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The mission of this institution is to impart overall development to the semi urban students who are mostly first generation learners. The institution gives special emphasis on women education. The college essentially intends to upgrade itself for the sake of the benefit of the students. In this regards one instant can be cited that the department of Food and Nutrition was introduced. Food and Nutrition honours can be located in some of the major urban college. It was quite a pioneering zeal by the institution to introduce such a modern and up to date curriculum in the rural area. The institution constantly endeavours to impart modern mechanism such as e-library, regular tie up with rational computer centre. The institution is well aware of the pertinent issue of gender sensitization. It encourages the nongovernmental organisations to visit the college on regular basis and create awareness on the vulnerable issues like early marriage, domestic violence etc. The institution conducts various career orientation programme in collaboration with various private organisations.

6.2 Does the Institution has a management Information System

As of now the college does not have an MIS system.

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

6.3.1 Curriculum Development

The college is affiliated to Calcutta University and thus follows the curriculum provided by it.

6.3.2 Teaching and Learning

The institution encourages the faculties to use ICT for teaching-learning. PPT's, videos, documentaries, charts are being used wherever possible. Group discussions, quiz etc are also conducted on academic topics in class whenever possible.

6.3.3 Examination and Evaluation

The final examination papers are evaluated by Calcutta University. Thus, the college does not have any scope in this.

For the tests and internal examination conducted in the college, faculties distribute the answer scripts in the classes so that the students can know where they have grown and they can also be suggested ways to improve themselves.

6.3.4 Research and Development

The college has a research committee that encourages the faculties to take up research work. There is provision for sabbatical leave for faculties pursuing research. It has published a book *Error in Epistemic & Pragmatic Sphere* with ISBN in collaboration with Vivekananda College (Dept. Of Philosophy).

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well equipped library with collection of books, magazines, journals etc. It also has a subscription to INFLIBNET, which has access to large collection of e-journals. Both students and faculties can access this.

6.3.6 Human Resource Management

The recruitment is done by the college service commission. The maintenance of all the available human resource is taken care of the management, principal and help from other committees.

6.3.7 Faculty and Staff recruitment

The recruitment is done by the college service commission.

6.3.8 Industry Interaction / Collaboration

Collaboration with Rational Computer Centre

6.3.9 Admission of Students

**The college admits students based on merit. All the eligible students based on the criteria provided by the affiliating University can apply to the courses offered by the college.
The student's applications are then scrutinised and only deserving candidates based on merit are selected. The final list of selected students are put up in the college notice board and in the website.**

6.4 Welfare schemes for Provide details if any

Teaching	1 (Group insurance)
Non teaching	1 (Group Insurance)
Students	5 (Accident insurance, Student aid fund, Minority scholarship, SC/ST/OBC scholarship, Health insurance)

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

As such there is no registered alumni association of the institution.

6.12 Activities and support from the Parent – Teacher Association

The college conducts annual examination system. Consequentially, the relatively weak students are figured out. The college takes special care of them by summoning their guardians for their improvement in the future. We can assert that we have a very healthy parent teachers association to create a better future for the students.

6.13 Development programmes for support staff

NIL

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

The college encourages the students to keep the campus clean and green. Environmental day is celebrated by the students and faculties. There is also a no plastic zone in the campus.

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.

A nutrition week was organised by the department of Food and Nutrition. We usually commemorate important dates. The introduction of nutrition week created a positive impact amongst the students. Many of the students enthusiastically participated in the food fair organised by the department of Food and Nutrition. It created a kind of an entrepreneurial zeal as many of the students prepared food and sold them in this particular fair.

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

In this particular academic year the institution gave more emphasis on the development of the infrastructural perspective. The qualities of the classroom were improved. Initiatives to introduce smart classroom were undertaken.

More importance was given on the students' welfare schemes.

Institution also decided to give importance on the qualitative improvement of the faculty.

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

- **Green and clean environment.**
- **Usage of ICT in teaching and learning**

Provide the details in annexure : See Annexure III

7.4 Contribution to environmental awareness / protection

- **Plastic free zone in the college**
- **Celebration of Environmental Day to bring about awareness among the student, faculties, and people of the community**

7.5 Whether environmental audit was conducted? Yes

No

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

Added as annexure II

8. Plans of institution for next year

To Form an IQAC

To encourage faculty to participate in the workshops and seminars.

Communicative English classes need to be upgraded under expert professional guidance.

Auditorium to be upgraded with latest ICT facilities.

Name MADAN MOHAN JANA

Name DR. DEBJANI DATTA


Signature of the Coordinator, IQAC


Signature of the Chairperson, IQAC

Annexure I

Academic calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															

	Summer Recess
	Weekend/Holiday
	Teaching day
	Bridge course
	Continuous Internal Assessment
	Mid term / End term
	University Exam

Annexure II

SWOC Analysis of the Institution

Strengths

- Qualified faculty with good subject knowledge.
- Polite student community
- Very supportive staff members.
- Cooperative GB and Principal
- Well-equipped library

Weaknesses

- Insufficient number of teaching and non-teaching staff.
- Lack of individual computer laboratory
- Student drop-out rate in a few departments.

Opportunities

- The college has good road and metro connectivity.
- The own playground for sports and cultural activities.
- Plans for introducing more job-oriented as well as soft-skill courses in future.
- Study centre for Open University may be initiated.

Challenges

- To minimize drop- out rate
- Developing communicative English skills among students who are conversant only in vernacular languages.
- Insufficient funds to cater to infrastructure development and other facilities

Annexure III:

Practice 1 Green and clean environment.

Title

To arrange special interactive classes for slow-learning students

To initiate ICT based teaching-learning process

Objective The College also focuses on bringing about an awareness among the fellow staff and students about keeping the environment green and clean.

The Context The actual socio economic situation of the people and less exposure to modern ways to keep the eco system clean is a reason for the lack of environmental awareness

The Practice The college has decided to create awareness on the pros of environmental safe keeping. For this reason the college has a plastic free zone policy in and around the campus. The college also promotes the Plantation of trees.

Evidence of Success The College is now greener compared to earlier days. The concept of plastic free zone has also been implemented successfully

Problems encountered and Resources Required

As of now there is no funding to invite external experts and peers to talk on the environment and the benefits of keeping it clean.

Practice 2

Title Usage of ICT in teaching and learning and maintaining of departmental library and most importantly call for guardian for the poor performer in exams conducted by the various departments of the college.

Objective

To ensure smooth dissemination of the class notes and extensive use of on-line study materials to the students.

The Context to apprise the students about the modern day teaching especially in lab based subjects

The Practice

All the department maintains departmental library which provides the students necessary help regarding text book and reference books directly from the faculty.

Evidence of Success

Parent meetings and the extensive use of ICT has made an impact in the class roomn performance of the students

Problems encountered and Resources Required

Due to the paucity of the funds the college is unable to provide ICT facilities to all the department and the number of books available with departmental library is unable to cater to the needs of the students optimally.