

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

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2013-2014

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:	Prof. Partha Pratim Chowdhuri
Mobile:	09433579204
IQAC e-mail address:	iqacbbcollege@gmail.com
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_2013-2014.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

05.04.2013

1.8 AQAR for the year : 2013-14

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 31.12.15 full date to be given
- ii. AQAR__2012-13 Submitted to NAAC on 31.12.15 full date to be given
- iii. AQAR__2013-14 Submitted to NAAC on 31.12.15 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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	UrbanRural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Calcutta

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

Autonomy by State/Central Govt. / University	<input type="text" value="N.A"/>		
College with Potential for Excellence	<input type="text" value="N.A"/>	E	<input type="text" value="N.A"/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other (Specify)	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

2. IQAC Composition and Activities

05

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 Nil

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Maintaining teaching qualities through student feedback and developing various innovative approaches towards providing better academic opportunities for the Teachers.

2.15 Plan of Action by IQAC/Outcome

IQAC was established in 2013.

Plan	Action taken
Student development programme Interactive courses informally initiated and students participation is ensured.	Career Counselling and Bridge Courses to be held Doubt Clarification classes to be held and extempore speeches to be encouraged

Academic Calendar of the year 2013-14 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
		11	5	-	13

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
2	12	0	0	0	0	16 guest	0	18	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	16
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	8	2
Presented papers	6	3	2
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 the academic year during this academic year

187

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

1. Open-Book Examinations encouraged in specific disciplines. 2. Tutorial Classes held for improving exam performance

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

03

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)	221	202	0	2.71	85.06	3.61	81.90
BA (Gen)	326	113	0	0	2.7	31.90	34.66
B.Sc(Hons)	27	24	0	25.92	69.92	0	88.88
B.Com(Gen)	78	06	0	0	0	7.69	7.69
B.Sc(Gen)	25	15	0	4	56	0	60
B.Com(Hons)	221	17	0	3.12	21.87	1.56	26.56

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

The college IQAC encourages the faculties to Make use of ICT in teaching-learning and curriculum delivery.
Feedback is also taken from the stakeholders to improve the institutional process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	2

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	18	06	Nil	Nil
Technical Staff	01	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 teacher's 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	2		
Outlay in Rs. Lakhs	104000/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		1	
Non-Peer Review Journals	2		
e-Journals			
Conference proceedings			
Books		2	
Edited Books		1	
Chapter/Article in			

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	05.02.2013, Tenure 18 months	UGC	1,04,000	1,04,000 (complete)
	18.03.2014 Tenure 24 months	UGC	4,45,000	3,67,000
	18.03.2014 Tenure 24 months	UGC	2,45,000	1,45,000
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

3.20 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

- **General awareness about AIDS**
- **Awareness programme regarding steps to be taken against Drug Addiction**

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	Chariatable Fund	14558.2sq.mt
Class rooms	24			
Laboratories	8			
Seminar Halls	1	0		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				1,71,041/-
Others				

4.2 Computerization of administration and library

Upgradation of existing Library system and office is computerised to facilitate administrative works

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7263	-	347	91808.40	7610	
Reference Books	10895	-	521	137712.60	11316	-
e-Books	10987	-	-	-	-	5000/-
Journals	18	10746/-	-	-	-	10746/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) (MRP & Donation)	N-List	5000/- P.a	-	-	-	5000/- P.a

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	44+07 computers+ laptops	1 computer lab with 08 PCs	19(computers)		8	6	7	8
Added	02+0 computers+ laptops	0	2(computers)		0	1	0	1
Total	46+07 computers+ laptops	1 computer lab with 08 PCs	21(computers)		8	7	7	9

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	1,00,000/-
ii) Campus Infrastructure and facilities	80,000/-
iii) Equipments	25000/-
iv) Others	
Total :	205000/-

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
2601			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	989	38.02		1612	61.98

Last Year(2012-2013)						This Year(2013-2014)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1917	421	03	70	2	2411	2112	398	-	91	1	2601

Demand ratio 1:2.06 Dropout % : **14.76**

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 **1** SET/SLET **1** GATE CAT
IAS/IPS etc State PSC **1** UPSC Others

5.6 Details of student counselling and career guidance

External agencies both Govt. and non-Govt visited college and oriented the students regarding various job opportunities

No. of students benefitted

29

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.
Kritika – Gender Sensitization regarding Domestic Violence**

5.9 Students Activities

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

State/ University level

25

National level

01

International level

-

No. of students participated in cultural events

State/ University level

22

National level

6

International level

-

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

Sports : State/ University level

2

National level

-

International level

-

Cultural: State/ University level

1

National level

-

International level

-

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	660	1,89,950

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:

None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision of the college is to make the students self-reliant so that they can establish themselves as ideal responsible citizens of the neighborhood and ensure the development of the society.**
- **The mission is to ensure gender development by emphasizing on women education and thereby empowering them.**
- **The objective of the college is to impart quality education.**

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

Teachers acquaint themselves with recent developments researches and latest data trends to ensure students are at par with contemporary scenario. Every department maintained academic calendar for smooth functioning of the departments.

6.3.2 Teaching and Learning

Assessing the student's perspective on various themes by encouraging them to prepare wall-magazines to encourage the use of internet as a reference source.

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.

Mid-term and final exams are periodically conducted and taken. Assignments related to the topics of the departments are given.

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.

Faculties are encouraged to take up the minor research projects awarded by the UGC for the improvement of the faculty. Book *Dimensions of Truth* published with ISBN number in collaboration with Vivekananda College

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well equipped library with collection of books, magazines, journals etc.

The library and science labs have introduced several measures to augment the infrastructural facilities of the ICT.

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. Conscientious and transparent admission process is conducted for the students. In order to cater to the huge demands of the students who want to opt our college, necessary measures were taken.

6.4 Welfare schemes for

Provide details if any

Teaching	1 (Group Insurance)
Non teaching	1 (Group Insurance)
Students	6 (Kanyashree, SC/ST/OBC Grant, Minority Grant, Students' Aid Fund, Students' Health Home, Accident 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 does not have any parent teacher association as of now.

6.13 Development programmes for support staff

-

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.

1. **CCTV Surveillance of the Entire Campus**
2. **Gender Sensitization in the Campus**

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

Action taken
1. Different organisations visited the college for Career Counselling.
2. Informal Communicative English Classes held.
3. Innovative Teaching-Learning methods increased for example, use of interactive smart boards for facilitation of study.
4. Students encouraged to participate in seminars in other colleges.

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
- Awareness camps on various issues like garbage disposal were undertaken as college is located in an rapidly growing urban area.

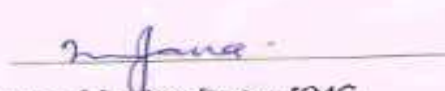
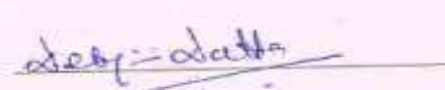
7.5 Whether environmental audit was conducted? Yes No

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

1. Infrastructural Developmental Plans to be materialised.
2. Innovative Teaching-Learning methods to be farther introduced keeping the special requirement of students in view.

Name MADAN MOHAN JANA Name DR. DEBJANI DATTA

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Academic calendar

Academic Calendar for the year 2013-14																															
	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																															

 Weekend/Holiday
 Teaching day
 A Continuous Internal Assessment
 Mid term / End term
 University Exam
 Others
 SR Summer Recess

Annexure II

SWOC Analysis of the Institution

Strength: the college maintains steady growth of students' enrolment and the dedicated faculty and office staffs ensure smooth functioning of the college despite several hindrances.

Weakness:Space and poor student-teacher ratio.

Opportunity: the college is strategically located to cater to a large number of students from the nearby areas. The college is contemplating on the introduction of its P.G Section for some of the Departments

Challenge:despite the huge demand for admitting to the college, we cannot accommodate them into our system due to lack of classrooms and paucity of infrastructural 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 room 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.