

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

**The Annual Quality Assurance Report (AQAR) of the IQAC  
Session: 2014-2015**

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 (Principal – retired 31/03/2015); Prof. M. Jana (Teacher-in-Charge –till 01/07/2015)
Tel. No. with STD Code:	-
Mobile:	09432138180 (Dr. Roy); 09433916530 (Prof. Jana)
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

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**1.5 Website address:**

<http://www.budgebudgecollege.org>

**Web-link of the AQAR:**

[http://wbbudgebudgecollege.org/aqar/AQAR\\_2014-2015.pdf](http://wbbudgebudgecollege.org/aqar/AQAR_2014-2015.pdf)

**1.6 Accreditation Details**

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

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

05.04.2013

**1.8 AQAR for the year: 2014-15**

**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 30.12.2015 full date to be given
- ii. AQAR\_\_2012-13 Submitted to NAAC on 30.12.2015 full date to be given
- iii. AQAR\_\_2013-14 Submitted to NAAC on 30.12.2015 full date to be give
- iv AQAR\_\_2014-15 Submitted to NAAC on 30.12.2015 full date to be give

**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

UrbanRural

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)

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### 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

N.A

College with Potential for Excellence

N.A

E

N.A

DST Star Scheme

N.A.

UGC-CE

N.A

UGC-Special Assistance Programme

N.A.

DST-FIST

N.A.

UGC-Innovative PG programmes

N.A.

Any other (Specify)

N.A.

UGC-COP Programmes

N.A

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

NIL

2.4 No. of Management representatives

1

2.5 No. of Alumni

NIL

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

NIL

2.9 Total No. of members

7

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

No.

5

Faculty

5

Non-Teaching Staff Students

0

Alumni

0

Others

0

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

N. A.

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

N. A.

2.14 Significant Activities and contributions made by IQAC

- **Encourage faculty development.**
- **Monitoring teaching quality through students' feedback.**
- **Conduct regular meetings and interaction with various interested parties.**

2.15 Plan of Action by IQAC/Outcome

**IQAC was established in 2013.**

Plan	Action taken
Faculty development for those whose promotion are due and oncoming.  In view of increasing no. of student's initiate expansion of infrastructural facilities.	The targets and objectives were achieved.  GIS lab re-modulated.

*Academic Calendar of the year 2014-15 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

N. A.

**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	-	-	-	-
<b>Total</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>

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	<b>0</b>
Trimester	<b>0</b>
Annual	<b>15</b>

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback :Online  Manu  Co-oper  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
<b>32</b>	<b>14</b>	<b>5</b>	<b>-</b>	<b>13</b>

2.2 No. of permanent faculty with Ph.D.: 12

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
<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b> guest		<b>16</b>	<b>09</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty --  --  **13**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	12	3
Presented papers	7	10	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.
- Parent-teacher meetings are conducted to improve students' performance.

165

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

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

- Use of laptops, interactive smart board, animation, educational and related films to improve teaching-learning process.
- Installation of loudspeakers in some large classrooms.
- Tutorial classes and continuance counselling for the students outside of the regular classes.
- Special days like World Philosophy Day, 'Bhasha Divas' and Nutrition Week are conducted.
- Departmental orientations are conducted at the beginning of each academic session.
- Conducting Interdisciplinary lectures

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

4	4	4
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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)	249	241	0	2.40	90.8	3.61	93.1
BA (Gen)	394	179	0	0	4.10	32.65	46.70
B.Sc(Hons)	31	29	0	16.13	74.19	3.22	
B.Com(Gen)	73	16	0	0	0	21.91	21.91

B.Sc(Gen)	20	6	0	4.5	22.72	0	30
B.Com(Hons)	97	35	0	1.03	34.02	1.03	35.05

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 students to improve the teaching quality.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	5
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	<b>17</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Technical Staff	<b>01</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

### 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. 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	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
Outlay in Rs. Lakhs	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>1</b>	<b>4</b>	--	--
Outlay in Rs. Lakhs	<b>Rs. 104000/-</b>	--	--	--

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>3</b>	<b>11</b>	--
Non-Peer Review Journals	<b>2</b>	<b>0</b>	--
e-Journals	--	--	--
Conference proceedings	--	--	--
Books	<b>3</b>	<b>8</b>	--
Edited Books	--	<b>2</b>	--
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	March, 2013-February,2015 Ongoing	UGC	Rs. 250000/-	Rs. 185000/-
	18.03.2014 for 24 months	UGC	Ongoing Rs. 445000/-	RSs. 367000/-
	05-02.2013 – for 18 months	UGC	Completed Rs. 104000/-	Rs. 104000/-
	18.03.2014 to 2016	UGC	Ongoing Rs. 245000/-	Rs. 145000/-
	07-01-2015	UGC	Ongoing Rs. 112500/-	Rs. 82000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
<b>Total</b>	<b>05</b>	<b>UGC</b>	--	--

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	-	-	-	-	1
Sponsoring agencies	-	-	-	-	College

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

3.13 No. of collaborations Nil

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 Nil

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

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students Participated in events

University level	Nil	State level	Nil
National level	International level	Nil	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	International level	Nil	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	International level	Nil	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	International level	Nil	Nil

3.25 No. of Extension activities organized

University forum	0	College forum	2		
NCC	0	NSS	0	Any other	0

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

- Nutrition Camp
- Sanitation Awareness Program

**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	<b>14558.2sq.mt</b>	<b>0</b>	<b>Charitable Fund</b>	<b>14558.2sq.mt</b>
Class rooms	<b>24</b>	<b>0</b>	--	--
Laboratories	<b>8</b>	<b>0</b>	--	--
Seminar Halls	<b>1</b>	<b>0</b>	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	<b>Rs. 8488883/-</b>
Others	--	--	--	--

## 4.2 Computerization of administration and library

**Attempt to equip the library with more internet facilities. Office computers were updated.**

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>7500</b>	<b>58646.40</b>	<b>236</b>	--	<b>7736</b>	--
Reference Books	<b>11249</b>	<b>87969.60</b>	<b>355</b>	--	<b>11604</b>	--
e-Books	--	--	-	-	-	-
Journals	<b>16</b>	<b>15803/-</b>	--	--	<b>16</b>	<b>15803/-</b>
e-Journals	--	--	-	-	-	-
Digital Database	--	--	-	-	-	-
CD & Video	--	--	-	-	-	-
Others (specify) (MRP & Donation)	<b>109871</b> <b>Ebooks 6453</b> <b>e-journals</b>	<b>5000/-</b>	--	--	-	-

4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	<b>46+07 computers+ laptops</b>	<b>1 computer lab with 8 PCs</b>	<b>19</b>	--	<b>8 computer</b>	<b>7</b>	<b>7</b>	<b>9</b>
Added	<b>05+0 computers+ laptops</b>	<b>2</b>	<b>2</b>	--	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>
Total	<b>51+07 computers+ laptops</b>	<b>1 computer lab with 10 PCs</b>	<b>21</b>	--	<b>8 computer</b>	<b>9</b>	<b>8</b>	<b>9</b>

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	3,00,000/-
ii) Campus Infrastructure and facilities	80,000/-
iii) Equipments	25000/-
iv) Others	--
<b>Total :</b>	<b>405000/-</b>

**Criterion – V**

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Feedbacks are taken from students on various dimensions of teaching and infrastructural accessibility. Tutorial classes are also conducted as per need.

### 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
2802	N.A.	N.A.	N.A.

### (b) No. of students outside the state

Nil

### (c) No. of international students

Nil

Men	No	%	Women	No	%
	1089	38.86		1713	61.14

Last Year(2013-2014)						This Year(2014-2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2112	398	-	91	1	2601	2184	512	0	104	2	2802

Demand ratio:1:2.05 Dropout %: 18.8

### 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

N.A.

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

**Different private organizations visited the college for orienting students regarding career development and job opportunities.**

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	706	Rs. 199280/-
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 vision of the college is to make the students self-reliant so that they can establish themselves as ideal responsible citizens of the neighbourhood and ensure the development of the society they live in.**
- **The mission is to ensure gender development by emphasizing on women education and thereby empowering them.**
- **Objective:**
  - **Nurture the potentials of the students in each dimension and provide adequate access to apposite resource materials to students and enhance their access to modern means of ICT.**
  - **To serve the curricular, cultural and general educational requirements of the academic community.**
  - **Ensure social externalities of the enhanced education are fully realised in the region.**

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

- **Ensure students' comprehensive knowledge augmentation by holistic approach to teaching. The above is attained by adopting an interdisciplinary approach to teaching. Food and nutrition and Zoology departments had shared classes with each other.**
- **Preparation of academic calendar.**
- **Encourage participation in science exhibition and similar events.**

6.3.2 Teaching and Learning

- **Use audio-visual aids for better understanding of themes.**
- **Organise discipline specific educational excursions and ensuring to relate it to the theoretical aspects of the respective disciplines.**

6.3.3 Examination and Evaluation

- **Mid-term tests and final test exams are conducted for every year and every programme. Besides regular assignments are also 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 their improvement. A book 'Dimensions of Truth' was 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.**

**Library was updated with recent published books. Infrastructure of laboratories like food and nutrition, Zoology, Geography were upgraded.**

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 by the management, principal and help from other committees.

6.3.7 Faculty and Staff recruitment

The recruitment is done by the college service commission.

New faculty was recruited in the departments of Political Science, Education, Economics, Zoology and Mathematics.

6.3.8 Industry Interaction / Collaboration

Collaboration with Rational Computer Centre to augment computer knowledge among students.

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 is put up in the college notice board and in the website.

Conscientious and transparent admission process is conducted for the students.

E-admission process was initiated to make it effective in next academic session.

6.4 Welfare schemes for

Provide details if any

Teaching	1 (Group Insurance)
Non teaching	1 (Group Insurance)
Students	6 (Students Health Home; Accidental Insurance; Kanyasree, Minority Scholarship, Student Aid Fund, SC/ST/OBC Scholarship)

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	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  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

**Provide details if any**

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.

- **Attempts have been made to enhance students' participation in various activities – academic & non-academic front.**
- **Parent teacher meetings are conducted to improve performance of students.**
- **Gender sensitization cell is being operated to ensure secured and empowered environment for the women students.**

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

**Action taken**

Quality of teaching and learning was improved upon by recruiting a number of guest lecturers.

The student support system was expanded by increasing the number of tutorial classes and the variety of modern upto date infrastructural facilities and re-modulated laboratories.

Faculty members were encouraged to attend Seminars, Orientation and Refresher Courses.

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 Environment Day to bring about awareness among the student, faculties, and people of the community**
- **Awareness camps on various issues like pollution, water harvesting were undertaken.**

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

Organising conferences and seminars (inter departmental) to enhance interdisciplinary learning among students.

Expansion of existing infrastructure of laboratories in view of increasing number of students.


Improve the pass percentage of the students by regular monitoring.

Extension of the college campus in its southern section.

Expand the avenues of the students post their graduation by introducing PG courses wherever faculty-student ratio can be improved.

Name MADAN MOHAN JANA

Name DR. DEBJANI DATTA

  
Signature of the Coordinator, IQAC

  
Signature of the Chairperson, IQAC

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**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
A	Continuous Internal Assessment
	Mid term / End term
	University Exam
	Others

## **Annexure II**

### **SWOC Analysis of the Institution**

**Strength:** Good coordination between the faculty themselves; Easy access to teachers by students; High quality of faculty and thus teaching standard increased.

**Weakness:** Poor student: teacher ratio and dearth of space

**Opportunity:** The College is located in suburban area and most of the students are first generation learners and this college ensures their holistic development.

**Challenge:** The challenge is to prepare the first generation learners to go for higher education and improve their success rate at each educational level so that they can set an example for the next generation.

### **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.