

The Annual Quality Assurance
Report (AQAR) of the IQAC
2011-12

BIDHANNAGAR COLLEGE

EB-02, SECTOR-I

SALT LAKE

KOLKATA-700064

WEST BENGAL

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2011 - 12

1.

Details of the Institution

1.1 Name of the Institution

BIDHANNAGAR COLLEGE

1.2 Address Line 1

EB - 2

Address Line 2

SECTOR I

City/Town:

SALT LAKE

State:

WEST BENGAL

Pin Code:

700064

Institution e-mail address:

bidhannagarcollege@gmail.com

Contact Nos.:

033-23374761

Name of the Head of the Institution:

DR. PRABIR KUMAR DAS

Tel. No. with STD Code:

033-23374782

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

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:

Web-link of the AQAR: (For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc)

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++		2006	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

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 2010-11 Submitted to NAAC 17/03/2016

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

WEST BENGAL STATE UNIVERSITY

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

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

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 representative

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

During the period between 2007 and 2012, the IQAC of this College was not present in any concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant sheets for uploading.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the different sub-committees in conformation to the IQAC norms in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Outcome
<ul style="list-style-type: none"> ➤ Teachers of both Post Graduate and Under Graduate departments will be engaged in research activity and have been encouraged to undertake major and minor research projects. ➤ The NSS unit of the college is planning various social awareness programs. ➤ Teachers will be encouraged to attend seminars, workshops, RC/OP/Summer schools etc. ➤ All members will be encouraged to make use of the ICT-enabled and learner-centric interactive teaching-learning method so that the learner-centricity is achieved, in which the learners assume an active role. 	<ul style="list-style-type: none"> ➤ One major and one minor project have been sanctioned by the UGC ➤ The NSS unit of the college has conducted various social awareness programs. ➤ Two UGC sponsored national seminars have been organized. ➤ 3 Teachers participated in RC, 2 teachers participated in OP and 7 teachers participated in summer school.

* Please see **Annexure-2** for Academic Calendar.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body IQAC

Provide the details of the action taken: AQAR was placed in the IQAC Meeting and after discussion and minor modification the report was accepted.

Part – B
Criterion – I

1. Curricular Aspect

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	02	0	0	0
UG	15	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	17	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	15

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

Mode of Feedback: Manual

*Please see **Annexure 4**

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

- ❖ As a college affiliated to a University, it has to follow the courses designed by the University concerned. The departments have little role to play in designing the course curriculum, structure or examination pattern. The University has made revisions in the syllabus and the evaluation system. However, some of the senior teachers of this college do act as members of the respective Board of Studies, responsible for syllabus revision and other such activities. In the UG Humanities Courses, emphasis is laid more on the writing skill with which to organize thoughts and ideas; in Science, short answer-type responses, apart from the normal pattern of questioning, are designed largely to bring in clarity in fundamental concepts.
- ❖ In the Post-graduate departments there is scope under the present system to function outside the purview of the affiliating university. The characteristic feature of the syllabi fashioned by the P.G. departments is the inclusion of dissertation-presentation within the core curricula encouraging – a feature which helps develop researching and analytical skills. The entire PG syllabus is remodeled regularly in the PG-BOS meeting, whereby all recent developments in the discipline are incorporated in the PG syllabus.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others ¹
83	29	51	0	03

2.2 No. of permanent faculty with Ph.D.

48

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
04	12	0	0	0	04	0	0	04	16

¹ Part-time teacher

2.4 No. of Guest and Visiting faculty and Temporary faculty²

G-11	V-01	T-01
------	------	------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	15	03
Presented	0	19	01
Resource Persons	0	0	01

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

- ❖ Field Trips
- ❖ Audio visual aids
- ❖ Peer Teaching
- ❖ Group Discussions
- ❖ Real life Data Analysis
- ❖ Surprise class- test
- ❖ Computer aided teaching and learning

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

199+ Some extra days for special classes during vacations in PG Departments.
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

The college has no option for such reformative measures. Being affiliated to the West Bengal State University, we follow just the University norms in regard to examination evaluation and the like.

In the PG Courses, the appropriate body has adopted a double evaluation method so as to ensure justice.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as

10	12	12
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² G-Guest, V-Visiting, T-Temporary

member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75.2

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (in %)				
		Distinction	I	II	QG	Pass
UG	222	NA	15.30	78.80	5.86	99.96
PG	38	NA	94.74	5.26	-	100.00

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

During the period between 2007 and 2012, the IQAC of this College was not present in concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant sheets for uploading.

The sub-committees ensure teaching and learning process in the following way – a) meeting with the learners for feed-back on the method(s) adopted by the teachers of a particular department and the quality of teaching; b) meeting with the parents for exchanging feed-back; and c) meeting with the departments regularly to discuss matters arising

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	07
Others	01

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	13	02	0	0
Technical Staff	23	07	0	0

Criterion – III

3. Research, Consultancy and Extension

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

During the period between 2007 and 2012, the IQAC of this College was not present in concrete form. Nevertheless, as the different sub-committees along with the college administration worked on, the relevant data, secured, processed and analysed, conform to the set IQAC norms. Significantly, therefore, they have been used to fill in the AQAR Report and other relevant sheets for uploading.

- ❖ A Research and Development Committee, dealing with UGC-related matter in keeping with UGC guidelines, is formed both by the teachers of the science departments and those of the Humanities. The Committees inform the teachers of the various Research schemes and Fellowships, and encourage them to make the most of them.
- ❖ By way of constantly meeting with the teachers, the research sub-committee inspires them for seminar presentations and getting their articles published in reputed journals, preferably peer-reviewed.
- ❖ It motivates the teachers to apply for different research projects from UGC and other funding agencies.
- ❖ As recommended by Research and Development Committee, institutional support is provided to enable implementation of research schemes in the following ways:
 - Full autonomy is given to the Principal researcher for smooth conduct of the research project.
 - Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
 - The College provides major infrastructural facilities like library, laboratory, computer and internet facilities to pursue research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	01	0
Outlay in Rs. Lakhs	16.39	4.90	5.81	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	01	02
Outlay in Rs. Lakhs	0	0	1.19	1.875

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	09	02
Non-Peer Review Journals	01	03	02
e-Journals	-	-	-
Conference proceedings	04	09	01

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 (Rs. in lakhs)	Received (Rs. in lakhs)
Major projects	3 years	UGC, Environment Ministry (WB), DST(WB)	10.72	7.80
Minor Projects	1.5 years	UGC	1.19	1.00
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0

Any other(Specify)	0	0	0	0
Total			11.91	8.80

3.7 No. of books published i) With ISBN ii) Without ISBN No.

No. Chapters in Edited Books

3.8 No. of University Departments receiving funds from UGC-SAP/CAS/DST-FIST/ DPEDBT Scheme/funds: NA

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	0	02	0	0	03
Sponsoring agencies	0	UGC	0	0	BNC

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 Rs. in lakhs:

From funding agency	11.91
From Management of University/College	NIL
Total	11.91

3.16 No. of patents received this year: NIL

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

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

Total	International	National	State	University	Dist.	College
01	0	0	01	0	0	0

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 NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events: NA

University level State level

National level International level

3.23 No. of Awards won in NSS: NIL

University level State level

National level International level

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized: NIL

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

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	7.5 acres	-	-	7.5 acres
Class rooms	31	-	-	31
Laboratories	20	01	-	21

Seminar Halls	01	-	-	01*
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	-	01	-	01
Value of the equipment purchased during the year (Rs. in Lakhs)	-	14.99	UGC + DEV	14.99
Others	-	-	-	-

*Please see **annexure**

4.2 Computerization of administration and library

- ❖ Computerization of the library documents is being done by using ULIB software including bar-coding of the books and OPAC facility.
- ❖ Most of the administrative works are also being done by using computer.
- ❖ Computerization of office records and library cataloguing is in process.
- ❖ On-line admission has been initiated.
- ❖ Computerization of the preparation of monthly salary bills using software package 'COSA' (Computerization of Salary Accounting) has been implemented at our college a few years back. In the year 2012, an upgrading of this software has also been done. At present the COSA software is being successfully used for the smooth running of the preparation of monthly salary bills for all employees.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs. in lakhs)	No.	Value (Rs. in lakhs)
Text Books	48493	NA	995	5.00	49488	NA
Reference Books	595	NA	98	.27	693	NA
e-Books	NA	NA	NA	NA	NA	NA
Journals	22	NA	17	.50	39	NA
e-Journals	NA	NA	NA	NA	NA	NA
Digital Database	24000	NA	3000	NA	27000	NA
CD & Video	34	NA	01	NA	35	NA
Others (specify)	NA	NA	NA	NA	NA	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	27	03	20	-	-	06	21	-
Added	13	0	4	-	-	0	13	-
Total	40	03	24	-	-	06	34	-

N.B. : The total number of existing computers keeps decreasing because of the exclusion of the number of defunct machines.

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

Information literacy training programmes to students as well as teachers by DOEACC as per MOU.

4.6 Amount spent on maintenance Rs. in lakhs:

i) ICT

-

ii) Campus Infrastructure and facilities

-

iii) Equipments

-

iv) Others

-

Total:

-

*PWD (civil and electrical) is in charge of maintaining campus infrastructure

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The different sub-committees in conformation to the IQAC norms have acted in the following capacity.

- ❖ Circulating information through notice and website.

- ❖ Supporting the students by informing the modalities for getting financial assistance from government and other agencies.
- ❖ Ensures regular remedial classes and tutorials.
- ❖ Financial assistance extended to economically weaker section.
- ❖ Updating and maintaining a well-stocked Central Library, as well as departmental libraries.
- ❖ Career-counselling cell, Grievance cell for assistance.
- ❖ Academic calendar is provided in the beginning of each session.
- ❖ Assisting regular academic excursions arranged by some of the departments.
- ❖ Regulating norms of admission/ courses offered at UG/PG level as mentioned in the prospectus.
- ❖ Provides encouragement to UG and PG students to attend seminars, conferences and present papers.

5.2 Efforts made by the institution for tracking the progression

- ❖ Regular class tests, Mid-term tests, Surprise tests and Selection tests are held.
- ❖ Continuous evaluation of practical exercises in laboratory based subjects.
- ❖ Evaluation of the performance of students in student seminars.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
731	81	03	00

(b) No. of students outside the state

(c) No. of international students

Men <table border="1" style="display: inline-table; margin-left: 20px;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>374</td> <td>45.89</td> </tr> </tbody> </table>	No	%	374	45.89	Women	<table border="1" style="display: inline-table; margin-left: 20px;"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>441</td> <td>54.11</td> </tr> </tbody> </table>	No	%	441	54.11
No	%									
374	45.89									
No	%									
441	54.11									

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
496	159	17	41	00	713	603	174	15	23	00	815

Demand ratio Dropout %

Demand Ratio = Number of Applications is to number of seats

Dropout* = [(The number of students registered - the number of students appeared in the final year exam) /the number of students registered] x 100

* “Dropout” includes all those who might in all probability have left at different points of time this college in response to new openings, new opportunities.

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations:

It is a premier institute under the West Bengal State University and a good number of students have qualified in examinations like NET/GATE etc. As it is primarily a UG teaching College, we are not able to maintain proper communication with the pass out students who, after their PG courses, qualify in different examinations like NET/GATE/GRE etc. However, from personal connections the college came to know about few students who have qualified in such examinations in recent times. The list goes as under

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

5.6 Details of student counselling and career guidance: NIL

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes: NIL

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	00	-
Financial support from government	210	-
Financial support from other sources	02	-
Number of students who received International/ National recognitions	00	-

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

0

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Multi-level involvement of the academic staff as well as the office under the leadership of the Principal is believed to result in a cohesion that guarantees academic ambience, which engages the learners in the right process of what is known as all-round development and socialization. Things fall into place. Students get inspired; they do not wait for knowledge to be imparted; they learn as in a sort of natural environment, which is disciplined, yet uncontrolled by rules outside them. The whole management is so designed as to ensure this atmosphere.

6.2 Does the Institution has a management Information System

The management is supported by a number of sub-committees formed by the Teachers' Council. They work in coordination with the Principal. Any specific work like admission to the UG Courses is undertaken officially. The work over, they submit a report to the Principal, containing all relevant pieces of information like those of difficulties, if any, faced and suggestions for improvement which might be very essential for the same programme in the years to come. The report is taken into consideration in the TC Meeting so that all the academic staff are aware of the issues involved and prepare to assume any responsibility in the future.

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

6.3.1 Curriculum Development

The College for its UG Courses has little to do with Curriculum Development, the University being at the helm of such matters. Some of the senior teachers however act as members of the relevant Board of Studies, which is assigned the task of Curriculum Development.

The Departments with PG Courses of course take the responsibility of Curriculum Development all by themselves through the ECs composed of internal and external members.

6.3.2 Teaching and Learning

The learners occupy the centre of the entire process; the teachers come in as quite secondary agents in the process of education. To make the learners interested really

in what they need to learn, the teachers make Power Point Presentations. Whenever they find it useful, they make use of audio-visual aids; hold seminars in which the learners occupy the centre-stage with teachers around helping and encouraging the learners but never interfering with the process of learning.

6.3.3 Examination and Evaluation

Examinations are held at the end of every academic session by the University/ College which the learners must get through. To help them get ready for such final examinations, the Departments hold periodic tests – routine tests as well as surprise ones. The design is never to generate score sheets but to evaluate their academic aptitude and guide them towards a brighter future.

6.3.4 Research and Development

Following are the measures taken by the institution to facilitate research and development activities in the college

- As per suggestion of TC committee the Research and Development Committee informs the teachers about various Research Schemes and Fellowships and encourages them in applying for the same. The UGC-Development Council screens project proposals funded by different agencies.
- As recommended by TC committee institutional support is provided to enable implementation of research schemes in the following ways:
 1. Full autonomy is given to the Principal Investigator for smooth conduct of the research project.
 2. Funds sanctioned by the different agencies are released without delay as and when required by the researcher.
- Other facilities:
 - Well equipped computer laboratories
 - Enriched library with modern books and journals of various fields.
 - Regular visits and interaction with other research facilities, excursions and field works.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

- Digitization of library books with OPAC data management system using Z39.50 protocol for the easy accessibility of library books by students and staff.
- Most of the administrative work are also done by using computer
- Information literacy training program to students by DOEACC as per MOU
- Maintenance of college website www.bidhannagarcollege.org through which different notifications are circulated

6.3.6 Human Resource Management

- Faculty members are involved in academic work as well as several committee works.
- Various responsibilities are coordinated with academic duties without any overlap
- Regular attendance records of teaching and non-teaching staff are maintained
- Regular parent-teacher meetings in various departments are organized
- Feedback from students, parents and alumni are considered frequently
- Students are given all-round exposure through seminars, field-works, and field-trips to various illustrious academic institutions, cultural programs and college-fest.

6.3.7 Faculty and Staff recruitment

The College is a government institution and thus cannot recruit teaching or non-teaching staff. The recruitment of the same is made by the Government of West Bengal through the recommendation of the Public Service Commission, West Bengal and Staff Selection Commission, West Bengal.

The college however invites retired teachers, scholars as resource persons in the capacity of Guest Lecturers to deliver short term courses as and when required.

6.3.8 Industry Interaction/Collaboration

Various collaborative efforts have been undertaken with other institutions and industry players.

UGC sponsored national seminar organized by the departments of Botany and Microbiology in collaboration with Botanical Survey of India and Heritage Institute of Technology respectively.

6.3.9 Admission of Students

Purely Merit-based admission system

6.4 Welfare Scheme

Teaching	Health Scheme
Non-teaching	Health Scheme Bonus and Advance Salary during Festive Season
Students	Various Scholarship schemes for needy and meritorious students

6.5 Total Corpus Fund Generated:

NA

6.6 Whether annual financial audit has been done

Year wise financial audit is done by AG, West Bengal intermittently.

6.7 Whether academic and administrative audit (AAA) has been done

NA

6.8 Does the university/autonomous colleges declare results within 30 days

NA

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

An Alumni Association has been formed with the participation of and meetings attended by the alumni of the college. However, the registration process has been initiated and is yet to be completed.

6.12 Activities and Support from the parent-teacher Association

The college holds regular interactive parent-teacher-ward meets after every internal-terminal examination to discuss areas of concern and collectively resolve the arising problems.

6.13 Development Programs for support staff

NIL

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

- Medicinal Garden (Parashar Udyan) since 2004
- Work in progress for implementation of Solar Energy Conservation Panel
- Making the college premises a no-smoking and plastic-free zone
- Rain Water Harvesting System
- Maintenance and Beautification Committee which is instrumental in the maintenance of the cleanliness and the aesthetics of the college campus. The gardening committee helps to maintain the beautiful garden of the college.
- Tree plantation efforts are regularly carried out by the Department of Botany.
- Nature Club of the College “Prakriti Porichoy” under the aegis of WWF coordinated by one of the faculty of Botany Department

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

- Central Library upgraded with the installation OPAC search engine for facilitating the staff and the student in locating books and periodicals.
- A Laboratory has been upgraded in the Department of Zoology under the UGC sponsored Major Project of Dr. Sushanta Nath.

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

- The students' union has been encouraged to organize inter college cultural programs.
- Teaching-learning process has been improved through continuous evaluation and innovative methods.

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

Seminar

Please see Annexure 3

7.4 Contribution to environmental awareness / protection

❖ **Energy conservation**

Conservation of Energy is one of the primary areas of concern for Bidhannagar College. The following measures are taken within the institution's permit to curtail wastage of energy and maintain optimum conservation. Sustenance of nature is the key concern for the institution in this regard.

- Efforts are made to increase the usage of alternate and renewable sources of energy as well as recycling of available natural resources for usable purposes. Mention may be made of solar energy and water treatment process in this regard.
- Fans and lights are turned off when the students are not around, and use of sunlight is maximized wherever possible.
- Doors and windows have tight seals and are closed when the air conditioner is running.
- Computers, UPS, printers and copiers are turned off at the end of the day to avoid wastage of energy.
- Equipments are monitored and serviced at regular intervals for proper operation.

❖ **Use of renewable energy**

As stated in the earlier point, Bidhannagar College prioritizes the usage of renewable and alternate forms of energy. Accordingly the following activities are performed:

- **Water harvesting:**

Bidhannagar College (with the initiative of the Department of Botany) has constructed rain water harvesting infrastructure..

- **Efforts for Carbon neutrality**

Bidhannagar College, over the years, have tried to maintain carbon neutrality through a number of measures.

- Giving more importance in the greenery and plantation programme within the college premise for more supply of oxygen and reduction of gaseous form of carbon.
- The institution boasts of a vast stretch of open land. With no big scale factory in the vicinity, carbon pollution level is generally low.
- The personal vehicles used by the staff members conform to state defined pollution rules and matches with government specifications to reduce carbon emission.
- Installation of low energy lights in the new infrastructure has been done within the campus.

- **Plantation**

- Plantation programmes within the college premise are held on a regular basis.
- Moreover, the gardener of the College effectively maintains the college garden which includes planting of new flower plants.
- Bidhannagar College has a medicinal garden in its campus. In this garden medicinal plants are planted on a regular basis.

- **Hazardous waste management**

- Chemical wastes including radioactive compounds are disposed off by the Chemistry department. Some kinds of chemical wastes are disposed off in sealed container.
- Disposal of biodegradable components by PG department of Microbiology and training of students in this biodegradable waste management by vermi-composting and production of bio-fertilizer.
- The micro-organisms used and grown in different media for teaching and research purposes are sterilized after use by autoclaving. It is done by the students after class and also by the laboratory assistants.

- **e-waste management**

The institution being a government body, P.W.D (electrical) looks after the e-related management and wastes.

* Nature Club of the college, “Prakriti Parichay”, under the aegis of WWF coordinated by one of the faculties of Botany Department has been established.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- Being a government college, it earns the faith of the largest populace regarding academic quality, creating a positive and transparent environment.

- Special care and assistance for students from economically weaker section through measures like nominal college-fee, number of scholarships, fee-waiver scheme etc.
- The college has recorded consistently good academic results. Many students have topped university merit list.
- We encourage our students to adopt a holistic approach towards education and appear in various competitive examinations pertaining to research, administration, and so on.
- Greater participation in research has improved substantially .Research projects and peer-reviewed publications both in national and international journals are testimony to the contribution of the institution in the higher academic field.
- Teachers of the college are actively involved in research and advanced studies and have a number of on-going minor as well as major UGC research projects currently.
- Positive endeavour towards adoption of updated technology in teaching-learning process, in some aspects of administration and library as well as in the departmental activities is gaining momentum
- The college has modern laboratories for hands-on training facility meant for students
- Students get medical benefits through Students' Health Home
- Subsidized canteen facility is available to the students.
- All teaching and non-teaching employees of the institution and their family members are assured of their health insurance aspects through the West Bengal Health Scheme
- Bidhannagar College also offers subsidiary courses such as Computer training programme under DOEACC under Government of India.
- The NSS unit of the College works actively towards arousing social awareness programmes.
- Many departments have their own wall-magazines which are prepared with great gusto by students and help in inculcating values of friendship and co-operation, apart from show-casing their talents.
- Educational tours and outreach programmes are undertaken regularly to supplement routine, syllabus oriented studies for the development of a broader and holistic approach towards academics.
- The sprawling play-ground is one of the attractions of Bidhannagar College.

Weakness

- Bidhannagar College suffers from shortage of space, especially in the science and post-graduate departments.
- The college is yet to have its own hostel, though the students have been accommodated in other government hostels.

Opportunity

- Further expansion of postgraduate courses will benefit the region as considerable demand exists for postgraduate studies.
- There is an agenda to introduce INFLIBNET in the library which will enable the students and staff of the college to access the E-resources.

- The success of the students in all-India level entrance examinations such as IIT, JAM, GATE, UGC-CSIR-NET has increased. But there is scope of more improvement.
- It has provision for adult and continuing education through NSOU.
- Interdisciplinary studies are greatly encouraged. Teachers of the Economics, Physics, Botany, Statistics and Mathematics Departments have already started to deliver lectures to the students of Zoology, Microbiology, Chemistry and Education Department. In near future such interdepartmental exchanges are expected to increase.
- The college library is in the process of being digitized for easy access. Meanwhile, students are always free to use the departmental seminar library and books are requisitioned from the central library for their use.
- The college has no large auditorium of its own.

Challenge

- Given the annual increase in intake capacity, the challenge is to retain and enhance the quality performance.
- Smooth integration of all graduates of the institution in the job-market remains a challenge.
- Although there are a number of computers for the use of students, a computer laboratory is to be set up as soon as the new building is completed. Internet facility is already available with multiple Broad Band connections.
- Our students perform very well in the University examinations in general. But our aim is not only to nurture bright talents but also to help weaker students to perform better. Special classes for revision and practice are conducted for this. Our aim is to maintain a high academic standard in general, while at the same time encouraging bright students to perform even better.
- Owing to its location on the fringes of North 24 Parganas the college caters to the needs of not only urban students but also those from rural and semi urban areas, who have to commute long distances. Providing subsidized accommodation for boys and girls is an urgent need for this government institution.
- Bidhannagar College aims to produce students with high academic capabilities as well as a sense of social responsibility. We want our students to embark on a future ‘where the mind is without fear and the head is held high’.
- To introduce complete online admission procedure
- To enrich the academic infrastructure of the college
- To improve teaching learning process through continuous evaluation and innovative methods
- To conduct more seminars, conferences and invited lectures in the different departments
- To encourage the students’ union to organize intercollegiate cultural program
- Completion of the construction of the new building
- The college will prepare for the inspection of NAAC

- To encourage faculties to attend seminars, workshops, RC/OP/Summer schools etc.
- To encourage and motivate the faculties to undertake various research projects and approach the UGC and other funding agencies for financial support.
- To encourage and motivate the faculties to undertake various research projects and approach the UGC and other funding agencies for financial support.
- To conduct workshop/seminar/symposium by various departments so that the students and faculty members get an opportunity to enhance and sustain their academic excellence
- To make use of ICT enabled and student centric interactive teaching-learning methods to give the students better exposure of the topics
- Special attention to be given for extension activities conducted under the aegis of the NSS
- To improve the infrastructure of games and sports
- Publication of college journal.
- Encouraging teachers to publish in refereed journals

8 .Plans of institution for next year :

- Up gradation of central library through INFLIBNET
- Introduction of Career Counseling Cell
- Focus on introducing an alternative source of renewable energy –solar energy panels as an attempt to conserve energy
- COSA system of employee data management for the purpose of e-billing to be introduced

Dr. Subhas Chandra Jana

Name _____

Name _____



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



Annexure 1

No. of important equipments purchased (≥ 1 lakh) during the current year.

Name of Equipment	Amount (Rs.in lakhs)	Department	Funding agency
Digital Microscope	1.69	Zoology	UGC

Annexure 2

Academic Calendar 2011– 2012

MONTH	DATE	EVENT
Jul 2011	Mon, 4 th	2 ND AND 3 RD YR CLASSES RESUME
	Mon, 11 th	1 ST Yr classes to commence, welcome address by Principal Venue: College Hall, Time:1:30pm
Aug 2011	Mon, 15 th	Independence day celebration
Sept 2011	Mon, 12 th to Wed, 14 th	Departmental class test-50 marks(Hons) 1 st and 2 nd yrs(To be conducted departmentally)
	Wed, 21 st	Declaration of result
	Sat, 24 th	Parent-Teacher meeting for 1 st and 2 nd yr students
	Tue, 27 th	Mahalaya
	Wed, 28 th	Puja Vacation begins
Nov 2011	Mon, 7 th	College reopens
Dec, 2011	Mon, 28 th to Sat, Dec 3 rd	Departmental class test-50 marks (Hons) 1 st and 2 nd yrs(To be conducted departmentally)
	Mon, 12 th	Distribution of awards/medals for the last academic yr
	Fri, 9 th	Publication of results of class test
	End Dec	College fest
Feb 2012	Mon, 20 th to Fri,	Selection Test for 3 rd yrs (Hons) 4X100 marks

	24 th	
March 2012	Sat, 3 rd	Parent-Teacher meeting for 1 st and 2 nd yr students
	Date to be notified	University Form filling up for 3 rd yr students
	Mon, 5 th	Remedial classes for 3 rd yr students to commence
	Fri, 9 th	
	Mon, 12 th to Wed 14 th	Selection Test for 2nd yrs(Hons) 2X100 marks
	Wed 21 st to Sat 24 th	2 nd yr Selection Test: Hons Practical
	Mon, 26 th to Fri, 30 th	Selection test for 1 st yr (Hons) 2X100 marks
	Wed 21 st to Sat 24 th	1 st yr Selection Test: Hons Practical
	Thurs, 15 th to Mon, 19 th	2 nd yr Selection Test: Elective I-Paper II+ Paper III-100+100 marks Elective II-Paper II+ Paper III-100+100 marks 1st yr Selection Test: Elective I-100 marks; Elective II-100 marks
Apr 2012	Mon, 2 nd	Remedial classes for 1 st and 2 nd yr students to commence
	Mon, 16 th	Declaration of results of both 1 st and 2 nd yr selection test
	Fri, 20 th	Annual college sports
	Mon, 23 rd	Supplementary Examinations of both 1 st and 2 nd yr
	Fri, 27 th	Declaration of results of Supplementary Examinations
	Date to be notified	University Form filling up for 2nd yr students
	Date to be notified	University Form filling up for 1st yr students

- Supplementary Examination is meant only for students failing to appear at the regular test for health or any special reasons considered sufficient by the authorities to allow supplementary examination. To be decided by the Teachers' Council.

- Class test by individual Teachers on completion of a module/topic/chapter will be held regularly
- Marks of class test will be added up to the marks of test examination while considering a candidate for being sent up for final examination.

Annexure 3

Summary of Students' Feedback: Teachers' Evaluation 2011 - 12

In 2011-12, meetings of the teachers, the students and the parents have been convened for awareness and feed-back. A multiplicity of exchanges – critical and suggestive, largely verbal – adds a new dimension not merely to the teacher-taught relationship but also to the parent-ward one. The future very often emerged much stronger than it had appeared earlier. Such happy hours of interaction and the consequent happier future have been making up a tradition in this college.

Annexure 4

Best Practice - I

1. Title of the Practice (2011-12): Seminar on 'Vermi-composting'

2. Goal : Chemical fertilizers are widely used throughout the world to produce our food grains , vegetables and crops. It creates huge amount of health hazards in human beings. By this seminar students came to know about an alternative to chemical fertilizers which can be used to produce crops and food grains. If this could be done in large scale the world could be free from many diseases.

3. The Context: Students of the departments of Microbiology tend to have a direct impact on environment and agrarian methods through their research, experiments and other activities directly linked to their field of study. Making them aware of organic and healthy modes of fertilization and soil amendments is integral to the development of an eco-friendly society.

4. The Practice : The students, including volunteers, teachers and the Principal of Bidhannagar College organized and took part in the event held on 05.08.2011. Srimath Sruti Karmakar, Research Fellow of NIT, Durgapur, Department of Earth and Environmental Studies delivered lectures to the students.

5. Evidence of Success : A large number of students and teachers took part in the event.

6. Problems Encountered and Resources Required : In spite of making the students acquainted with the alternative and organic agrarian practices, it has been difficult for the college to provide to the students opportunities for their practical application.

7. Contact Details

Name of the Principal: Dr. Prabir Kumar Das
Name of the Institution: Bidhannagar College.
City: Kolkata.
Pin Code: 700064.
Accredited Status: B++

Best Practice - II

1. Title of the Practice (2011-12): UGC Sponsored National Seminar on Plant Science Research in Human Welfare

2. **Goal :** To search and identify the scope and recent developments in plant science, its overlapping, interconnecting with other allied and apparently non-allied subjects towards human welfare.

3. **The Context :** The demands for food and shelter of nearly 7.0 billion population is haunting the plant scientists and they have taken up the challenge for the welfare of mankind. The situation is critical in undeveloped and under-developed countries where the resources are even more scarce. Production of more food in an environment-friendly and sustainable manner , involving modern techniques and information is of utmost necessity. It therefore follows that the scientists, the researchers and the students of plant science are on the threshold of great opportunity to provide the ultimate service to mankind. Thus they must be motivated, empowered and well-equipped to cater to these persistent demands of society.

4. **The Practice :** The students, including volunteers, teachers and the Principal of Bidhannagar College organized the two-day National Seminar held on 10th and 11th January, 2012 in collaboration with Botanical Survey of India. The seminar was attended by many distinguished resource persons from different parts of the country.

5. **Evidence of Success :** The seminar was a resounding success. Distinguished resource persons such as Dr. S.K.Bera, Scientist Birbal Sahni Institute of Paleo-botany, Lucknow; Dr. P.L.Uniyal, Associate Professor, Dept. of Botany, Delhi University; Dr. D.K. Singh, Additional Director, Botanical Survey of India had delivered insightful lectures to a packed hall. Around 250 participants were enriched.

6. **Problems Encountered and Resources Required :** In order to reach a broader audience more funding is required for such National level seminars.

7. Contact Details

Name of the Principal: Dr. Prabir Kumar Das
Name of the Institution: Bidhannagar College.
City: Kolkata.
Pin Code: 700064.
Accredited Status: B++

