

The Annual Quality Assurance Report (AQAR)
of the
IQAC

Dinabandhu Andrews College
Vaisnabghata, Garia, Kolkata 700 084



2012-13

www.dacollege.org

Part-A

1. Details of the Institution:

1.1 Name of the Institution:

DINABANDHU ANDREWS COLLEGE

1.2 Address Line 1:

Vaisnabghata, P.O. Garia

Address Line 2:

Kolkata 700 084

City/Town:

Kolkata

State:

West Bengal

Pin Code:

700 084

Institution e-mail address:

dacprincipal@gmail.com

Contact Nos.:

033-2430-4377

Name of the Head of the Institution:

Dr. Somnath Mukhopadhyay

Tel. No. with STD Code:

033-2430-1222

Mobile:

09433526663

Name of the IQAC Co-ordinator:

Dr. Suvrakanta Datta

Mobile:

09331025693

IQAC e-mail address:

iqac@dacollege.org

1.3 NAAC Track ID:

1.4 NAAC Executive Committee No. & Date:

EC/41/75, dated 10.02.2007

1.5 Website address:

<http://www.dacollege.org>

Web-link of the AQAR:

<http://www.dacollege.org/iqac>

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.2	2007	2012

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

15/.06/2011

1.8 AQAR for the year:

2012-13

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

-NIL

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

Type of Institution:

Co-education

Men

Women

Urban

Rural

Tribal

Financial Status: Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme:

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management

Others (Specify) :

The college is a Study Centre of IGNOU; Major Course in Sericulture

1.12 Name of the Affiliating University (for the Colleges)

CALCUTTA UNIVERSITY

1.13 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. 2. IOAC Composition and Activities:

2.1 No. of Teachers	16
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	0
2.4 No. of Management representatives (included in 2.1)	5
2.5 No. of Alumni	0
2.6 No. of any other stakeholder and Community representatives	0
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	0
2.11 No. of meetings with various stakeholders:	No. NIL
Faculty <input type="checkbox"/>	Non-Teaching Staff <input type="checkbox"/>
Students <input type="checkbox"/>	Alumni <input type="checkbox"/>
	Others <input type="checkbox"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	If yes, mention the amount <input type="checkbox"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC:	
Total Nos. <input type="checkbox"/>	International <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Institution Level <input type="checkbox"/>
(ii) Themes:	
2.14 Significant Activities and contributions made by IQAC:	Nothing to report at present
2.15 Plan of Action by IQAC/Outcome:	Nothing to report at present

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Nothing to report at present	Nothing to report at present

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body:

Management Syndicate Any other body Yes No

Provide the details of the action taken:

The Secretary of the Governing Body duly placed the draft of Academic Quality Assurance Report (AQAR) of 2012-13 to the Governing Body on 23.11.2015. After due consideration, the Governing Body approved the AQAR of 2012-13 and recommended that the same be uploaded on the college website www.dacollege.org at the earliest

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	2			
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (Major Course)	1			
Total:	6			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum:

(CBCS/Core/Elective option / Open options)

For providing academic flexibility to the students the college provides:

- (a) 5 Honours/Advance courses in Humanities, namely BENGALI, ENGLISH, HISTORY, POLITICAL SCIENCE AND PHILOSOPHY,
- (b) 8 Honours / Advance courses in Science, namely PHYSICS, CHEMISTRY, MATHEMATICS, ELECTRONICS, BOTANY, ZOOLOGY, MICROBIOLOGY AND ECONOMICS,
- (c) 1 Honours/Advance course in Commerce (Accounting & Finance),
- (d) 1 Major Course (formerly Vocational Course) in Sericulture,
- (e) 1 General in each of B.A., B.Sc. and B.Com. Streams.

The students are allowed to reconsider their course before registration with the affiliated University as per rules and their merit

The curricular design and the system of evaluation of all the courses taught in the college are as per Calcutta University guideline.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	22 Courses

1.3 Feedback from Stakeholders (*On all aspects*):*

Alumni Parents Employers Students
Mode of feedback: Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

As stated in Para 1.2 of Criterion 1 (Curricular aspects), the design of the course, revision of syllabus/regulations etc. are the prerogative of the affiliating University. Accordingly, we strictly follow the syllabus framed (and revised) by appropriate authority of Calcutta University from time to time. Occasionally, however, some of our faculty members add valuable inputs on curricular design and system of evaluation as and when they get chances either in the capacity of Members of the Undergraduate Board of Studies or in the capacity of participants in different workshops organized by the affiliating University for designing/updating/restructuring of the syllabus and other aspects of

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	Assistant Professors	Associate Professors	Professors	Others
81	15	40	0	19 Part Time Teachers 07 Contractual Whole Time Teachers

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

26

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	11	0	0	0	0	0	0	0	11

2.4 No. of Guest and Visiting faculty and Temporary faculty:

30

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	10	1
Presented papers	1	3	2
Resource Persons	NIL	1	NIL

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

Teachers mainly follow the traditional method of teaching using board and chalks; and allow students to interact with them in and outside their classroom. Teachers always address their problems, may it be relating their personal career or subject related.

In addition to above following are practised as when required –

A few such examples are –

- **Chemistry –**

Stereochemistry, which is a very important topic in all the three years of course study in Department of Chemistry, is taught taking the help of molecular models for better understanding.

- **Molecular Biology –**

Large structural model of DNA are used to teach the students for their conceptual development along with charts to expedite the teaching process. Power point presentation, use of OHP is also used as innovative methods of teaching in the class room.

- **Botany –**

Digital Power Point Presentation (PPT), Portable Disc Format (PDF) files and Word documentation by LCD projector based learning, live specimen of various floras, Discussion on the Sectional Presentation of plant sample after viewing through microscopic camera based LCD projector images, sometimes YouTube videos on various topics of syllabus through internet.

- **B.Com. –**

While teaching analysis and interpretation of financial statements, Published Financial Statements of companies are shown to give a clear idea about the various sections of the report, how data are to be extracted for the purpose of analysis and how to know the accounting practice and policy followed by the company. Further, recent developments are also brought to their notice to create interest in the area. The above are in addition to the fundamentals taught.

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

186

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

Not Applicable

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

8

2.10 Average percentage of attendance of students

78

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Honours	182	NA	3.30	82.97	11.54	97.80
B.A. Pass	213	NA	0	3.76	62.91	66.67
B.Sc. Honours	208	NA	41.35	50.48	2.88	94.71
B.Sc. Pass	35	NA	8.57	54.29	17.14	80.00
B.Com. Honours	172	NA	22.09	70.93	4.07	97.09
B.Com. Pass	67	NA	2.99	13.43	50.75	67.16

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

Internal Quality Assurance Cell (IQAC) is a new concept in the face of hierarchical administrative system prevailing in the realm of Higher Education in West Bengal. Accordingly, we are conceptualizing the potential role of IQAC in shaping the form and function of Higher Education at large. We presume that IQAC shall supervise the overall academic responsibilities of the college aimed at sustaining quality education in the face of speedy expansion of the scope of higher education as a whole.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	3
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

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	10	2	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Dinabandhu Andrews College fundamentally is a college for catering teaching only. We are in the process of conceptualizing the potential role of IQAC in shaping the form and function of Higher Education at large. Under the circumstances, the role of IQAC in sensitizing/promoting research climate in the institution is yet to take shape.

3.2 Details regarding major projects:

NIL

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	NIL	1
Outlay in Rs. Lakhs	1.12	3.36		—

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	5	NIL
Non-Peer Review Journals	NIL	NIL	1
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	4	NIL

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		NIL		
Minor Projects		NIL		
Interdisciplinary Projects		NIL		
Industry sponsored		NIL		
Projects sponsored by the University/ College		NIL		
Students research projects <i>(other than compulsory by the University)</i>		NIL		
Any other(Specify)		NONE		
Total				

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE

DBT Star Scheme INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	—	—	—	—	—

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

NIL

3.13 No. of collaborations

International

NIL

National

NIL

Any other

NIL

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

NIL

From Funding agency

From Management of University/College

NIL

Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides

0

and students registered under them

0

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

0

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

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

0

State level

0

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

1

National level

1

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

0

International level

0

3.25 No. of Extension activities organized

University forum

0

College forum

0

NCC

0

NSS

0

Any other

0

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	2.03 acres	NIL	NA	2.03 acres
Class rooms	28	NIL	NA	28
Laboratories (Computer Centre; inaugurated on 19.02.2013)	28	2+1	UGC & College	31
Seminar Halls	Open Air Shed constructed using MPLAD Fund in 2010-11			
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	NIL			
Value of the equipment purchased during the year (Rs. in Lakhs)	7.096			
Others (Construction of permanent stage in the college premises)	0	1	BEUP (MLA Fund)	1

4.2 Computerization of administration and library

The college administration / college library has not been computerized till date. However, computers are in use both in administrative and library works.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25709		9	2402.00	25718	
Reference Books	College does not maintain separate Accession Register for Reference Books					
e-Books	97000*		97000*		97000*	
Journals	25	12895.00	25	12895.00	25	12895.00
e-Journals	6000*		6000*		6000*	
Digital Database	The bibliographic database is maintained with CDS/ISIS software					
CD & Video	74 CDs are available in the library					
Others (specify)	College subscribes Career Oriented News documents such as Employment News, All India Appointment Gazette, Karma-Samsthan (in Bengali), and Karmakshetra (in Bengali)					

*INFLIBNET NLIST DATABASE PROJECT

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	23	11	11	10	15	15	
Added	8	0	0	0	0	0	8	
Total	71	23	11	11	10	15	23	

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

All the laboratory-based departments, Principal's room, Bursar's Office, Library, Computer Training Centre and the Teachers' room have separate computers fitted with printers. Internet facilities are also available in the Office, Library, Principal's room, Teachers' room and the Computer Training Centre. The computers in the office, Bursar's office and Principal's office are interconnected by LAN. College maintains the necessary software for collection of fees, students' admission, generation of pay rolls etc.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.102
ii) Campus Infrastructure and facilities	4.776
iii) Equipments	0.238
iv) Others	NIL
Total :	7.116

Criterion – V

5. Student Support and Progression

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

As stated earlier, we are currently in the process of conceptualization the role of IQAC in various aspects of the academic activities of the college. However, there exists certain inherent system of awareness generation about Student Support Services:

1. College maintains a cheap store where books and other education accessories are available at a concessionary price
2. College maintains a spacious Students' Canteen where cooked food is served at a concessionary price
3. College provides all kind of support for students to get Students' Aid in monetary terms from the college fund including different scholarships from a number of Government and Non-Government Organizations
4. College provides the opportunity of distance mode of learning for working students through the Study Centre of Indira Gandhi National Open University

5.2 Efforts made by the institution for tracking the progression:

All records pertaining to (1) Students' Admission, (2) Students' Registration, (3) Students' performance, (4) Students' Results, (5) Students' Scholarships etc. are duly maintained in hard copy format.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
3483	126	0	0

b) No. of students outside the state:

NM*

(c) No. of international students:

NIL

	No	%		No	%
Men	1931	53.51	Women	1678	46.49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2945	402	28	NM*	NM*	3375	2834	735	40	NM*	NM*	3609

* Data Not maintained

Demand ratio

10

Dropout %

4.1

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

College does not have any mechanism for coaching for competitive examinations. However, the college has undertaken the UGC-sponsored (under XI Plan Period) free Remedial Coaching for SC/ST/Minority students along with students coming from economically backward families.

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations

Data not available

NET

0

SET/SLET

0

ATE

0

0

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

0

5.6 Details of student counselling and career guidance

Nothing to report up till now

No. of students benefitted

N/A

5.7 Details of campus placement

No campus placement mechanism is currently available

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

Nothing to report up till now

5.9 Students Activities

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

Nil

State/ University level

0

National level

0

International level

0

No. of students participated in cultural events

State/ University level

0

National level

0

International level

0

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

Nil

Sports: State/ University level

0

National level

0

International level

0

Cultural: State/ University level

0

National level

0

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	110	138570.00
Financial support from government (SC/ST)	491	2357990.00
Financial support from Government (others)	29	189900.00
Financial support from other sources	5	10500.00
Number of students who received International/ National recognitions	—	—

Note: Other than above number of direct beneficiaries: Government 47; Others Nil

5.11 Student organised / initiatives :

NIL

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:

NIL

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:

Dinabandhu Andrews College was established in the year 1956 as per decision of Government of India [Government of India letter No. BH-5(5)/55-Genl., dated 07.01.1956] to sanction the establishment of 5 new colleges on a sponsored basis for the education mainly of displaced students from erstwhile East Pakistan, now Bangladesh.

The college at Baisnabghata, Garia, came to its existence in 1956 under the scheme of Government of West Bengal titled '*Scheme for setting up new colleges to relieve congestion in the existing colleges in Calcutta*' as per Government of West Bengal Order No. 7805-Edn., dated 24/25th July, 1956 with affiliation in the then 'Intermediate' and Degree Courses in arts and Science.

Dinabandhu Andrews College started discharging its educational responsibilities in the building of Garia Baroda Prasad High School situated on Garia Station Road until its own building started taking shape at 54, Raja S.C. Mullick Road, Kolkata- 700084.

The college authority sincerely and honestly care for the very purpose of its existence: expanding the scope of higher education for the weaker sections of the society including students with poor and very poor financial background, students belonging to families where no one has ever completed school education, students who are marginalized in the society, students whose fathers are farmers/daily labourers/rickshaw pullers/auto- rickshaw drivers, students with disturbed family background etc.

The college authority made three-fold endeavour in order to achieve its goal of serving the interests of the weaker sections of the society:

1. By keeping college fees as low as possible compared to other colleges, and providing financial help in the name of free-studentship
2. By opening an additional shift in the Morning hours for accommodating maximum possible students, and
3. By opening the Study Centre of Indira Gandhi National Open University (IGNOU) in order to accommodate students who are forced to work at the prime time of their life for the interest of their indigent families.

The college authority tries its level best to ensure that no student is deprived of Higher Education for financial, social and other constraints.

6.2 Does the Institution has a management Information System :

The college has not been computerized till date. The records are kept primarily as hard copy documents. However, the college maintains a college management software called 'Smart College Software' used for various purposes such as (1) Collection of Fees, (2) Maintaining college pay roll, (3) Students' Admission, (4) Students' progression from one class to another. Moreover, the college maintains its accounts using TALLY Software. We are optimistic that we will be able to computerize the whole system in near future.

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

6.3.1 Curriculum Development:

Being an affiliated college under Calcutta University, Curricular Development is beyond the scope of the academic activities of the college. However, teachers often find opportunities in various capacities to contribute to

6.3.2 Teaching and Learning:

Improvement of the quality of teaching-learning process is a continuous one. As a part of the process, the college regularly encourages the teachers for improving the quality of teaching. For doing so the college has

1. Procured 3 LCD Projectors
1. Gradually increased the number of books and titles in the Library
2. Procured new Library Software
3. Renovated the laboratories of the Electronics and Molecular Biology departments.
4. Gradually replaced the wooden blackboards by modern synthetic boards

6.3.3 Examination and Evaluation:

Mid-term tests and Annual Examinations are regularly held every year as per Calcutta University guidelines. Teachers/departments, however, are free to arrange tests at their discretion at any point of time.

6.3.4 Research and Development:

Teachers are encouraged to be engaged in Research Work. Certain Minor Research Schemes have been completed while some others are in progress.

6.3.5 Library, ICT and physical infrastructure/ instrumentation:

1. All the departments, Office and the Library use computers for various purposes. New computers are added as and when necessary
2. Physical Infrastructure including civil infrastructure are maintained and continuously developed under the supervision of the Public Works Department of Government of West Bengal
3. Valuable and useful instruments are continuously added using UGC/State Government/College fund on a regular basis

6.3.6 Human Resource Management:

Students are our priority. We exert all efforts to ensure that each and every student is academically benefitted from the college at a very low cost. College takes utmost care so that students can concentrate on their studies.

Employees, including members of teaching and non-teaching staff, are also very important in the Human Resource Management. College takes care of their interests for enabling them to concentrate on the duties they are supposed to perform. The steps taken to ensure this are as follows:

1. Ensuring regularity in the payment of salaries and other dues
2. Ensuring settlement of the cases of Career Advancements as and when applicable
3. Ensuring regularity in maintenance of service records as per rules
4. Ensuring submission of papers for terminal benefits eight months prior to the due date of retirement
5. Ensuring payment of admissible dues from Provident Fund on the last working day of the retiring employee
6. Ensuring the process of filling up the vacancies as fast as possible with strict observance of rules in force from time to time.

6.3.7 Faculty and Staff recruitment:

1. Recruitment of Assistant Professors is done on the basis of recommendation of the West Bengal College Service Commission against the duly authenticated vacant posts in strictest observance of the reservation rules in force.
2. Recruitment of non-teaching staff is done by the Governing Body in terms of (1) Post fill up permission from Government, and the (2) existing Government Orders relating to the rules and regulations of the recruitment process
1. Other categories of staff such as Temporary Teachers, Guest Faculty, and Temporary Non-Teaching Staff are recruited by the Governing Body according to the guidelines set by it from time to time.

6.3.8 Industry Interaction / Collaboration:

Nothing to report up till now

6.3.9 Admission of Students:

The admission process is designed to have a transparent system. We followed the procedure mentioned below –

- Admission notification is given on website after publication of Class XII results.
- Details of seats and other criteria are clearly stated on our web site
- Students are required to download the Admission Forms
- Filled-in Admission Forms along with requisite application money required to be deposited either in college cash counter or in designated branches of Axis Bank Ltd.
- Detailed merit lists (subject-wise as well as category-wise) are published on web site on the date previously notified.
- Time given to candidates to report for discrepancy, if any, and correction thereof.
- Admission List (merit-wise) is published on the web site announcing the date/s of admission.
- Admission starts thereafter on the basis of admission lists.
- On admission date documents are verified first and candidates are given printed forms. After filling in some fields and obtaining the admission order, they are required to deposit cash at the cash counter.
- Subsequent Admission Lists are published if seats remain vacant.

6.4 Welfare schemes for

Teaching Staff	Maternity leave for regular, Part Time and Contractual Whole Time Teachers, medical leave as per Govt. rules, leave with pay to all teachers for joining Refresher Courses/Orientation Programmes, payment of Bonus/ Ex-Gratia to all eligible teachers, Unlimited book lending facility to all teachers etc. There exists one Employees' Cooperative Society for various financial assistance to its members
Non teaching Staff	Loan facility on easy terms, payment of Bonus/ Ex-Gratia to all eligible members of Non-Teaching Staff, maternity leave with pay for 180 days to all female employee, medical leave as per Govt. rules etc. There exists one Employees' Cooperative Society for various financial assistance to its members
Students	Waiver of Tuition fees out of Students' Aid Fund, SC/ST Scholarships, different Non-Government Scholarships,

6.5 Total corpus fund generated

16269071.70

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	—	Yes	Academic Sub Committee
Administrative	Yes	Government Appointed	Yes	Governing Body

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

-Declaration of results of UG Courses is the prerogative of the affiliating University.

For UG Programmes Yes No
 For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association:

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

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

Initiatives have been taken for proper maintenance and beautification of the garden in the college premises. The pond on the southern side of the college building is cleaned in regular intervals.

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.

NOTHING TO REPORT AT PRESENT

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

1. Development of modern Computer Centre with Internet Facility and networking has been completed
2. Development of a new laboratory for the students of Electronics on the 2nd floor of old building has been completed
3. Permanent stage under the open air shed has been constructed
4. Modern equipment has purchased for the laboratory of different departments; namely, spectrophotometer for molecular Biology and Zeiss

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

1. Providing financial support to the students from poor economic background
2. Continuous endeavour of the college to keep the cost of education as low as possible

7.4 Contribution to environmental awareness / protection

For generating environmental awareness among the students, the college encourages the students to participate in the process of developing one project on environmental sustenance.

7.5 Whether environmental audit was conducted?

Yes No

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

Criterion – VIII

8. Plans of institution for next year

- Introduction of Geography (Honours) Course
- Major civil repairing work to be done by the PWD, Government of WB
- Major renovation and upgradation of library infrastructure
- Upgradation of the admission process for more clarity and transparency
- Upgradation of some of the classrooms for comfortable teaching-learning process
- To procure modern equipment for upgradation of laboratory



Signature of the Coordinator, IQAC
(Dr. Suvrakanta Datta)



Signature of the Chairperson, IQAC
(Dr. Somnath Mukhopadhyay)

Dated: December 16, 2015

Annexure I

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

ANNEXTURE II: ACADEMIC CALENDER

2012-13						
DAYS	JULY, 2012	AUG, 2012	SEPT, 2012	OCT, 2012	NOV, 2012	DEC, 2012
1	SUNDAY COMPETITIVE EXAMINATION NIPER, JEE	TEACHING DAY	TEACHING DAY	TEACHING DAY	KALI PUJA, DEWALI, BHAI DUJ ETC COMPETITIVE EXAMINATION (STAFF)	UGC SPONSORED REMEDIAL COACHING STARTS; TC M
2	TEACHING DAY	TEACHING DAY M.Sc. PART-I Pr. Zoology	SUNDAY	COLLEGE CLOSED GANDH B/D		SUNDAY
3	TEACHING DAY TEACHING DAY M.Sc. Part-II Practical Examination (Zoology)	TEACHING DAY	TEACHING DAY	TEACHING DAY		MID-TERM TEST EXAM
4	TEACHING DAY TEACHING DAY M.Sc. Part-II Practical Examination (Zoology)	TEACHING DAY	TEACHING DAY TC MEETING AT 2-00 (C/S)	TEACHING DAY		MID-TERM TEST EXAM
5	TEACHING DAY TEACHING DAY M.Sc. Part-II Practical Examination (Zoology)	SUNDAY COMPETITIVE EXAMINATION K.P. RECRUITMENT BOARD	TEACHING DAY	TEACHING DAY		MID-TERM TEST EXAM
6	TEACHING DAY TEACHING DAY M.Sc. Part-II Practical Examination (Zoology)	TEACHING DAY	TEACHING DAY	TEACHING DAY		MID-TERM TEST EXAM
7	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY		MID-TERM TEST EXAM
8	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY		TEACHING DAY
9	CU EXAMINATION BA/BSC PART I	TEACHING DAY	SUNDAY	TEACHING DAY		SUNDAY

10	TEACHING DAY MEETING OF PGEC,ZOOLOGY PART-II Pr. M.Sc. Zoology	TEACHING DAY	TEACHING DAY	TEACHING DAY		TEACHING DAY
11	TEACHING DAY PART-II Pr. M.Sc. Zoology	TEACHING DAY	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY		TEACHING DAY MEETING OF THE GOVERNING BODY
12	CU EXAMINATION BA/BSC PART I PART-II Pr. M.Sc. Zoology	SUNDAY	TEACHING DAY	TEACHING DAY		TEACHING DAY
13	CU EXAMINATION BA/BSC PART I. M.Sc. PART-II Pr. Zoology	TEACHING DAY CU EXAMINATION 2ND YR. BA+BSC CLASSES STARTS	TEACHING DAY	TEACHING DAY		TEACHING DAY
14	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY		TEACHING DAY TC MEETING ACAD. S/C MEET
15	SUNDAY	COLLEGE CLOSED INDEPENDENCE DAY OBSERVED	TEACHING DAY	COLLEGE CLOSED MAHALAYA		TEACHING DAY
16	CU EXAMINATION BA/BSC PART I M.Sc. PART-II Pr. Zoology	TEACHING DAY MEETING OF THE PGEC (ZOOLOGY)	SUNDAY	TEACHING DAY MEETING OF THE BUILDING S/COMMITTEE		SUNDAY
17	JOINT MEETING OF ADMN. & ACAD. COMMITTEE CU EXAMINATION BA/BSC PART I M.Sc. PART-II Pr. Zoology	TEACHING DAY	TEACHING DAY	TEACHING DAY	COLLEGE CLOSED PRINCIPAL'S DISCRETION	TEACHING DAY
18	PRINCIPAL'S MEET 1ST YEAR M.Sc. PART-I Pr. Zoology	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY	TEACHING DAY
19	CU EXAMINATION BA/BSC PART I	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY
20	CU EXAMINATION BA/BSC PART I M.Sc. PART-I Pr. Zoology	COLLEGE CLOSED ID UL FITR	TEACHING DAY	DURGA PUJA, DUSSEHRA, MUHARRA MKALI	TEACHING DAY	TEACHING DAY MEETING OF GRIEVANCE R/C

21	TEACHING DAY	TEACHING DAY	TEACHING DAY		TEACHING DAY	TEACHING DAY MEETING OF ELECTION BOARD & FINANCE S/COM
22	SUNDAY	TEACHING DAY TC MEETING AT 2-00 P.M.(C/S)	TEACHING DAY		COLLEGE CLOSED JAGADHATRI PUJA	TEACHING DAY
23	CU EXAMINATION BA/BSC PART I	TEACHING DAY	SUNDAY		TEACHING DAY	SUNDAY
24	CU EXAMINATION BA/BSC PART I M.Sc. PART-I Pr. Zoology	TEACHING DAY MEETING OF THE GOVERNING BODY	TEACHING DAY		TEACHING DAY	TEACHING DAY
25	CU EXAMINATION BA/BSC PART I	TEACHING DAY	TEACHING DAY		SUNDAY	HOLIDAY
26	MEETING OF THE ELECTION BOARD (SU ELECTION) CU EXAMINATION BA/BSC PART I M.Sc. PART-I Pr. Zoology	SUNDAY	TEACHING DAY		TEACHING DAY	WINTER RESES FROM 26TH DEC, 2012 TO 31ST DEC, 2012
27	CU EXAMINATION BA/BSC PART I MEETING OF THE GOVERNING BODY M.Sc. PART-I Pr. Zoology	TEACHING DAY	TEACHING DAY		TEACHING DAY	
28	STAFF MEETING ADDRESSED BY PRINCIPAL MEETING OF THE PF SUBSCRIBERS	TEACHING DAY C/S I.C.W. CAMPUSSING BY TCS	TEACHING DAY		COLLEGE CLOSED GURU NANAK JAYANTI	
29	SUNDAY COMPETITIVE EXAMINATION MADRASAH SERVICE COM.	TEACHING DAY	TEACHING DAY		TEACHING DAY	
30	TEACHING DAY M.Sc. PART-I Pr. Zoology	TEACHING DAY	SUNDAY		TEACHING DAY MEETING OF THE GOVERNING BODY	

31	TEACHING DAY	TEACHING DAY	NULL		NULL	
2012-13						
DAYS	JAN, 2013	FEB, 2013	MAR, 2013	APR, 2013	MAY, 2013	JUNE, 2013
1	COLLEGE CLOSED NEW YEAR	TEACHING DAY	TEACHING DAY	TEACHING DAY	COLLEGE CLOSED MAY DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
2	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY	TEACHING DAY	TEACHING DAY	UNIVERSITY EXAMINATION BCOM PART II LIST OF RECIPIENTS OF MINORITY SCHOLARSHIP NOTIFIED	SUNDAY
3	TEACHING DAY	SUNDAY	SUNDAY	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY	SUMMER RECESS UNIVERSITY EXAMINATION BCOM PART I
4	TEACHING DAY TC MEETING AT 1-00 p.m. (C/S)	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY	TEACHING DAY	TEACHING DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
5	TEACHING DAY	TEACHING DAY MEETING OF THE TEACHING STAFF C/S AT 2-45 pm	TEACHING DAY	TEACHING DAY	SUNDAY	SUMMER RECESS UNIVERSITY EXAMINATION BCOM PART I
6	SUNDAY	TEACHING DAY C/S FOR PART-I SUPPL. EXAM BA/BSC PART-I	TEACHING DAY	TEACHING DAY	UNIVERSITY EXAMINATION BCOM PART II	SUMMAER RECESS NO ADMISSION NO EXAMINATION
7	CU EXAMINATION PART-III TEST EXAMINATION CLASSES SUSPENDED	TEACHING DAY	TEACHING DAY	SUNDAY COMPETITIVE EXAMINATION SCHOOL SERVICE COMMISSION, WB	TEACHING DAY	SUMMER RECESS UNIVERSITY EXAMINATION BCOM PART I

8	CU EXAMINATION PART-III TEST EXAMINATION CLASSES SUSPENDED	TEACHING DAY	TEACHING DAY	TEACHING DAY	UNIVERSITY EXAMINATION BCOM PART II	SUMMAER RECESS NO ADMISSION NO EXAMINATION
9	CU EXAMINATION PART-III TEST EXAMINATION CLASSES SUSPENDED	TEACHING DAY	TEACHING DAY	CU EXAMINATION BSC PART-III	COLLEGE CLOSED RABINDRA JAYANTI	SUNDAY
10	CU EXAMINATION PART-III TEST EXAMINATION CLASSES SUSPENDED	SUNDAY	SUNDAY COMPETITIVE EXAMINATION STAFF SELECTION COMMISSION	TEACHING DAY	UNIVERSITY EXAMINATION BCOM PART II	SUMMAER RECESS NO ADMISSION NO EXAMINATION
11	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	TEACHING DAY MEDICAL CAMP (BONE DENSITY)	CU EXAMINATION BSC PART-III	TEACHING DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
12	COLLEGE CLOSED BIRTH DAY OF SWAMI VIVEKANANDA	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	SUNDAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
13	SUNDAY	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	TEACHING DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
14	TEACHING DAY	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED	SUNDAY COMPETITIVE EXAMINATION STAFF SELECTION COMMISSION	TEACHING DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
15	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY MEETING OF THE ADMISSION SUB COMMITTEE	SUMMAER RECESS NO ADMISSION NO EXAMINATION
16	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUMMER RECESS SPECIAL MEETING OF PTT & CWTT	SUNDAY
17	TEACHING DAY STUDENTS' AID DELIVERED	SUNDAY	SUNDAY	TEACHING DAY	SUMMER RECESS UNIVERSITY EXAMINATION BA PART II	SUMMAER RECESS ONLINE ADMISSION PROCESS (UG) STARTS
18	TEACHING DAY	TEACHING DAY	TEACHING DAY	CU EXAMINATION BSC PART-III	SUMMAER RECESS NO ADMISSION NO EXAMINATION	SUMMAER RECESS NO ADMISSION NO EXAMINATION MEETING OF THE GOVERNING BODY

19	TEACHING DAY	TEACHING DAY	BA/BSC LANGUAGE COMP. PART I	CU EXAMINATION BA/BSC PART III	SUNDAY COMPETITIVE EXAMINATION STAFF SELECTION COMMISSION	SUMMAER RECESS NO ADMISSION NO EXAMINATION INTRODUCTION OF GEOGRAPHY HOND NOTIFIED
20	SUNDAY	TEACHING DAY	BA/BSC LANGUAGE COMP. PART I	TEACHING DAY	SUMMAER RECESS NO ADMISSION NO EXAMINATION	TEACHING DAY MEETING OF THE ACADEMIC SUB COMMITTEE
21	TEACHING DAY 3RD YR CLASSES DISSOLVED	TEACHING DAY	TEACHING DAY	SUNDAY COMPETITIVE EXAMINATION WBJEE	SUMMER RECESS UNIVERSITY EXAMINATION BA PART II	SUMMAER RECESS NO ADMISSION NO EXAMINATION
22	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED 2ND YR C/D	BCOM LANGUAGE COMP. PART I	CU EXAMINATION BA/BSC PART III	SUMMER RECESS NO ADMISSION NO EXAMINATION	SUMMAER RECESS NO ADMISSION NO EXAMINATION
23	COLLEGE CLOSED NETAJI BIRTHDAY	TEACHING DAY	TEACHING DAY	JT. MEETING OF ACAD. + ADMN S/COMMITTEE SPECIAL MEETING WITH GOVT. APPROVED PTT & CWTT	SUMMAER RECESS NO ADMISSION NO EXAMINATION	SUNDAY
24	COLLEGE CLOSED CU FOUNDATION DAY	SUNDAY	SUNDAY COMPETITIVE EXAMINATION STAFF SELECTION COMMISSION	TEACHING DAY MEETING OF PGEC, ZOOLOGY	SUMMER RECESS NO ADMISSION NO EXAMINATION	SUMMAER RECESS NO ADMISSION NO EXAMINATION
25	COLLEGE CLOSED MAKAR SAMKRANTI	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUMMER RECESS NO ADMISSION NO EXAMINATION	SUMMAER RECESS NO ADMISSION NO EXAMINATION
26	COLLEGE CLOSED REPUBLIC DAY CELEBRATED	TEACHING DAY	TEACHING DAY	CU EXAMINATION BA/BSC PART III	SUNDAY COMPETITIVE EXAMINATION UNION PUBLIC SERVICE COM.	SUMMAER RECESS NO ADMISSION NO EXAMINATION
27	SUNDAY	TEACHING DAY STUDENTS' AID DELIVERED	COLLEGE CLOSED DOL YATRA	TEACHING DAY	SUMMER RECESS NO ADMISSION NO EXAMINATION MEETING OF THE GOVERNING BODY	SUMMAER RECESS NO ADMISSION NO EXAMINATION
28	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED	COLLEGE CLOSED HOLI	SUNDAY COMPETITIVE EXAMINATION SBI, PO	SUMMER RECESS UNIVERSITY EXAMINATION BCOM PART I	SUMMAER RECESS NO ADMISSION NO EXAMINATION

29	TEACHING DAY	NULL	COLLEGE CLOSED GOOD FRIDAY	TEACHING DAY	SUMMER RECESS NO ADMISSION NO EXAMINATION	SUMMAER RECESS NO ADMISSION NO EXAMINATION
30	TEACHING DAY	NULL	COLLEGE CLOSED EASTER SATURDAY	CU EXAMINATION BCOM PART II	SUMMER RECESS UNIVERSITY EXAMINATION BCOM PART I STAFF MEETING	SUNDAY COMPETITIVE EXAMINATION NET
31	TEACHING DAY	NULL	SUNDAY COMPERITIVE EXAMINATION TET, WEST BENGAL	NULL	SUMMER RECESS NO ADMISSION NO EXAMINATION	NULL