The Annual Quality Assurance Report (AQAR)
of the
IQAC
Dinabandhu Andrews College
Vaisnabghata, Garia, Kolkata 700 084

2014-15

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	1st 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: 2014-15

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. IQAC 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 [ ] 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. 0 International 0 National 0 State 0 Institution Level 0

(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: Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken:

The Secretary of the Governing Body duly placed the draft of Academic Quality Assurance Report (AQAR) of 2014-15 to the Governing Body on 23.11.2015. After due consideration, the Governing Body approved the AQAR of 2014-15 and recommended that the same be uploaded on the college website www.dacollege.org at the earliest

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 of 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
84	20	38	0	19 Part Time Teachers 07 Contractual Whole Time Teachers

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

29

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
4	11	0	0	0	0	0	0	4	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	3	9	2
Presented papers	5	2	3
Resource Persons	3	9	2

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:	172
2.8 Examination/ Evaluation Reforms initiated by the Institution:	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:	6
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	120	NA	0.83	85.00	5.00	90.83
B.A. Pass	224	NA	0	4.02	39.29	43.30
B.Sc. Honours	192	NA	39.58	48.44	1.04	89.06
B.Sc. Pass	53	NA	1.89	52.83	30.19	84.91
B.Com. Honours	185	NA	26.49	52.43	0	78.92
B.Com. Pass	66	NA	0	1.52	22.73	24.24

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 assume that IQAC shall supervise the overall academic responsibilities of the college while aiming at the sustenance of 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	3
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
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	NIL	4	1	NIL
Outlay in Rs. Lakhs	—	7.90	2.55	—

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	19	5	3
Non-Peer Review Journals	NIL	NIL	3
e-Journals	NIL	NIL	NIL
Conference proceedings	1	NIL	NIL

3.5 Details on Impact factor of publications:

Range | 5.61-0.564 | Average | 2.194 | h-index | — | Nos. in SCOPUS | 10

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	None			
Minor Projects	2011-12	UGC	2.55	1.725
Interdisciplinary Projects	None			
Industry sponsored	None			
Projects sponsored by the University/ College	None			
Students research projects *(other than compulsory by the University)*	None			
Any other(Specify)	None			
Total		UGC	2.55	1.725

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 0 National 0 Any other 0

3.14 No. of linkages created during this year: — NIL

3.15 Total budget for research for current year in lakhs:

From Funding agency 1.725   From Management of University/College NIL

Total 1.725

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   NIL

and students registered under them   NIL

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

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: NIL

University level	0	State level	0
National level	0	International level	0

3.22 No. of students participated in NCC events: NIL

University level	0	State level	0
National level	0	International level	0

3.23 No. of Awards won in NSS: NIL

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC: NIL

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   Other   0

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

NIL

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created		
Campus area	2.03 acres	NIL	NA	2.03 acres
Class rooms	28	10	NA	38
Laboratories	31	0	NA	31
Seminar Halls	NIL			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL			
Value of the equipment purchased during the year (Rs. in Lakhs)	3.258			
Others (Library Extension & Renovation)	0	1	College	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	25727		0	nil	25727	
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 up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	71	23	23	11	10	15	23	
Added	19	0	0	0	12	3	4	
Total	90	23	23	11	22	18	27	

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 College 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 software for collection of fees, students' admission, generation of pay rolls etc.

4.6 Amount spent on maintenance in lakhs:

i) ICT — 0.381

ii) Campus Infrastructure and facilities — 26.504

iii) Equipment — 0.69

iv) Others — NIL

Total : 26.954

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 of 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 kinds 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 (IGNOU) maintained in the college premises

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 the form of hard copies.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
4852	127	0	0

(b) No. of students outside the state:

NM*

* NM→ Data not maintained

(c) No. of international students:

NIL

	No	%
Men:	2589	52

	No	%
Women:	2390	48

Demand ratio : 6

Dropout %: 4

	Last Year(2010-11)						This Year (2011-12)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	3107	1005	56	NM*	NM*	4168	3606	1119	38	216	NM*	4979

* NM → Data not maintained

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: N/A

5.5 No. of students qualified in these examinations:

Data not available

NET ☐ SET/SLET ☐ GATE ☐ CAT ☐

IAS/IPS etc ☐ State PSC ☐ UPSC ☐ Others ☐

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 (a)   No. of students participated in Sports, Games and other events:

NIL

State/ University level [ ]   National level [ ]   International level [ ]

5.9.1 (b)   No. of students participated in cultural events

NIL

State/ University level [ ]   National level [ ]   International level [ ]

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

NIL

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	425	419185.00
Financial support from government (SC/ST)	127 253	609620.00 3307500.00
Financial support from government (others)	8	18720.00
Financial support from other sources	—	—
Number of students who received International/ National recognitions	425	419185.00

Note: Other than above number of direct beneficiaries: Government 292; Others

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

0

5.13 Major grievances of students (if any) redressed:

0

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 Curricular Development.

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
2. Gradually increased the number of books and titles in the Library
3. Procured new Library Software
4. Renovated the laboratories of the Electronics and Molecular Biology departments.
5. Gradually replaced the wooden blackboards by modern synthetic boards
6. Appointed new teachers and non-teaching staff .

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 the 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
3. 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 Axix 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 employees, 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:

Rs.16142820.55

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

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

- Proposal for installation of PV solar panel in progress
- Online admission process has been introduced
- Planning for Construction of new building by the Public Works Department (PWD) has been initiated
- High speed internet facilities with WI-FI connectivity has been installed
- WEBEL has been approached to prepare the ATR for LAN.

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.
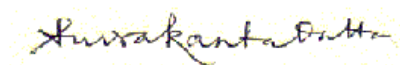
7.5 Whether environmental audit was conducted?

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

- Developing a room adjacent to the existing Teachers' room as a reading room for teachers. Projection system is also to be installed in the same room for holding meetings of different sub-committees and of different departments.

- Initiation of PV solar panel installation

- Initiation of LAN installation

Signature of the Coordinator, IQAC
(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

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ANNEXTURE II: ACADEMIC CALENDER

DAYS	JULY, 2013	AUG, 2013	SEPT, 2013	OCT, 2013	NOV, 2013	DEC, 2013
2013-14						
1	TEACHING DAY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II M.Sc. Part-II Pract Examination (Zoology)	SUNDAY	TEACHING DAY ORIENTATION LECTURE FOR BCOM 3RD HONS STUDENTS		SUNDAY
2	TEACHING DAY	PRINCIPAL MEETS NEWLY ADMITTED STUDENTS TEACHING DAY & CU EXAMINATION BA/BSC PART-II	TEACHING DAY & CU EXAMINATION BA/BSC PART-I	COLLEGE CLOSED GANDH B/D	FESTIVAL HOLIDAYS	MID TERM TEST EXAMINATION
3	TEACHING DAY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II	TEACHING DAY & CU EXAMINATION BA/BSC PART-I MEETING OF PGEC, ZOOLOGY	TEACHING DAY		MID TERM TEST EXAMINATION
4	TEACHING DAY	SUNDAY	TEACHING DAY	COLLEGE CLOSED MAHALAYA		TEACHING DAY
5	TEACHING DAY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II M.Sc. Part-I Pract Examination (Zoology)	TEACHING DAY	TEACHING DAY		MID TERM TEST EXAMINATION
6	TEACHING DAY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II M.Sc. Part-I Pract Examination (Zoology)	TEACHING DAY FRESHERS' WELCOME CLASSES SUSPENDED	SUNDAY		MID TERM TEST EXAMINATION

7	SUNDAY COMPETITIVE EXAMINATION NIPER, JEE	TEACHING DAY CU EXAMINATION BA/BSC PART-II M.Sc. Part-I Pract Examination (Zoology)	TEACHING DAY	TEACHING DAY FUNDAMENTALS OF KANYASREE PRAKOLPO DISCUSSED WITH GIRL STUDENTS	TEACHING DAY LIBRARY RENOVATION NOTIFIED	TEACHING DAY
8	TEACHING DAY M.Sc. Part-II Pract Examination (Zoology)	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	SUNDAY	TEACHING DAY	TEACHING DAY	SUNDAY
9	TEACHING DAY	COLLEGE CLOSED ID UL Fitr	TEACHING DAY	COLLEGE CLOSED PRINCIPAL'S DISCRETION	TEACHING DAY	MID TERM TEST EXAMINATION
10	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	TEACHING DAY	TEACHING DAY		SUNDAY	MID TERM TEST EXAMINATION
11	TEACHING DAY UG ADMISSION M.Sc. Part-II Pract Examination (Zoology)	SUNDAY	TEACHING DAY		COLLEGE CLOSED JAGADHATRI PUJA	MID TERM TEST EXAMINATION
12	TEACHING DAY UG ADMISSION	TEACHING DAY & CU EXAMINATION BA/BSC PART-II M.Sc. Part-II Pract Examination (Zoology)	TEACHING DAY	FESTIVAL HOLIDAYS INCLUDING DURGA PUJA, DUSSEHRA,MUHARRAMKALI PUJA, DEWALI, BHAI DOJ ETC	TEACHING DAY	MID TERM TEST EXAMINATION
13	TEACHING DAY UG ADMISSION	TEACHING DAY & CU EXAMINATION BA/BSC PART-II MEETING OF THE GOVERNING BODY	TEACHING DAY		TEACHING DAY	TEACHING DAY
14	SUNDAY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II	TEACHING DAY		TEACHING DAY	TEACHING DAY STUDENTS'UNION ELECTION NOTIFIED TO BE HELD ON 21.01.2014
15	TEACHING DAY	COLLEGE CLOSED INDEPENDENCE DAY	SUNDAY		COLLEGE CLOSED MUHARRAM	SUNDAY
16	TEACHING DAY MEETING OF THE GOVERNING BODY	TEACHING DAY & CU EXAMINATION BA/BSC PART-II M.Sc. Part-II Pract	TEACHING DAY		TEACHING DAY	TEACHING DAY

		Examination (Zoology)			
17	TEACHING DAY M.Sc. Part-II Pract Examination (Zoology)	TEACHING DAY & CU EXAMINATION BA/BSC PART-II	TEACHING DAY	SUNDAY	TEACHING DAY
18	TEACHING DAY	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY
19	TEACHING DAY	TEACHING DAY BA/BSC PART-II M.Sc. Part-II Pract Examination (Zoology)	TEACHING DAY	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY
20	TEACHING DAY	TEACHING DAY BA/BSC PART-II M.Sc. Part-II Pract Examination (Zoology)	TEACHING DAY	TEACHING DAY	TEACHING DAY
21	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY
22	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	CU EXAMINATION BA/BSC PART-II	SUNDAY	TEACHING DAY	SUNDAY
23	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	CU EXAMINATION BA/BSC PART-I	TEACHING DAY MEETING OF THE TEACHERS' COUNCIL C/S AT 2-30 p.m.	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY
24	TEACHING DAY	CU EXAMINATION BA/BSC PART-I	TEACHING DAY	SUNDAY	TEACHING DAY
25	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	SUNDAY	TEACHING DAY	TEACHING DAY	HOLIDAY
26	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	RESES FROM 26TH DEC, 2013 TO 31ST

27	TEACHING DAY	TEACHING DAY	TEACHING DAY KANAYASREE PROKALPO NOTIFIED		TEACHING DAY	
28	SUNDAY	COLLEGE CLOSED JANMASTHAMI	TEACHING DAY		TEACHING DAY	
29	TEACHING DAY	CU EXAMINATION BA/BSC PART-I	SUNDAY		TEACHING DAY	
30	TEACHING DAY M.Sc. Part-I Pract Examination (Zoology)	CU EXAMINATION BA/BSC PART-I	TEACHING DAY		TEACHING DAY SRI SAMAR DHAR (LIBRARY STAFF) RETIRES	
31	TEACHING DAY SMT. PARASREE NANDI (FACULTY, ECONOMICS) RETIRES	CU EXAMINATION BA/BSC PART-I	NULL		NULL	

2013-14

DAYS	JAN, 2014	FEB, 2014	MAR, 2014	APR, 2014	MAY, 2014	JUNE, 2014
1	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEST EXAMINATION	COLLEGE CLOSED MAY DAY	SUNDAY
2	TEACHING DAY MEETING OF THE GOVERNING BODY	SUNDAY	SUNDAY	TEST EXAMINATION	TEACHING DAY ONE TEACHER JHUMUR SENGUPTA JOINED (ECON)	CU EXAMINATION BA/BSC PART-III M.Sc. Part-I+II Th Examination (Zoology)
3	COLLEGE TEST EXAMINATION (BA,BSC,BCOM PART-III) ENVS PROJECT	TEACHING DAY	TEACHING DAY	TEST EXAMINATION	TEACHING DAY	CU EXAMINATION BA/BSC PART-III
4	TEACHING DAY	TEACHING DAY	COMPULSORY LANGUAGE EXAMINATION (PG CLASSES ON)	TEACHING DAY	SUNDAY	M.Sc. Part-I+II Th Examination (Zoology)

5	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III
6	COLLEGE TEST EXAMINATION (BA,BSC,BCOM PART-III) ENVS PROJECT	CU EXAMINATION BA/BSC PART-I SUPPL.	COMPULSORY LANGUAGE EXAMINATION (PG CLASSES ON)	TEACHING DAY	TEACHING DAY	M.Sc. Part-I+II Th Examination (Zoology)
7	COLLEGE TEST EXAMINATION (BA,BSC,BCOM PART-III) ENVS PROJECT	CU EXAMINATION BA/BSC PART-II SUPPL.	TEACHING DAY	SUNDAY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III
8	COLLEGE TEST EXAMINATION (BA,BSC,BCOM PART-III) ENVS PROJECT	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY COMPETITIVE EXAMINATION NIPER, JEE
9	TEACHING DAY	SUNDAY	SUNDAY COMPETIVE EXAMINATION WB MADRASAH SERVICE COM.	TEACHING DAY	COLLEGE CLOSED ON ACCOUNT OF RANIBRA JAYANTI	M.Sc. Part-I+II Th Examination (Zoology)
10	TEACHING DAY	CU EXAMINATION BA/BSC PART-II SUPPL.	COMPULSORY LANGUAGE EXAMINATION (PG CLASSES ON)	TEACHING DAY	TEACHING DAY	CU EXAMINATION B.COM PART-II
11	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY	CU EXAMINATION B.COM PART-II
12	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	CU EXAMINATION B.COM PART-II M.Sc. Part-I+II Th Examination (Zoology)
13	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	TEACHING DAY	SUMMER RECESS
14	TEACHING DAY	TEACHING DAY	TEACHING DAY	SUNDAY	TEACHING DAY	CU EXAMINATION B.COM PART-II
15	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY MEETING OF THE ADMISSION SUB COMMITTEE	SUNDAY

16	TEACHING DAY	SUNDAY	SUNDAY	TEACHING DAY	SUMMER RECESS	CU EXAMINATION B.COM PART-II M.Sc. Part-I+II Th Examination (Zoology)
17	TEACHING DAY	TEACHING DAY	COLLEGE CLOSED HOLI	TEACHING DAY	SUMMER RECESS	CU EXAMINATION B.COM PART-II
18	TEACHING DAY	TEACHING DAY	TEACHING DAY STUDENTS' AID DELIVERED	TEACHING DAY	SUNDAY	CU EXAMINATION B.COM PART-II
19	SUNDAY	TEACHING DAY	TEACHING DAY	TEACHING DAY JOINT MEETING OF ACADEMIC & ADMISSION SUB COMMITTEE MEETING OF THE GOVERNING BODY	SUMMER RECESS	COLLEGE INSPECTION CONDUCTED BY JDPI DR. K. ROY
20	TEACHING DAY	TEACHING DAY MEETING OF PGEC, ZOOLOGY	TEACHING DAY	COMPETITIVE EXAMINATION WBJEE	SUMMER RECESS	SUMMER RECESS
21	ELECTION OF OFFICE BEARERS AND CLASS REPRESENTATIVES TO STUDENTS'UNION	TEACHING DAY	TEACHING DAY	SUNDAY COMPETITIVE EXAMINATION WBJEE	SUMMER RECESS	SUMMER RECESS
22	TEACHING DAY	TEACHING DAY	TEACHING DAY	TEACHING DAY MEETING OF THE GOVERNING BODY	SUMMER RECESS	SUNDAY
23	COLLEGE CLOSED NETAJI BIRTHDAY	SUNDAY	SUNDAY	TEACHING DAY	SUMMER RECESS	SUMMER RECESS
24	COLLEGE CLOSED CU FOUNDATION DAY	TEACHING DAY	TEST EXAMINATION	TEACHING DAY	SUMMER RECESS	SUMMER RECESS
25	COLLEGE CLOSED MAKAR SAMKRANTI	TEACHING DAY	TEST EXAMINATION	TEACHING DAY	SUNDAY	CU EXAMINATION B.SC PART-II

26	SUNDAY REPUBLIC DAY	TEACHING DAY	TEST EXAMINATION MEETING OF THE GOVERNING BODY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III	SUMMER RECESS
27	TEACHING DAY	TEACHING DAY	TEST EXAMINATION	SUNDAY	CU EXAMINATION BA/BSC PART-III	MEETING OF THE GOVERNING BODY
28	TEACHING DAY COLLEGE INSPECTION BY JDPI, EDUCATION DIRECTORATE	TEACHING DAY MEETING OF THE TEACHERS' COUNCIL (C/S AT 1-15 p.m.)	TEACHING DAY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III	SUMMER RECESS
29	TEACHING DAY	NULL	TEACHING DAY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III	SUMMER RECESS
30	TEACHING DAY	NULL	SUNDAY	TEACHING DAY	CU EXAMINATION BA/BSC PART-III MEETING OF TS, NTS & LIBRARIAN FOR SAAC VISIT	M.Sc. Part-I+II Th Examination (Zoology)
31	TEACHING DAY MEETING OF THE GOVERNING BODY	NULL	TEST EXAMINATION	NULL	CU EXAMINATION BA/BSC PART-III	NULL