Part – A

1. Details of the Institution

1.1 Name of the Institution

> HIRALAL MAJUMDAR MEMORIAL COLLEGE FOR WOMEN

1.2 Address Line 1

> JADUNATH SARBHOUMYA LANE

Address Line 2

> DAKSHINESWAR

City/Town

> KOLKATA

State

> WEST BENGAL

Pin Code

> 700035

Institution e-mail address

> hmmcw35@gmail.com

Contact Nos.

> 033 25645148/25442632

Name of the Head of the Institution:

> Dr. Soma Ghosh

Tel. No. with STD Code:

> 033 25444520

Mobile:

> 9836714992

Name of the IQAC Co-ordinator:

> Dr. Dipanwita Ghosh

Mobile:

> 9433724499

IQAC e-mail address: Iqac.hmmcollege@yahoo.com

1.3 **NAAC Track ID EC/35/088**

1.4 Website address: www.hmmcollege.org

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2004	5 years
2	2nd Cycle	B++	2.73	2016	5 years
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   20/02/2014

1.7 **AQAR for the year** *(for example 2010-11)*   2016-17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR   2011-2012 submitted to NAAC on 25/12/2015
  ii.   AQAR   2012-2013 submitted to NAAC on 25/12/2015
 iii.   AQAR   2013-2014 submitted to NAAC ON 25/12/2015
 iv.   AQAR   2014-2015 submitted to NAAC ON 25/12/2015
  v.   AQAR   2015-2016 submitted to NAAC on 10/09/2016 (tentative)

1.9 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [Y]   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 [Y]

      Urban [Y]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [Y]   UGC 12B [Y]

      Grant-in-aid + Self Financing [Y]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [Y]   Science [Y] Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

   TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.11 Name of the Affiliating University *(for the Colleges)*   [West Bengal State University, Barasat]

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

   Autonomy by State/Central Govt. / University   [NIL]

   University with Potential for Excellence   [N.A]   UGC-CPE   [N.A]

   DST Star Scheme   [N.A]   UGC-CE   [N.A]

UGC-Special Assistance Programme	N.A	DST-FIST	N.A
UGC-Innovative PG programmes	N.A	Any other (*Specify*)	N.A
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

community representatives

NIL

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No.   Faculty   04

Non-Teaching Staff Students   04   Alumni   04   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

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 | 2

(ii) Themes

| Towards preparation for the forthcoming NAAC peer team visit |

2.14 Significant Activities and contributions made by IQAC

- Request to fill up seven Management Support full time Faculty for seven departments have been accepted by the management.

- Academic Audit conducted.

- Recommends and implements the passage of the Career Counselling Cell to the Placement Cell.

- Recommends the Library Sub-committee to host a Book Fair in college. The book fair has been organized.

- Recommends introduction of Bachelor in Commerce courses, Environmental Sciences and Women's Studies. Inspection for B.Com has been conducted.

2.15 Plan of Action by IQAC/Outcome

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
Man-management, infrastructure building, soft skill generation with external assistance towards improvement in academics and widening of career options. Preparation of infrastructure and facilities for introduction of new subjects	Seven Management Supported Full Time faculty has been appointed on IQAC recommendation. More remedial classes added. One more class room is ICT enabled Old block infrastructure improvement: sewerage, plumbing, electricity connections and connectivity. Upgrading facilities for the Higher Studies Council and the University for introduction of new subjects.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

After the draft report was finalized, it was discussed threadbare within the institution. It was then placed in the governing body, the highest decision making body of the institute for its clarifications, suggestions and comments. All changes were meticulously incorporated before uploading the AQAR.

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	0	0	0	0
PG	0	0	0	0
UG	22 (H+G)	0	0	0
PG Diploma	0	00	0	0
Advanced Diploma	0	00	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	22 (H+G)		0	0

Interdisciplinary	0	0	0	0
Innovative	2	0	2	2

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	22(H+G), 2 Innovative: Computer Literacy, Communicative English

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

    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.

The college was affiliated to the University of Calcutta since its inception in 1959. When the West Bengal Government formed the West Bengal State University vide Act xxviii of 2007,the college with 62 other colleges of the North 24-parganas,an industrial district of West Bengal, had to be transferred to the newly found University. The university was following the statutes and syllabi of the University of Calcutta. The University began formulating its own syllabi in 2012. The statute of the University was enacted on 2014. Three of our faculty members are members of the Board of Studies. They contribute personally and professionally to the revision of syllabi.

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	17	5	1	9 CTT 12 PTT+ 7 Management supported full time teacher+44 Management supported guest faculty

2.2 No. of permanent faculty with Ph.D.

14

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
18	5	5	00	1	00	00	00	24	5

We have included the Librarian in the assistant professor count.

The college does not have direct posts as associate professor. Associate professors are promoted from the rank of assistant professor. The Principal of the college is the only person in the Professor rank.

44 management supported temporary faculty and seven management supported full time contractual lecturers have been appointed by the college.

A lady Yoga instructor has also been hired by the college.

2.4 No. of Guest and Visiting faculty and Temporary faculty

21

This figure also includes faculty who visited the college from other institutions for extension lectures

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	21	7
Presented papers	8	13	6
Resource Persons	0	6	5

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

It has been a challenge to tear out of a student from the world of virtual reality and its vices. We have seen that the concentration spell of student is indicating a decreasing trend. We thought that this issue needed to be addressed on a war footing.
Psychological counseling through department of Pshychology and Education was introduced to solve any issues of a teenager student. Any student who has problems in communicating, are bad in studies or have secondary problems like domestic problems are taken up for counselling.
A session of Yoga and meditation at the beginning of the day has been made mandatory.
We have tried to involve the students in positive activities like music and dance, NCC and NSS as the case may be.
A workstation has been inaugurated with all required software for Geography, Journalism, Education, Psychology Honours students with an Interactive Television set.
Use of Visual medium of learning through ICT enabled classroom has been enhanced.
We have put lots of academic inputs for students in our Webpage.

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

269

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

Encouraged to use ICT and web-based learning techniques, field excursions encouraged

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

4 (B.O.S)		

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

This percentage is calculated on the B.A./B,Sc. (Part III) Examination, 2017

Title of the Programme	Total number of students	Distinction %	I %	II %	P %	Pass %
Bengali	25	-	-	96%	4%	100%
Botany	1	-		100%	-	100%
Chemistry	1	-			100%	100%
English	13	-		76.92%	23.07%	100%
Education	23	-	17.39%	82.60%		100%
Food & Nutrition	16	-	18.75%	68.75%	12.5%	100%
Geography	11	-	-	81.81%	18.18%	100%
History	8	-	-	100%		100%
Journalism & Mass Comm	7	-		100%		100%
Music	3	-	33.33%	66.66%	-	100%
Philosophy	5	-	-	80%	20%	100%
Political Science	1	-			100%	100%
Psychology	2	-	-	100%		100%
Sanskrit	2	-	-	100%		100%
Sociology						
Zoology	12	-	25%	66.66%		91.66%
B.A. (General)	138			83.33%	0.044%	86.95%
B.Sc. (General)	67			22.38%	64.18%	86.56%

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

The IQAC was formed in February 2014. The first administrative assignment of the cell was to regularize the rounds of AQAR and prepare the college for the second cycle NAAC accreditation. Four rounds of AQAR (2011-12, 2012-13, 2013-14 and 2014-15 was uploaded on the portal in December 2015. AQAR for 2015-16 was uploaded in September 2016. Self Study Report was prepared alongside and sent to the National Accreditation and Assessment Council in January 2016. The Peer team visited the institution for its second round of accreditation in November, 2016. The college was awarded a B++ score.

On the academic front, the cell was monitoring the academic calendar as trying to analyse whether it was being followed. Lapses were identified and rectified. The evaluation of the infrastructure of the college was analysed, lacunas identified and loopholes plugged. Academic discipline, regular attendance of students in class and other extension activities like NSS and NCC stood high in the college agenda.

The IQAC team was now geared up to more challenges. It was encouraging departments to organize seminars/special lectures/workshop on their own or in collaboration with sister subjects and neighbouring

institutions as well. Students were encouraged to actively participate by presenting papers, posters and models.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	0
HRD programmes	5
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	11
Others	

One teacher submitted her Ph.D. thesis this academic year. And one teacher was awarded her M.Phil degree

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	2	0	0	0
Technical Staff	4	23	0	7

The college has a government approved Night Guard, Guard. The college has appointed seven non-teaching staff on an ad-hoc basis. The college has appointed a physical instructor, three cleaning staff and three security guards. A lady Yoga instructor has been appointed by the college.

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC endeavoured to facilitate R &D activities in the college. To this end, a research cell was formed. The seed money allocated in the college budget for Research of teachers has been increased from Rs One Lakh to Rs 1.5 lakh. Dept. of Geography, Botany and Zoology have already embarked upon research. The Project undertaken by the Department of Geography by Dr Iqbal Sultan has been finished. The entire campus is connected with internet facility (WiFi) and PGP web server controls browsing of unsolicited websites. Teachers were making active use of the N-list programme for their research backgrounding.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	01
Outlay in Rs. Lakhs	00	2,40,000	1,80,000	1,80,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	33	3	1
Non-Peer Review Journals	-	1	-
e-Journals	-	-	-
Conference proceedings	-	2	-

3.5 Details on Impact factor of publications:

Range [5.28-1.58] Average [N.A.] h-index [N.A] Nos. in SCOPUS [N.A]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,40,000	1,80,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	4 projects, each duration one year	HMMCW	17300	17300
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   7

  ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP 00   CAS 00   DST-FIST 00

DPE 00   DBT Scheme/funds 00

3.9 For colleges   Autonomy 00   CPE 00   DBT Star Scheme 00

INSPIRE 00   CE 00   Any Other (specify) 00

3.10 Revenue generated through consultancy   00

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number		6	1		
Sponsoring agencies		GoI, HMMCW, IARA	HMMCW		

- Science Meet (National Level) February

- On cybercrime 06.02.2017

- One day workshop on Human Rights, September 2016

- Commission for Scientific and Technical Terminology, GoI

- Non-Conventional Energy: A sustainable environment, 13.05.16

- A workshop of usage of SPSS for researchers by IARA

3.12 No. of faculty served as experts, chairpersons or resource persons : 11

3.13 No. of collaborations   International   NA   National NA   Any other NA

3.14 No. of linkages created during this year | 00 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 00 | From Management of University/College | 1,50,000 |

Total | 00 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

.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	01	00	00	00	00	00

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

`00`

`00`

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

`00`

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

JRF `00` SRF `00` Project Fellows `00` Any other `00`

3.21 No. of students Participated in NSS events:

University level `100` State level `10`

National level `    ` International level `    `

3.22 No. of students participated in NCC events:

University level `00` State level `00`

National level `00` International level `00`

The new NCC unit of the college was formed on November 2016. **31 students enlisted themselves for the National Cadet Core scheme.** The new unit presented the Guard of Honour to the NAAC peer team members and Prof Saugata Ray, MP of the locality and other dignitaries on their visit to the institution. The presented the Guard of Honour to the Principal on the Republic Day.

3.23 No. of Awards won in NSS:

University level `01` State level `00`

National level `00` International level `00`

Dr Lipika Mullick, Associate Professor in Maths was awarded as Active Programme Officer for the 2016-17 academic year. She was awarded a letter of gratitude for her state level participation along with her volunteers.

3.24 No. of Awards won in NCC:

University level `00` State level `00`

National level `00` International level `00`

3.25 No. of Extension activities organized

University forum `00` College forum `14`

NCC `00` NSS `14` Any other `00`

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility Sadbhabna Divas celebrated on 20.08.2016

Introduction of New Learners' Corner with adult students from nearby slum as volunteers

College cleaning camp

Workshop on Low Cost Nutritious Diet on 01.10.2016

Celebration of Children's Day on 14.11.2016

Good habits consciousness by pasting stickers

National Integration and Communal Harmony Week

Vitiya Saksharata Mission: Volunteers of Visaka

Workshop of AIDS and Thalassemia at West Bengal State University, Barasat

International Women's Day celebrated on 08.02.2017

International Matri Bhasha Dibas (the Mother Language Day) on 21.02.2017

Consciousness on Pulse Polio Vaccination

Literacy Drive and causes of school dropouts by Social Outreach Cell

Regular activities like planting & preservation of the green in the campus continued. The NSS volunteers helped in maintaining a clean campus.

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	12805sq m (approx)	0	0	12805sq m (approx)
Built up area	1407 sq m (approx)			1407 sq m (approx)
Class rooms	27	0	0	27
Laboratories	16	0		16
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	2	Development fund	2
Value of the equipment purchased during the year (Rs. in Lakhs)	764890	769047	Development fund	1533937
Others		115081	Development fund	115081

4.2 Computerization of administration and library

The online admission is into its second year. We took a stride towards digitalization of the fees. The application fees were taken online, the offline mode, however, co-existed. The personal data of students was transferred to the college software, Students Plus.
Work on converting the library data base on Open Public Access Catalogue (OPAC) has been complete.
The college has become a member of the N-List programme, more teachers were making use of it for their research purposes.
The college library had been using INFLIBNET for the past two years.
The college website has been updated with more information on the day to day running of the college.
The college library is incorporated within the college website.
We are planning to run the evaluation system through the college website next year.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16348	319809	646	250138	16994	569947
Reference Books						
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	03	350	00	00	03	350
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	53+ 2 Laptops	3	15	2	0	9	3	10
Added	8	0	4	0	0	0	3	5
Total	61+ 2 Laptops	3	19	2	0	9	6	15

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

> The office accounts department has been fully automated. Student records are being preserved through the students plus ,data capture format. Library cataloguing through a SQL based software ,KOHA, which has been procured from the Bengal library association, is complete. The pay packet of the substantive post holders, CTT, PTT is through HRMS.
>
> PC nodes with internet access have been furnished to the library for net browsing of students. The IQAC cell students union and the career counselling centre has got three PC nodes with internet facilities. The second floor of the institution is acting as a Wi-Fi zone, though it has been kept password protected to check it from misuse.
>
> Teachers are browsing the web using either the nodes at the office or at the library. The career counselling course has been using the web extensively for locating avenues for students either through direct recruitment or by trying to locate vocational course alternatives.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   `12000`

  ii) Campus Infrastructure and facilities   `92,790`

  iii) Equipments   `22070`

  iv) Others   `2152075`

       Total :   `2,278,935`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students record data of this college reveals that a very strong majority of the students are first generation college attenders.

Keeping these in mind, the college had to be extra sensitive and accommodative to cater to the needs of its pupils

- The admission process is done online.
- A prospectus was handed over to the students describing the facilities available in the college in detail.
- Just after admission a notice was put up for students to apply for free studentship. The teachers encouraged students to put in the application. The authority tried to maximise the number of applicant to at least half free studentship
- The college takes regular action to inform students from about the different scholarships and subsidies made available for them by state and central government. Railway concession for students are processed by the college without delay. The college also processes application for a subsidy for a girl student, Kanyashree given away by the west Bengal govt. The college premises was used as a nodal centre for iees collection and processing for all the schools under Kamarhati municipality 24 parganas(N) west Bengal.
- A students aid fund was created by the students union to help those who needed assistance
- Special remedial classes for SC/ST and other backward category students was sought to be introduced
- Students are asked to write in college magazines departmental wall magazine and posters.
- Food and nutrition week is organized with a cooking competition among students group
- Students of journalism attend outside seminars/workshop regularly to get greater grasp over their subject.

5.2 Efforts made by the institution for tracking the progression

A mid-term examination and a term-end examination is conducted by the college before every university examination. Parent teacher meetings are conducted regularly to intimate parents about the progress of their wards in college and their attendance. Students are encouraged to participate in college groups discussions and field visits. The food and nutrition department celebrate the food and nutrition week in September providing a hands-on training to prepare low cost nutritious diet. The costs were covered up and a little revenue was generated by the department through over the counter selling of food items for two days. All departments encouraged its students to prepare wall magazines posters group discussion quizzes extempore speaking on various topics of the curriculum.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1117	00	00	00

(b) No. of students outside the state | 00 |

(c) No. of international students

Men	No	%	Women	No	%
	00	00		00	00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1025	108	08	19	00	1160	1024	87	04	42	01	1117

Demand ratio 1: 0.91   Dropout 29.83%

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

No formal mechanism exists regarding training of students for competitive examinations. However, teachers extend their all out support if approached by an alumni or any student of the college.

No. of students beneficiaries   N.A.

5.5 No. of students qualified in these examinations

NET   N.A   SET/SLET   N.A   GATE   N.A   CAT   N.A

IAS/IPS etc   N.A   State PSC   N.A   UPSC   N.A   Others   N.A

5.6 Details of student counselling and career guidance

Career counselling cell actively guides the students to identify their potentiality and accordingly embarks on the mission of developing their skill to secure a job. The cell organizes workshops to disseminate information and unravel possibilities of the students being absorbed in different sectors. Our aim is to enhance the capacity of our student have remained fruitful to an extent. Two workshops were conducted under UDAAN Foundation of Skill Development. Eleven and 15 students attended the workshop. The workshops were free of cost to students towards skill development. Career and Counselling was organized in September. Five corporate houses of reputation visited the college. We organized five counselling sessions for the academic session 2016-17

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	280	00	Data not kept

5.8 Details of gender sensitization programmes

Bishakha guidelines strictly adhered to and followed to protect women from the sexual harassment and abuse at work place. The NSS unit and the gender sensitization unit, in its international women's day celebration on 8th March, informed the students about their rights and responsibilities as a student, as a working woman and as a citizen of India. At a women's college, the issues of women, the rights and responsibilities adhered therein were discussed threadbare at the meeting.

5.9 Students Activities:

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

State/ University level   10   National level   08   International level   00

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   02   National level   00   International level   00

Cultural: State/ University level   00   National level   00   International level   00

5.10 Scholarships and Financial Su	Number of students	Amount
Financial support from institution	278	3,31,990
Financial support from government	212	19.00.000
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	One student has applied for National Handicap Scholarship	

Out of the 212 students who got financial support from Government, 76 students have got Kanyashree from West Bengal Government, the amount of which totals at 1900000. However, the amount that the 136 minority students, OBC, SC and ST and other government scholarship data is not maintained with the college

5.11   Student organised / initiatives

Fairs   : State/ University level | 03 | National level | 00 | International level | 00 |

Exhibition: State/ University level | 00 | National level | 00 | International level | 00 |

5.12   No. of social initiatives undertaken by the students | 12 |

5.13 Major grievances of students (if any) redressed: NONE

Students Union initiatives: An inter-college fest, Xiphias, celebrated with fanfare and gaiety. The days of national importance, 26th January, 15th August were celebrated at college campus. We celebrated Rabindranath Tagore and Swami Viveknandda birth anniversaries with sombre and reverence. Welcome ceremony for students, farewell to final year students, Basant Panchami and Holi are other celebrations we indulge in.

Students' Union participation with NSS unit
- Donation of clothes for the poor and downtrodden in the locality
- Communal harmony campaign week observed
- Painting competition
- International Women's Day observed.
- Regular activities like planting & preservation of the green in the campus

Continued. The NSS volunteers helped in maintaining a clean campus.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college seeks to educate, enhance skills and empower students to enable them become useful resource to the society. Our Mission is to raise the stature of the college to state level in future.

6.2 Does the Institution has a management Information System

The college is run by the governing body that comprises of teaching, non-teaching, student representative, university and government nominees. Principal/Teacher-in-Charge is the executive head of the institution, several committee are assigned with specific responsibilities. The minutes of the meetings are committees are put up as suggestions to the chair. Some suggestions are simple and are readily accepted. The more complex ones, especially those that has cost considerations, are put to the Finance Committee. If the FC approves those they are referred to the Governing Body for endorsement. Teachers' and Non-Teachers' Council are two other strong statutory bodies that looks into the well being of the college and the Principal seeks suggestions and feedbacks from these bodies as and when the need comes calling. Personal grievances, differences of opinion, inter-personal relationship issues are dealt in camera so as to avoid embarrassment of any staff member. It is a democratic system and we are proud of our democracy.

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

6.3.1 Curriculum Development

Four of our teachers are members of the board of studies of the university that designs and rectifies the syllabi for constituent colleges. Our teachers were present in the workshops and meeting that were listening to the voices from constituent colleges while planning the syllabus. Apart from this, the syllabi taught in the college had always been externally determined. We at our end, however, prepared academic calendars for students and shared our lesson planning with our students.

6.3.2 Teaching and Learning

The college follows the curriculum designed by the university. The teachers follow lecture method along with PPT presentations teaching aids. Unit tests are scheduled every month to evaluate their progress. Regular classes, systematic monitoring and repeated evaluation form the base of our impartment.

6.3.4 Research and Development

The institution was short staffed from its inception. As against the norms of four substantive posts for an Arts Honours and six substantive posts for a Science Honours department, we had one, at best two, manning the departments with temporary faculty coming in and going out. However, the College Service Commission, the recruiting body of Assistant Professors in the state has filled up 15 out of 19 vacant positions. With fresh initiative and endeavour injected in the system, we expect R&D to take a huge stride in the coming academic session.

But despite all odds, our faculty was publishing, participating, presenting their research ideas at international and national forums. The research promotion cell and the institution have been providing an atmosphere conductive for research purposes and were lauding the efforts of the performers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has been automated and equipped with KOHA. Internet access and open access to books provided.
- Library, CCC, Students' Union, Alumni Association PC nodes are internet enabled.
- The second storey construction over the open air stage is complete.
- The college faculty is now a member of the Inflibnet and can access academic resources through Enlist.
- The Teachers' Common Room and the IQAC are refurbished.
- LED Lights are installed in the campus to economize on the electric bill of the institution.

6.3.6 Human Resource Management

An extremely short-staffed institution like ours survives on an efficient human resource management. The person (s) at the helm knows our strengths and weaknesses and deploys us on the basis of this knowledge. Work is assigned with utmost care and concern to the person or the team that is suited for the assignment. Duplications and repetitive efforts are carefully avoided. The management keeps a note on the assignments and its outcome that is readily shared with the stakeholder. We strive on teamwork as our motto. Two non-teaching staff has received hands on training on the maintenance of the roof top solar PV panel for generation of alternate energy in the institution.

6.3.7 Faculty and Staff recruitment

The new Principal of the college, Dr Soma Ghosh, joined the institution in July, 2016.

Out of the 19 vacant teaching positions, 15 were filled up by the College Service Commission, the highest recruiting authority of the state. The institution has taken a drive to create new teaching posts. Regularization of the vacancy roster of the non-teaching posts is high of the administrative agenda. The administration is also trying to create new posts and fill up the vacant posts for non-teaching staff that has appeared out of superannuation.

The college is trying to fill up the 23 vacancies of Non-Teaching Staff through direct recruitment subject to the clearance from the Government of West Bengal. Meanwhile, the college hired six full-time management supported contract teachers to fill in the gap for departments which were running without a substantive faculty.

6.3.8 Industry Interaction / Collaboration

We are trying to engage in vocational and skill development collaboration with industries to provide better ex eposure and enhance eligbility and ability of our students. The college entered into collaboration with orion infotech, an NSDC partner and sought funds under the KAUSHAL scheme, though the venture was not very successful.

We had been admitting our students on a first-come-first-serve basis on the marks cut-off prescribed by the University for Honours and General courses. Higher than university criteria, however, are applied for those departments with a higher demand ratio. The cut-off, the subject combinations to be offered by the college are decided at the Admission sub-committee meeting that is routinely held at the beginning of each academic year.

	Teaching	PF/GI/Medical allowance and leave, earned and on duty leave, CAS opportunities one teacher have availed of the Child Care leave on 2016-17 One Assistant Professor has joined the Faculty Development Programme to submit her Ph.D Thesis. All CTT and PTTs of the college are brought under Swasthya Sathi, a health scheme of the West Bengal Government, The papers are processed by the institution for the scheme.
6.4 Welfare schemes for	Non teaching	ML,EL,and CL. PF, Swastha Sathi participation for Full time and ad-hoc employees
	Students	Health insurance, Health home Thalasaemia Detection camp with Tropical Medicine and Blood Group detection

6.5 Total corpus fund generated

30,64,465

6.6 Whether annual financial audit has been done   Yes ☑   No ☐
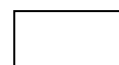
6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	Yes	Institution
Administrative	No	N.A.	Yes	Institution

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

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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

> N.A.

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

> N.A.

6.11 Activities and support from the Alumni Association

> Despite its unregistered status, the Alumni Association has been providing all round support towards the institution in organizing and hosting events and workshops with the NSS and CCC. A member of the alumni association has been appointed as a non-teaching faculty on an ad-hoc basis by the college. They have served as the ears of the institution in bringing back the feedback on the impact of the institution on the society. On a more concrete front, they have been helping the needy students to pay the fees of the college and the examination and helping them to procure text books. The Alumni body and the faculty donated 101 text books to the college

6.12 Activities and support from the Parent – Teacher Association

> No formal Parent-Teacher Association exists for the institution. However, the parents have given us their invaluable support and suggestions during the departmental parent-teacher meeting.
> All parents are encouraged to meet the management with problems of their wards (emotional, academic, financial and otherwise) and with concrete suggestions for development. Their feedback is closely monitored and strictly adhered to.

6.13 Development programmes for support staff

> The office staff had to undergo a very basic training to run the Students' Plus software. No other development programme for support staff has been held by the institution. However, an individual is encouraged is undertake any short-time course after the work hours to upgrade and improve his/her skills and qualifications. The Cashier and Accountant of the college has undergone hands on training on salary software like KOSA and HRMS.
>
> The head-clerk and the non-teaching council monitors the performances of the support staff and reports his impression to the Governing Body through the executive head of the college.

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

- **A solar panel has been installed by the college that generates 20 KW of alternate non-polluting energy every day. The power is transferred to the CESC power feed. Reduction of Electricity bill and cleanliness of campus.**
- **Rainwater harvesting system to maintain and preserve the water level of the campus and nearby area.**
- **By segregation of wastes, bio-degradable wastes used for manure.**
- **Kitchen garden introduced and maintained.**
- **Medicinal plant garden flourishes.**
- Through the NSS by keeping the campus clean and green.
- By planting, preserving and protecting the green at the campus.
- By checking the wastage of water and electricity and asking the Students' Union to monitor this as a major stakeholder of the college.
- By celebrating Basant Utsav every year to nurture the greens of the spring and the greens of the youth.

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.

Paperless governance continues. Movement towards digitalization of payment. Both used to prevent degradation of environment. Green audit conducted. Waste water management tried.

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

- National seminar on generation of vernacular glossary for Political Science
- Institution gets one more ICT enabled class room
- Sewage and plumbing lines redone
- Staff common room and IQAC gets a facelift
- Rainwater harvesting
- Segregation of wastes: biodegradable and non-biodegradble
- Solar panel installed

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

Title of the Practice---20 KW Grid-type Photo-Voltaic Solar System on the Roof Top of College Building

Goal --- To reduce the electric bill in our college. Others benefits are

- Up to 25% increase in power output.

- Faster installations with less wiring.

- Maximum roof utilization.

- Safest solar system! With built in arc fault detection.

- Built-in module-level monitoring for unprecedented remote maintenance capabilities.

- 25-year warranty on power optimizers and 12-year warranty on inverters.

Practice--- The Photo-Voltaic Solar System Module Monitoring portal is a web-based application that provides performance monitoring of your solar panels, fault detection and automatic alerts for accurate troubleshooting localized on a virtual site map. Monitoring is simple with the use of ethernet cable OR ethernet bridge.

Evidence------- The grid connected roof top solar PV power plant of 2X10 KWP was handed over to the college on 21.03.17. A training was provided to the personnel of the institution Sri Basudeb Ghosh and Sri Prosenjit Das. The project has been funded by the Government of Indian and MNRE, Government of India. The Implementing agency is West Bengal Renewable Energy Development Agency and was executed by Agni Power and Electronics Pvt Ltd. Dr Partha Pratim Pradhan, Assistant Professor in Physics, is the nodal officer to this project.

Challenges-----As the solar panel is a long term asset of the institution we have to be manage and maintain it well. Proper cleaning of the apparatus is necessary. The college has hired and dedicated an adhoc technicial staff to regularly clean and maintain the apparatus.

Challenges--------The Solar Power Optimizers maximize energy through put from each and every module through constant tracking of Maximum Power Point individually per module. Because Solar Edge Power Optimizers automatically maintain a fixed string voltage, the Solar Edge inverter works at optimal efficiency.

Notes------

- Temperature is not a factor because fixed string voltage ensures the inverter always operates at its peak efficiency voltage and prevents under-voltage power losses even on hot days.

- Panels don't all have to be facing the same way.

- Different string lengths can now be accommodated.

- Solar power ratings and technologies can vary.

Future plan------ Development of Non-toxic off-grid Solar-powered Ultrasonic Mosquito-larvae Annihilator and Solar-powered Multi-wavelength Optical Mosquito Repeller. The project involves the design, fabrication and standardization of two solar-powered anti-mosquito devices which are totally non-toxic, low-cost and pollution-free, and are expected to be useful in control of mosquitoes in and around the city, at a time when the threat of dengue and chikungunia is pandemic around the country.

2nd Best Practice--------------

Title: Regular health check-up of the community residing at Nivedita Colony, located close to the college.

Goal: To monitor health of residents, living below poverty level at the slum; The College has resolved to promote welfare of underprivileged to the best of their ability. Health is wealth. We aim to enhance the quality of life for the underprivileged living in the vicinity.

Practice: We have a health unit in our college, with a medical practioner attending the students once a week (Thursday).The same doctor provides medical aid regularly, to the poor slum dwellers, on behalf of the college. (Slum dwellers are offered the opportunity to visit the doctor at the Health unit of the college in the evening on the same day) However it is sheer benevolence on the part of Dr Das who agreed to extend medical facility to the poor people of Nivedita colony. It is his outstanding cooperation in the matter that we have been able to build a bridge with a poor community in our neighbourhood; This practice provides a learning experience for our students as well to grow all inclusively amid a selfish world.

Evidence:

- Every visit made to the doctor accompanied by NSS volunteers and NCC cadets by slum dwellers is recorded in a Record book.
- Maintenance of Records on Thalasemia identification Tests, organised by the college and participated by the slum dwellers. Also the reports of tests are an evidence.
- Maintenance of record on eye camp session organised by college in collaboration with Sushrut eye foundation. The slum dwellers are offered an opportunity to undergo optical tests free of cost.
- The names of participants (patients, doctors, volunteers) are recorded. The prescriptions tendered by optometrists and doctors are evidences.
- All expenditures incurred in the programme are duly recorded and annually audited. Later the income and expenditure statement is attached with the annual report of our extra-curricular activities as this..

All programmes are conducted under a banner with the theme mentioned and displayed. The local people are aware of our humane endeavours through which we seek to make the society healthy and wealthy mentally and physically.

Challenges: Dearth of adequate fund.

We believe that helping them through a physician is not enough; it would have been fruitful if we could support this medical assistance by providing required medicines as well.

Notes: We aim to nurture Nivedita colony providing them with basic necessities (promoting cleanliness, medical assistance, clothes, basic education to children) thereby enhance the quality of life of underprivileged , struggling in the abyss of poverty.

Conclusion: We aim for an all inclusive growth; We aim to nurture the young minds of our students to care for others; believe in We instead of I; strengthen the power of sharing and be a support to ones who need assistance. Community health checkup is a best practice adopted by our college to cater to society. This a small step to encourage our students,   develop a humanistic approach towards society.

7.4 Contribution to environmental awareness / protection

Green audit was conducted by an external agency. NSS unit was successful in maintaining a clean campus. Plantation of saplings every year students trained not to litter around in classrooms. Medicinal garden and kitchen gardens flourished. A bird nest was created. The open space of the second floor of the new building was left open

7.5 Whether environmental audit was conducted?   Yes [Y]   No [   ]

7.6 Any other relevant information the institution wishes to add.

> The peer team for NAAC accreditation visited the institution in 17-19th November, 2016. The college was awarded a B++ grade on the basis of the visit and the SSR. The peer team made some suggestions towards improvement of the college in the form of introduction of new subjects, more ICT enabled classes, more research and more extension activities. The plans of action are formulated on the basis of those suggestions. We are waiting for the RUSA grant to fulfil our expansion activities.

8. **Plans of institution for next year**

- Introduce B.Com, Environmental Sciences, Women's Studies, Honours in Hindi from the next academic year.

- A proposal to host a national level seminar on "" to be placed to DST for funds.

- National level seminar on quality enhancement through extension activities of HEIs by IQAC.

- Vertical elevation of the Block B planned.

- Plans to strengthen Block B infrastructure on the basis of the soil testing report.

- To make the evaluation of the staff and the college infrastructure by students an online process

- Community street lighting through our solar panel.

Name   Dr Dipanwita Ghosh   *Name Dr Soma Ghosh (Principal)*

_____   _____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

————***————

INSTITUTIONAL ACADEMIC CALENDAR: 2016-2017

PRE PUJA SESSION

MONTH	SUNDAYS (Within working wks.)	HOLIDAYS	Working DAYS	UNIV. EXAMINATIONS	REMARKS
JULY' 16	03, 10, 17, 24, 31	06/07-RATHAYATRA & ID-UL-FITRE	25	B.A./B.SC. PTI	ADMISSION OF B.A./B.SC. First YEAR STUDENTS B1st Yr & 3rd Year Classes started from 18 th 3rd Year Admission
AUG'16	07, 14, 21, 28	10/8-COLLEGE FOUNDATION DAY 15/8-INDEPENDENCE DAY 25/8-JANMASTHAMI	24		2nd Year classes started NSS Special Camp organized
SEPT'16	04, 11, 18, 25	12/09-ID-UZ-JOHA 17/9-BISWAKARMA PUJA 30/09-MAHALAYA	23		REGISTRATION FORM FILL IN FOR B.A./B.SC. 1ST YR STUDENTS 2nd Yr Admission 1st Yr Unit Test 26-30 Sept
OCT'16	02, 09, 16, 23, 30	02/10-GANDHI B'DAY(SUNDAY) 07/10 - 16/10 : PUJA VACATION 30/10 - Kali Puja	14		Guardian's Meeting counselling Programme

POST PUJA SESSION

NOV'16	06, 13, 20, 27	01/11-BHATRIDWITIYA	25		2nd Unit Test 21 - 26

		14/11-GURU NANAK BIRTHDAY but open due to NAAC visit			Guardian's Meeting 28.11 29/11-1st Mid-Term
DEC'16	04, 11, 18, 25	13/12-FATEH DUAZ DOHAM 25/12 - 31/12: Winter recess	19		Annual Sports ANNUAL PRIZE DISTRIBUTION Within 24.12 - 3rd Unit Test
JAN'17	01, 08, 15, 22, 29	01/01-New YEAR 12/01-VIVEKANANDA'S BIRTHDAY 23/01-NETAJI'S B'DAY 25/01-MAGHOTSAV 26/01-REPUBLIC DAY	22		2nd Mid-Term-20th Jan Guardian's Meeting
FEB'17	05, 12, 19, 26	0 /02, 0 /02 - SARASWATI PUJA 25/02-UNIVERSITY FOUNDATION DAY /02-MAHASHIVARATRI	20		THIRD YR TEST-6th 13 - 18 Feb : 4th Unit
MARCH'17	05, 12, 19, 26	/03-DOLYATRA	25		SECOND YR TEST-13th March BASANTOTSAV-14/03
APRIL'17	02, 09, 16, 23, 30	14/04-CHAITRA SANKRANTI 15/04-BENGALI NEW YEAR /04-GOOD FRIDAY /04-EASTER SATURDAY	25	PART III THEORY	BA/BSC PT I TEST-3 rd
MAY'17	07, 14, 21, 28	01/05-MAY DAY 09/05-RABINDRA JAYANTI /05-BUDDHA PURNIMA 16/05-SUMMER RECESS STARTS	8	PARTII	
JUNE'17	04, 11, 18, 25			PARTII	ADMISSION PROCESS STARTS -02/06

				215		19,20/06-COUNSELLING 25/06-MERIT LIST

Students evaluating college infrastructure
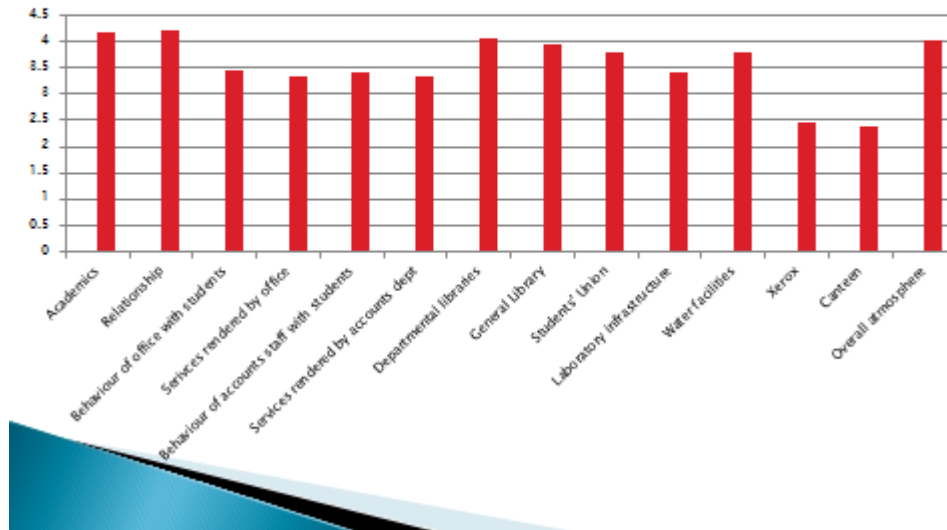
Evaluation of Teachers by students

‣ Explanation of Legends
‣ 1: Ability to teach
‣ 2. Ability to finish syllabus on time
‣ 3. Ability to help students outside class room
‣ 4. Ability to help students in topics other than curriculum
‣ 5. Behaviour of the teacher with students
‣ 6. Ability of the teacher to evaluate students

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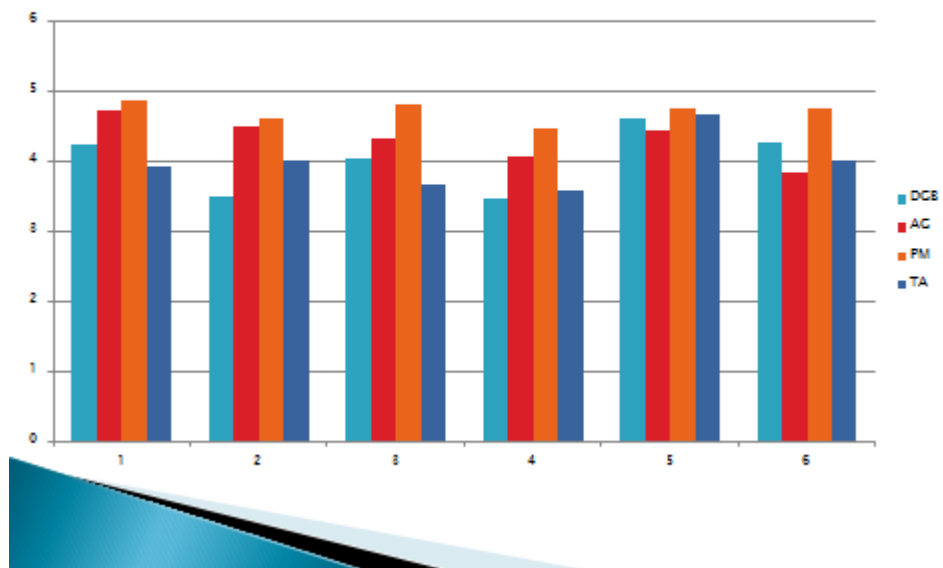
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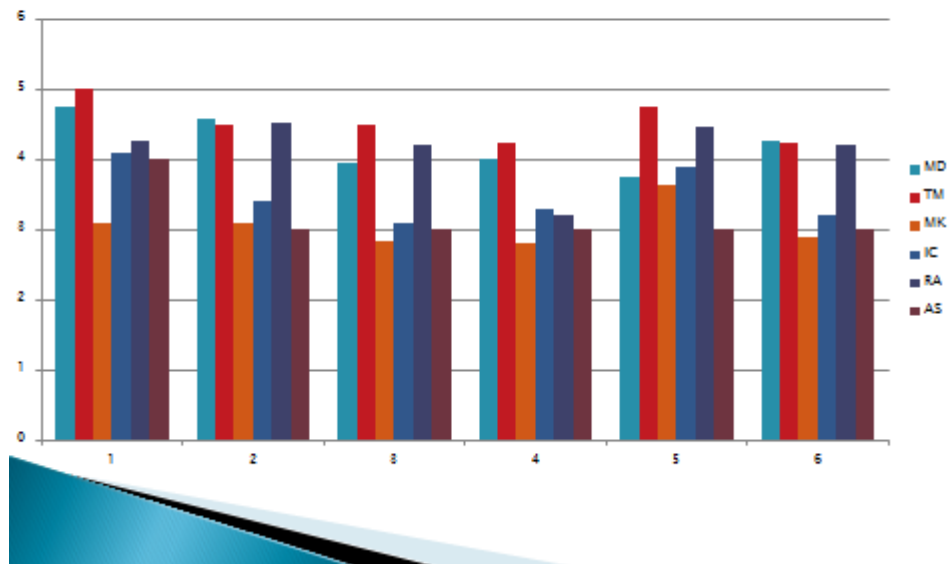
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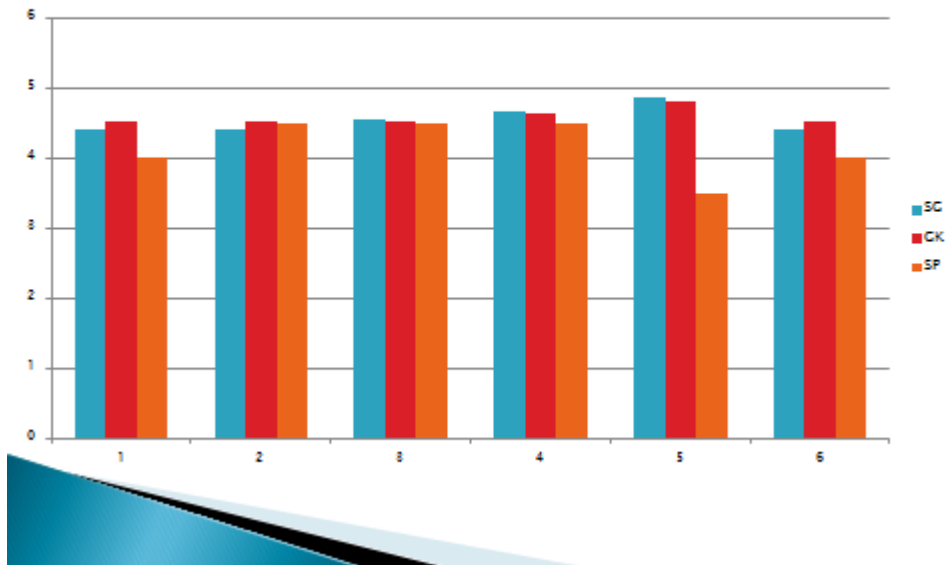
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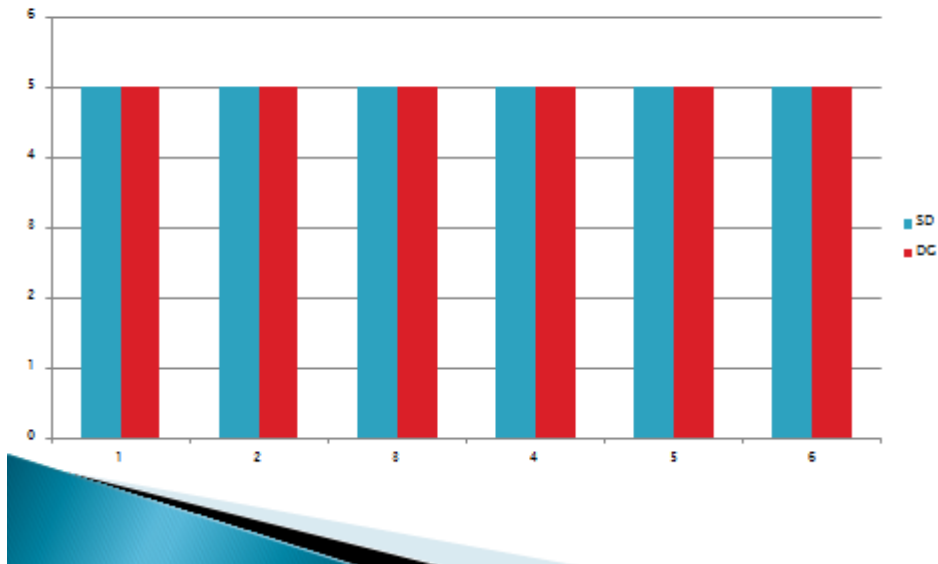
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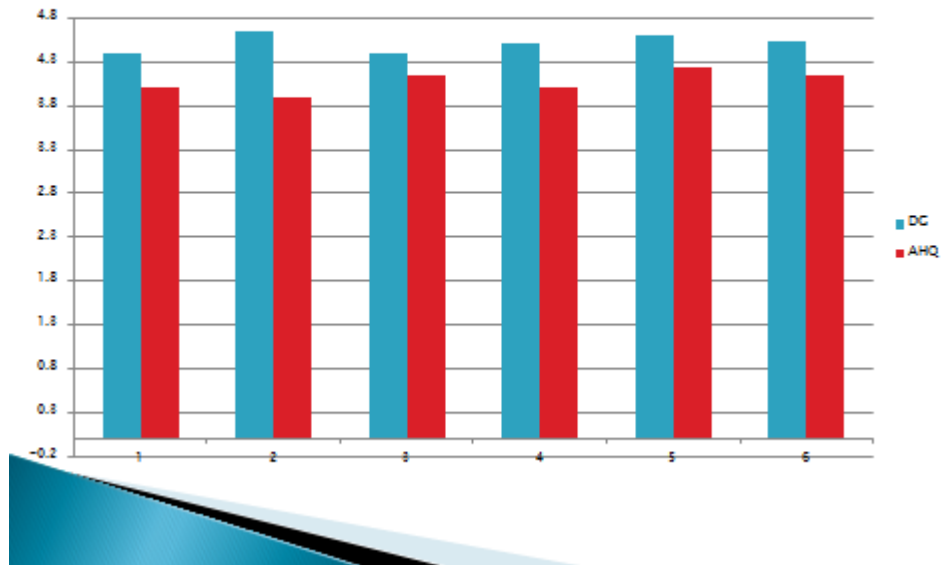
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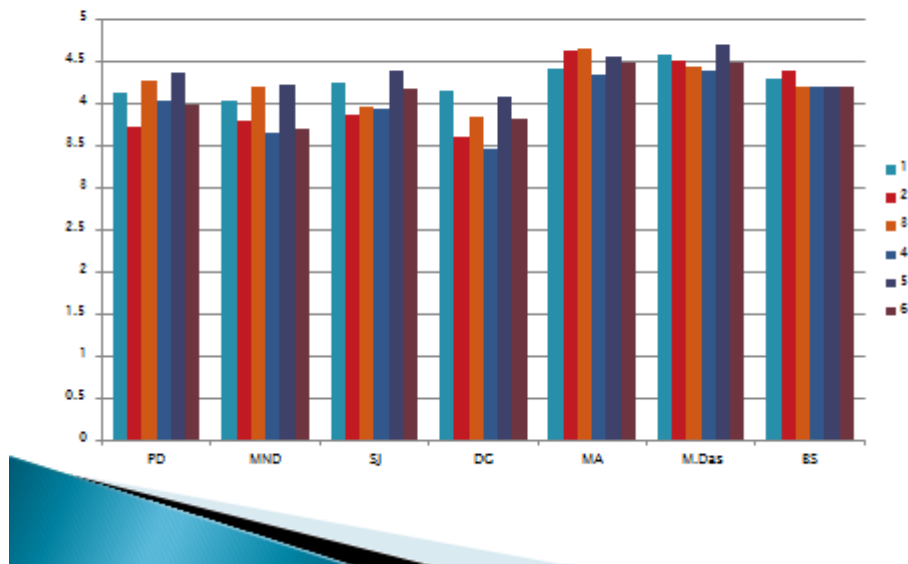
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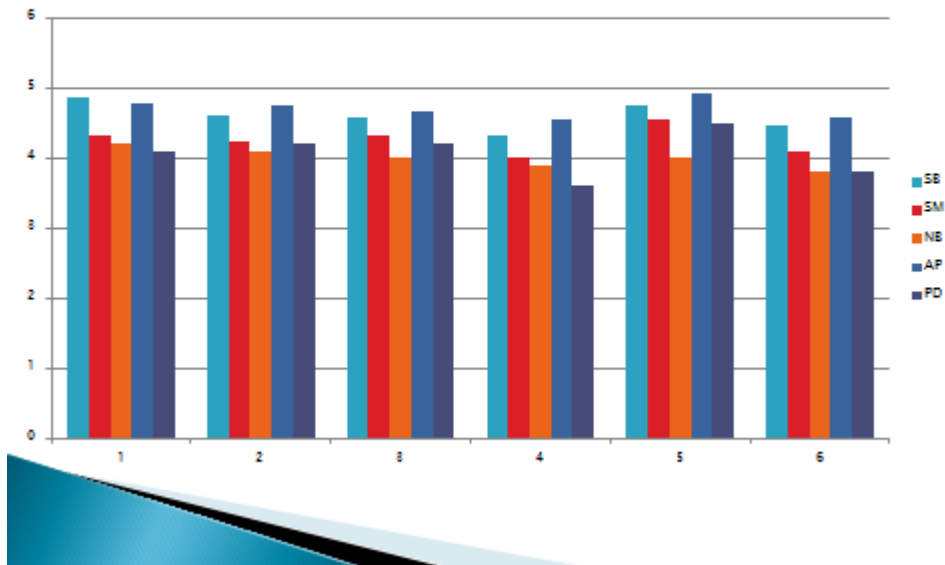
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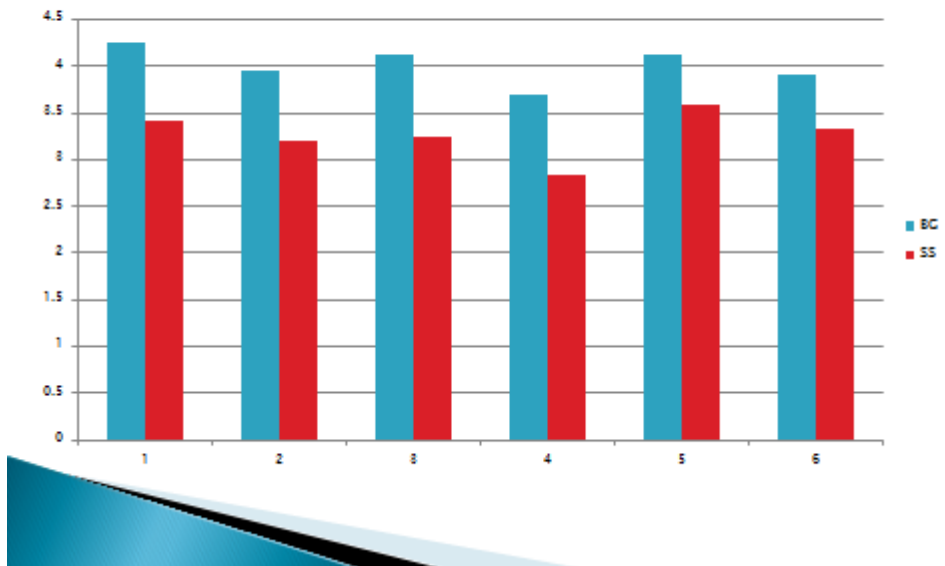
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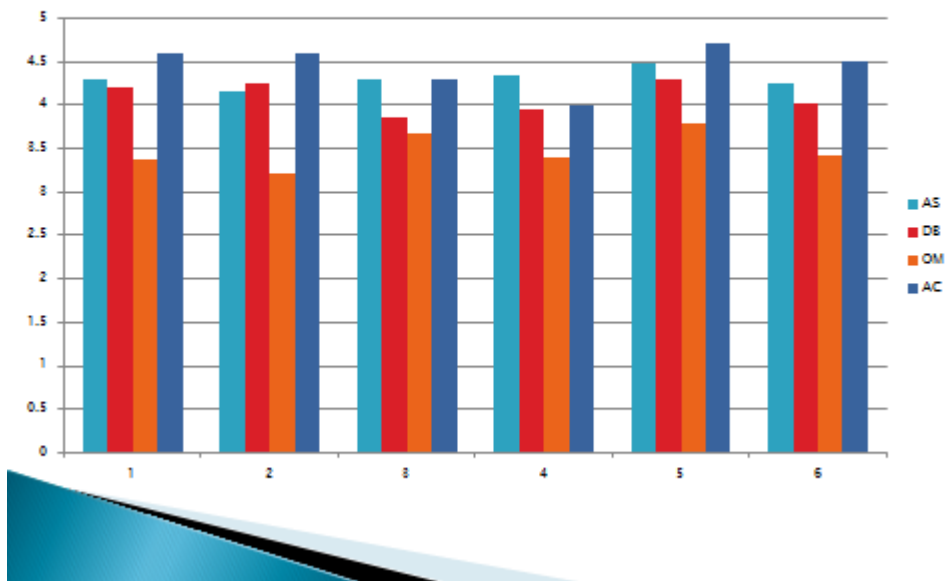
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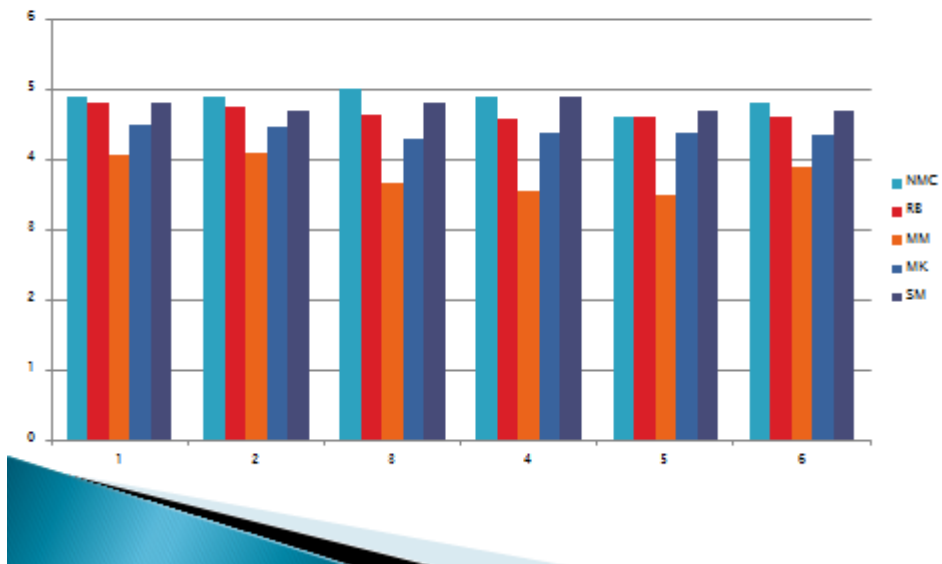
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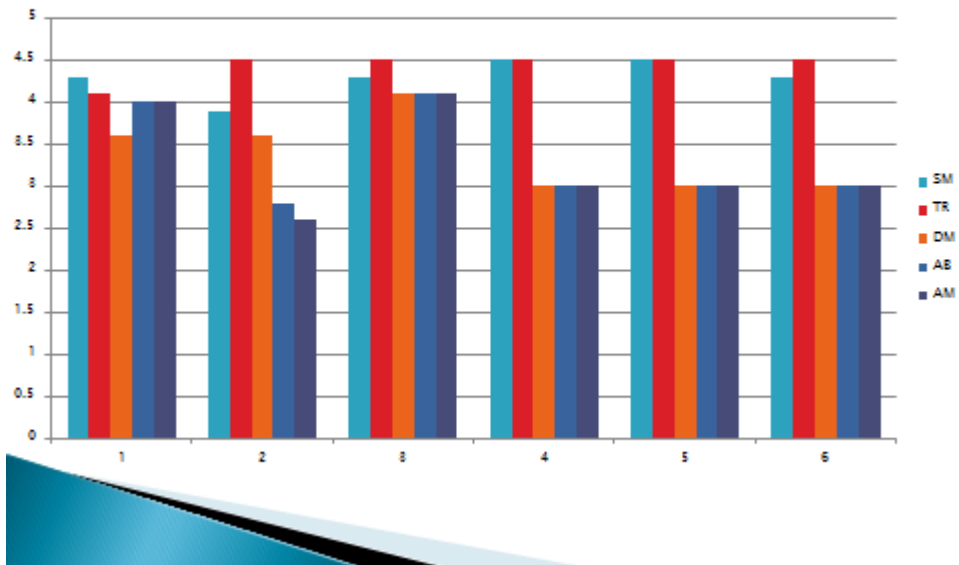
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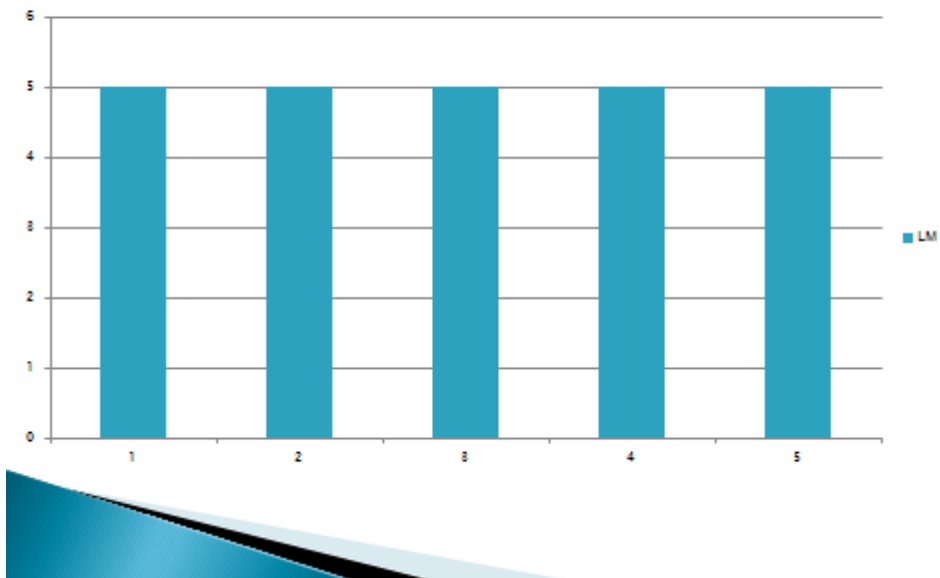
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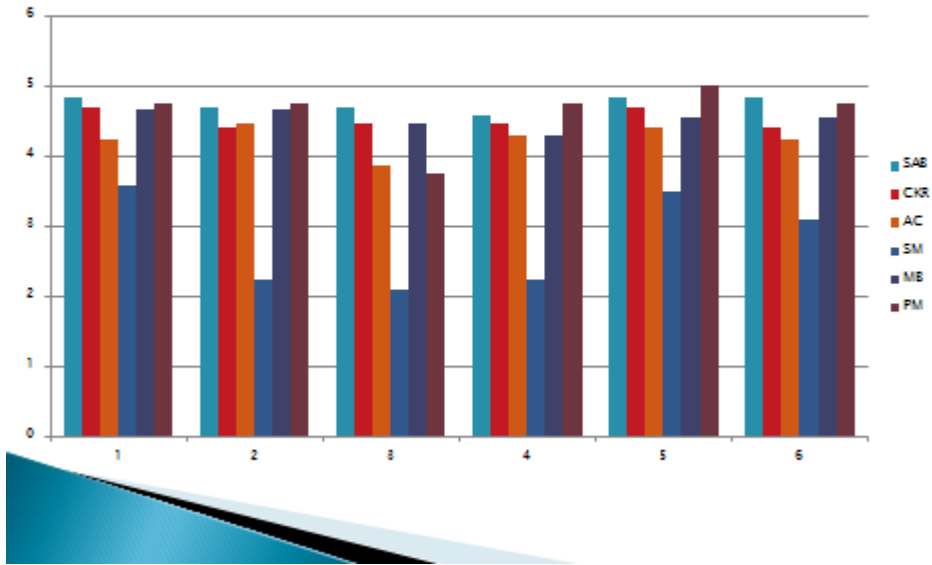
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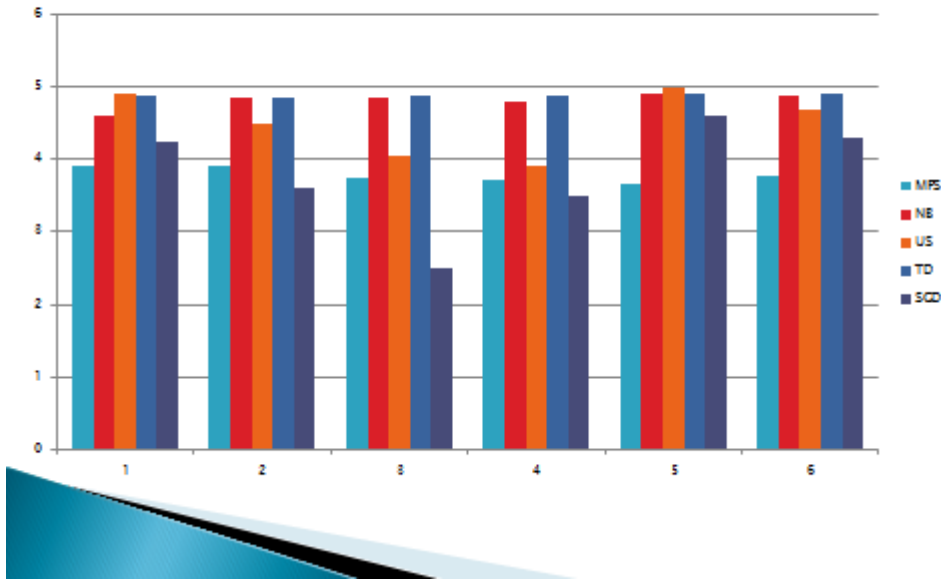
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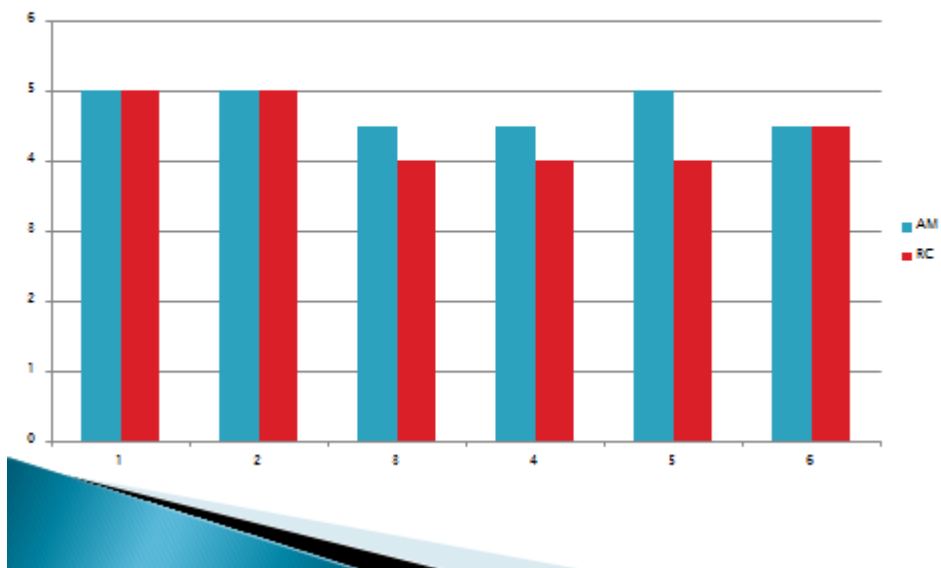
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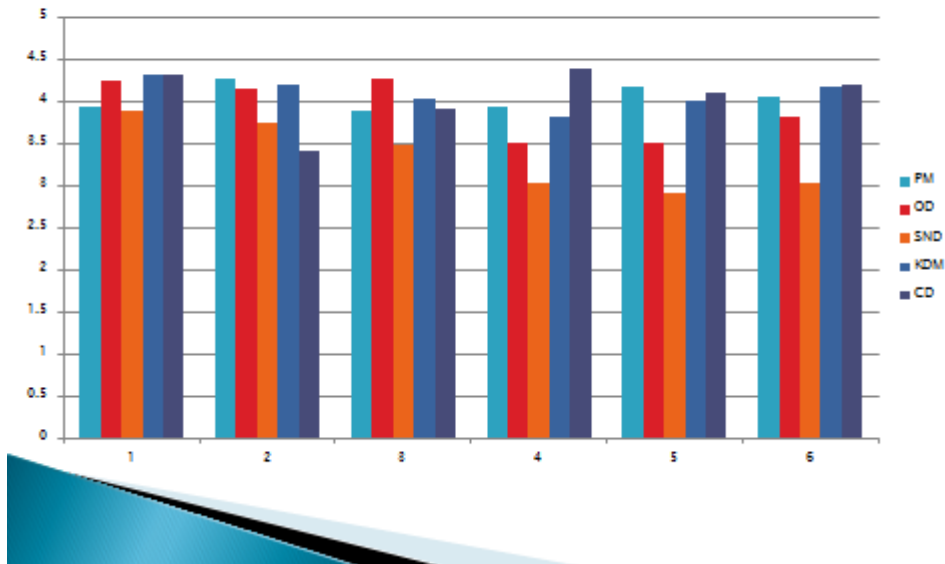
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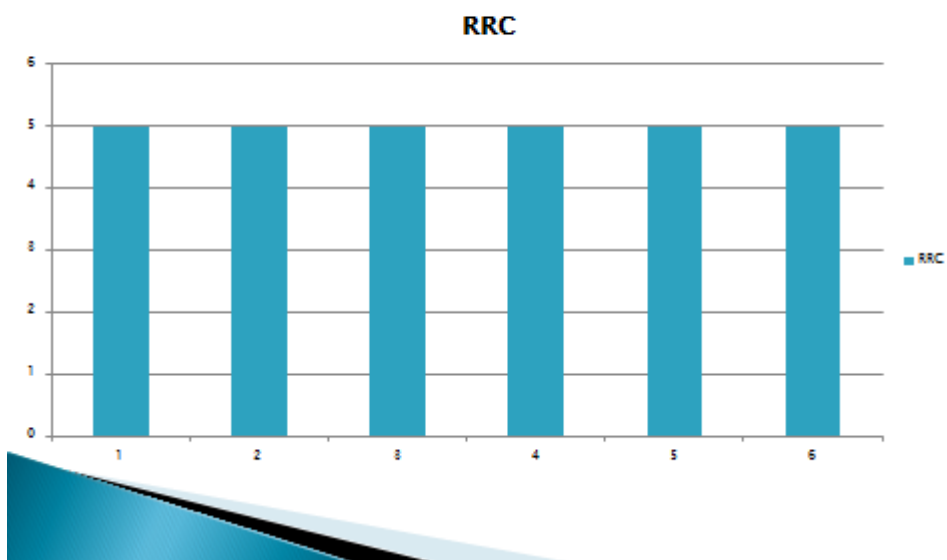
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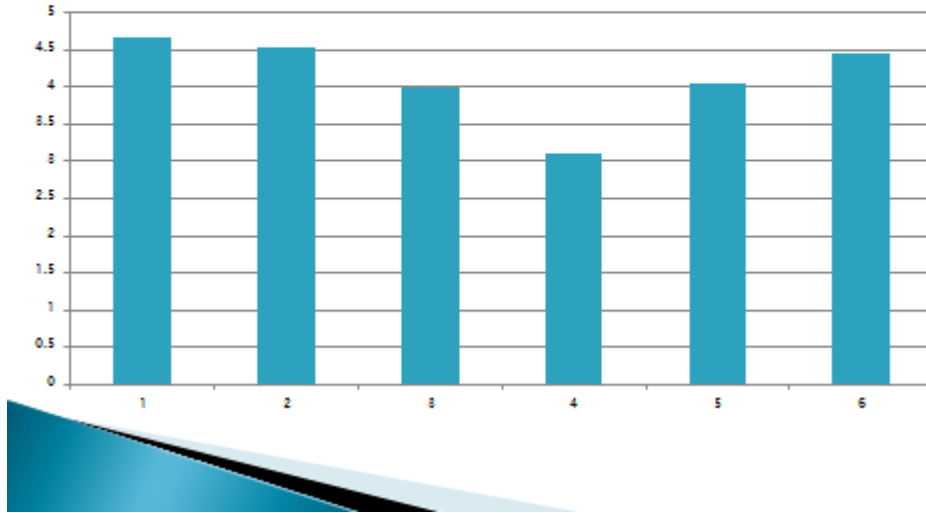
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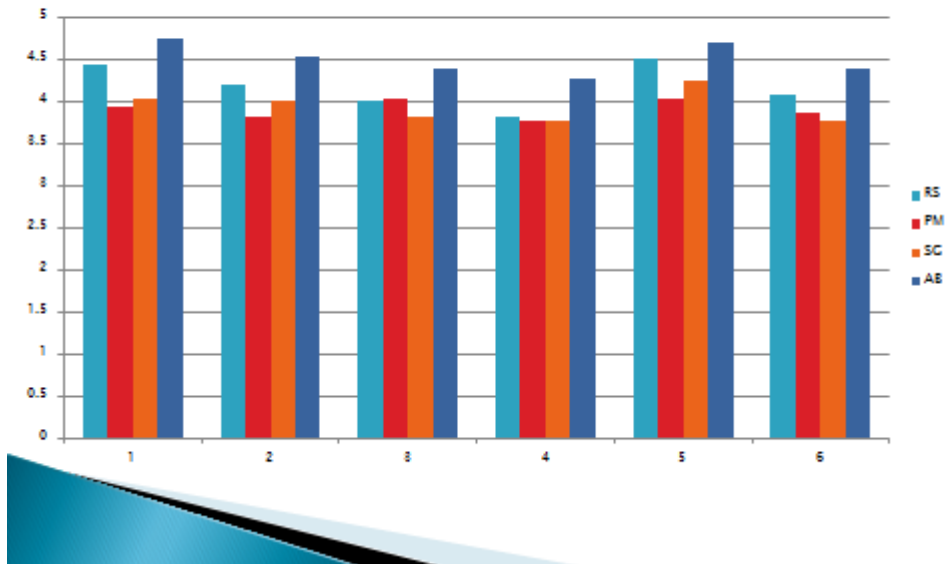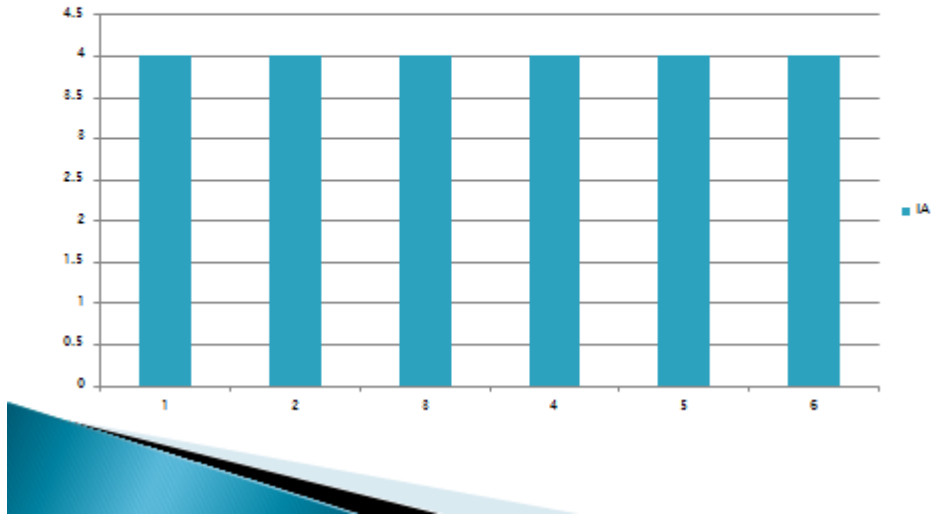
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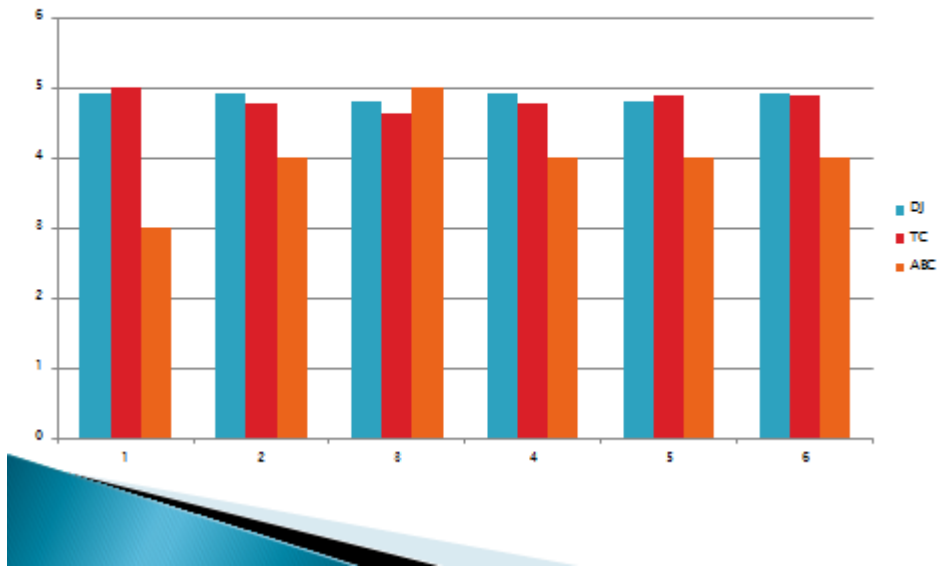
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