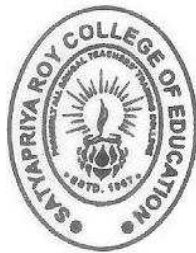


**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**2014-15**



**OF**

**SATYAPRIYA ROY COLLEGE OF EDUCATION  
AA- 287, SECTOR- I, SALT LAKE CITY, KOLKATA- 700 064, W. B.**

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

**SATYAPRIYA ROY COLLEGE OF EDUCATION**

1.2 Address Line 1

**Anila Debi Bhavan**

Address Line 2

**AA 287. Sector-1. Salt Lake. Kolkata-700 064**

City/Town

**Salt Lake (Bidhannagar)**

State

**West Bengal**

Pin Code

**700 064**

Institution e-mail address

**srcp.college@rediffmail.com**

Contact Nos.

**033-2359 0162**

Name of the Head of the Institution:

**Dr. Subir Nag**

Tel. No. with STD Code:

**033-2334-2430**

Mobile:

**0983088663**

Name of the IQAC Coordinator:

**Dr. Mousumi Boral**

Mobile:

**0-9433763778**

IQAC e-mail address:

**iqacsatya@gmail.com**

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**14926 Track ID = Password**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

**EC/62/A & A/158 dated January 05, 2013**

1.5 Website address:

**www.sprce.org.in**

Web-link of the AQAR:

**http://www.sprce.org.in/AQAR2014-15.doc**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B     | 2.84 | 2013                  | Jan 04, 2018    |
| 2       | 2 <sup>nd</sup> Cycle | -     | -    | -                     | -               |
| 3       | 3 <sup>rd</sup> Cycle | -     | -    | -                     | -               |
| 4       | 4 <sup>th</sup> Cycle | -     | -    | -                     | -               |

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

**07/09/2013**

1.8 AQAR for the year (for example 2010-11)

**2014 - 2015**

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

- i. **AQAR 2013-14 submitted to NAAC on 13/09/2014** (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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

(e. g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

1.12 Name of the Affiliating University (for the Colleges)

**West Bengal State University (WBSU)**

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

4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

1

2.9 Total No. of members

9

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

7

Faculty

3

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant activities and contributions made by IQAC

1. Preparation of documents/ lists of students qualifying NET, SET, M Phil
2. MoEF, Govt. of India, NEAC Action and Awareness Programme involving students
3. Preparation of API with PBAS of four teachers for their CAS promotion
4. Advised the college for infrastructure development including solar panel and rainwater harvesting, Wi Fi facility, etc.

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  |
|--|---|
| <ul style="list-style-type: none"> <li>• Organization of seminars</li> <li>• Research project</li> </ul> | <ul style="list-style-type: none"> <li>• One international workshop on language across curriculum, and one national seminar</li> <li>• Two UGC MRP proposals submitted and awarded</li> </ul> |

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body  **Governing Body**

Provide the details of the action taken

The Governing Body of the college approved the AQAR 2014-15 for uploading in the College website. It has also taken note of the areas of concern identified by the IQAC for appropriate action.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | 1                             | -  | -                                   | -  |
| UG                     | 2                             | 0  | 0                                   | 0  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | -                             | -  | -                                   | -  |
| Certificate            | -                             | -  | -                                   | 1  |
| Others                 | -                             | -  | -                                   | -  |
| <b>Total</b>           | 3                             | 0  | 0                                   | 1  |
| Interdisciplinary      | -                             | -  | -                                   | -  |
| Innovative             | -                             | -  | -                                   | -  |

- 1.2 (i) Flexibility of the Curriculum: **Core and Elective options as Method and Special Papers**  
(ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | <b>3</b>             |
| Trimester | -                    |
| Annual    | -                    |

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.

No change in this regard has taken place during 2014-15

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

**No**

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors/Principal | Librarian: Associate Prof. Scale |
|-------|------------------|----------------------|----------------------|----------------------------------|
| 9     | 5                | 2                    | 1                    | 1                                |

2.2 No. of permanent faculty with Ph.D.

**8**



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

| Asst. Professors |   | Associate Professors |   | Professors |   | Others |   | Total |   |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R                | V | R                    | V | R          | V | R      | V | R     | V |
| 0                | 0 | 0                    | 0 | 0          | 0 | 0      | 0 | 0     | 0 |

2.4 No. of Guest, Visiting faculty, Temporary, Part time faculty

|          |          |          |          |
|----------|----------|----------|----------|
| <b>0</b> | <b>0</b> | <b>0</b> | <b>1</b> |
|----------|----------|----------|----------|

2.5 Faculty participation in conferences and symposia: No. of persons

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 1                   | 5              | 2           |
| Presented papers | 2                   | 4              | 2           |
| Resource Persons | 1                   | 2              | 3           |

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

- **Micro Teaching**
- **Group Learning**
- **Preparation of low cost teaching aids**
- **Simulations**
- **Peer evaluation**
- **UGC Remedial classes**
- **Language Laboratory,**
- **Both open access and closed library**
- **Guidance and Career Counseling Cell**

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

|     |
|-----|
| 190 |
|-----|

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

**Video Analysis Review Technique**

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

|          |          |          |
|----------|----------|----------|
| <b>2</b> | <b>9</b> | <b>9</b> |
|----------|----------|----------|

2.10 Average percentage of attendance of students

|           |
|-----------|
| <b>85</b> |
|-----------|

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>B Ed</b>            | <b>97</b>                      | -             | <b>100</b> | -    | -     | -      |

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

- **Advice and monitor learner-centric environment in the college**
- **Arrangement for feedback responses of different stakeholders**
- **Remedial teaching programmes in consultation with the concerned faculty**

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 6                             | 1                          | 0  | 1                                      |
| Technical Staff      | 3                             | 1                          | 0  | 1                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ✓ **Encourage teachers to participate and present papers in research oriented seminars at national and international levels**
- ✓ **Promote teachers to publish research articles in reputed journals and books**
- ✓ **Collaboration is made with other institutions for organizing seminars**
- ✓ **Encourage teachers to apply for UGC and other sponsored research projects**

#### 3.2 Details regarding major projects

| Major projects      | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | -       | -          | -         |
| Outlay in Rs. Lakhs | -         | -       | -          | -         |

#### 3.3 Details regarding minor projects

| Minor projects      | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | -       | 2          | -         |
| Outlay in Rs. Lakhs | -         | -       | 4.20       | -         |

#### 3.4 Details on research publications

| Nature of Publicaions    | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 2             | 10       | -      |
| Non-Peer Review Journals | -             | -        | 12     |
| e-Journals               | 1             | -        | -      |
| Conference proceedings   | 2             | 8        | -      |

#### 3.5 Details on Impact factor of publications:

Range       Average       h-index       Nos. in SCOPUS

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

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   | -             | -                          | -                      | -        |
| Minor Projects   | 2             | UGC                        | 4.20 lakhs             | -        |
| Interdisciplinary Projects   | -             | -                          | -                      | -        |
| Industry sponsored   | -             | -                          | -                      | -        |
| Projects sponsored by the University/ College                                  | -             | -                          | -                      | -        |
| Students research projects<br><i>(other than compulsory by the University)</i> | -             | -                          | -                      | -        |
| Any other(Specify)   | -             | -                          | -                      | -        |
| Total  |               |                            |                        |          |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International  | National | State | University | College |
|---------------------|----------------|----------|-------|------------|---------|
| Number              | 1              | 1        | 0     | 0          | 0       |
| Sponsoring agencies | USIEF & FRO-ER | UGC      | 0     | 0          | 0       |

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

| 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 and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

## 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 (Sq. m.)  | 1332.78  | 0             | -              | 1332.78 |
| Class rooms (No.)   | 4        | 0             | UGC            | 4       |
| Laboratories (No.)  | 3        | 3             | UGC            | 6       |
| Seminar Halls (No.)   | 0        | 1             | UGC            | 1       |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 0        | 4             | 0              | 0       |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | -        | -             | -              | -       |
| Others  | -        | -             | -              | -       |

#### 4.2 Computerization of administration and library

1. Admission, Fee collection, Result, Salary bill etc. are done using computer programmes (COSA and E-Pradan)
2. All library data entered through SOUL software (2.0)
3. OPAC facility available. Participation in N-LIST INFLIBNET Programme
4. Digitization of library documents, member of N-LIST and UGC-INFONET
5. Broad band internet facility for teachers and students (RUSA)

#### 4.3 Library services:

| Particulars      | Existing |         | Newly added |           | Total |         |
|------------------|----------|---------|-------------|-----------|-------|---------|
|                  | No.      | Value   | No.         | Value     | No.   | Value   |
| Text Books       | 6049     | -       | -           | 97000     | 9049  | -       |
| Reference Books  | 3000     | -       | -           | -         | -     | -       |
| e-Books          | -        | -       | -           | -         | -     | -       |
| Journals         | 30       | -       | 22          | Rs. 35200 | 57    | Rs 6000 |
| e-Journals       | -        | -       | -           | -         | -     | -       |
| Digital Database | -        | -       | -           | -         | -     | -       |
| CD & Video       | 5        | Rs. 600 | 1           | Rs. 125   | 6     | Rs. 725 |
| Others (specify) | -        | -       | -           | -         | -     | -       |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 24              | 7             | 3        | 1                | 1                | 1      | 11          | -      |
| Added    | 6               | 0             | 6        | 4                | -                | 2      | -           | -      |
| Total    | 30              | 7             | 9        | 5                | 1                | 3      | 11          | -      |

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

- Internet facility is provided to all faculty, students and supportive staffs of the college.
- ICT training is provided to the students. OPAC browsing in library is available.
- Access to 6000 journals and 97000 books through N-LIST and UGC-INFONET

#### 4.6 Amount spent on maintenance in lakhs:

|  |             |
|--|-------------|
| i) ICT                                   | 1.0         |
| ii) Campus Infrastructure and facilities | 8.5         |
| iii) Equipments                          | 4.1         |
| iv) Others (Library Book)                | 4.8         |
| <b>Total:</b>                            | <b>18.4</b> |

### Criterion – V

## 5. Student Support and Progression

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

1. Counseling Cell,
2. Placement Cell,
3. Sexual Harassment Cell,
4. Skill Development (Add-On Courses),
5. Book Bank,
6. Financial Assistance provided for economically backward students,
7. First-Aid for emergency
8. Girls common room
9. Remedial classes for socio-economically backwards students
10. Expertise in teaching-learning materials
11. Workshops for academic enrichment
12. Day care centre



## 5.2 Efforts made by the institution for tracking the progression

1. Regular feedbacks from students, faculty members and supportive staffs
2. Alumni association programmes are organized annually

5.3 (a) Total Number of students

| UG  | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 100 | -  | -      | -      |

(b) No. of students outside the state

(c) No. of international students

|     |    |   |       |    |   |
|-----|----|---|-------|----|---|
|     | No | % |       | No | % |
| Men | 0  | 0 | Women | 0  | 0 |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 70        | 20 | 6  | 0   | 3                     | 99    | 69        | 19 | 06 | -   | 3                     | 97    |

Demand ratio  Dropout %

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

NIL

No. of students beneficiaries

## 5.5 No. of students qualified in these examinations

|             |   |           |   |      |   |        |   |
|-------------|---|-----------|---|------|---|--------|---|
| NET         | 6 | SET/SLET  | 1 | GATE | 0 | CAT    | 0 |
| IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 3 |

## 5.6 Details of student counselling and career guidance

1. Family related counseling
2. Academic counseling
3. Career guidance related to job opportunities
4. Progression for higher education

No. of students benefitted

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 0                               | 0                               | 0                         | 2                         |

### 5.8 Details of gender sensitization programmes

**Vishakha guidelines** have been adopted and all members of the college are made aware of it

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

| Financial support   | Number of students | Amount (Rs) |
|---|--------------------|-------------|
| Financial support from institution                                      | 1                  | 16950       |
| Financial support from government                                       | 0                  | 1530        |
| Financial support from other sources                                    | 0                  | 0           |
| Number of students who received International/<br>National recognitions | 0                  | 0           |

### 5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Full access to internet facility in the library.**

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Teachers' education is going to witness a paradigm shift from old age Bachelor of Training to Bachelor of Education. This college has taken teachers' education a mission to enlighten the school-student with newer ideas. Continuous updating of knowledge and use of modern technology in Teacher Education with enhancement of capability through pursuits of higher knowledge has been the mission of the college. There has been an overhauling of the Two-Years B. Ed curriculum under WBSUB and it has been introduced from the Academic Session July 2015. There have been proposals for Masters in Education in the academic planning of the college.

6.2 Does the Institution has a Management Information System (MIS)

The process of implementation has been initiated

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

6.3.1 Curriculum Development

Modified under (WBSU, Barasat) was implemented in the session 2013- 2014

6.3.2 Teaching and Learning

Action Research, Seminar paper, term Paper, Technology based instruction

6.3.3 Examination and Evaluation

Continuous Comprehensive Evaluation, Semester mode

6.3.4 Research and Development

A Research Assessment Cell has been formed to process the applications for sponsored projects. A peer reviewed annual journal is published since 2014.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Digitized, ICT, Infrastructure fully equipped

6.3.6 Human Resource Management

As per Government of West Bengal and WBSU rules HRM is done on inter-personal communication basis

6.3.7 Faculty and Staff recruitment

Faculty recruitment is done through the West Bengal College Service Commission as per Govt. of West Bengal and UGC Rules. Non-teaching staffs are recruited as per West Bengal Govt. Rules.

6.3.8 Industry Interaction / Collaboration

No scope for the present

6.3.9 Admission of Students

Central counseling by WBSU, Barasat in which the college is represented by the faculty members

6.4 Welfare schemes for

|              |                               |
|--------------|-------------------------------|
| Teaching     | GSLI, Puja Advance            |
| Non teaching | GSLI, Puja Advance and Bonus  |
| Students     | Fees waived or reduced for PH |

6.5 Total corpus fund generated

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       | Yes      | University | Yes      | Governing Body |
| Administrative | Yes      | State      | Yes      | Governing Body |

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Semester System, incorporation of new curriculum, External and Internal examiners

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

No such initiative has been taken so far.

6.11 Activities and support from the Alumni Association

Yearly programs conducted by Alumni Association on the eve of College Foundation Day and Fresher's Welcome

6.12 Activities and support from the Parent – Teacher Association

Annual meeting of Parent – Teacher Association

6.13 Development programmes for support staff

Internal Staff Improvement Program, Competency Development for Office-Staff

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

Green Campus, encouraging eco-friendly activities- No Plastic, Garbage Bin, Organic manure, Maintenance of herbal plants, Prevention of fire hazard

## 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.

Green campus, Community Outreach, Inclusive Awareness, Compulsory ICT, Add-On Courses for skill development, Placement Cell

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

College administration takes appropriate action in this regard

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

1. All decisions are taken through democratic participation of the stakeholders
2. Office is computerized and financial transactions are transparent

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Planning for participation in MoEF, GOI sponsored NEAC programme in the year 2014-15
- Special paper is offered in Environmental Education

7.5 Whether environmental audit was conducted? Yes  No

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

1. Emphasis on full documentation of items required for AQAR
2. Encouraging the students and faculty members in innovative practices and research
3. Development of physical infrastructure
4. Exploration of necessary funds from various agencies

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

1. Maintenance of complete cleanliness as a best practice of the college
2. Installation of solar panel on the college roof for generation of electricity to meet part of the college's demand for energy
3. Installation of rain water harvesting in the college to supply water for college use

