

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

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

I. Details of the Institution

1.1 Name of the Institution	BIDHAN CHANDRA COLLEGE
1.2 Address Line 1	31, G.T.ROAD (EAST)
Address Line 2	N.A
City/Town	RISHRA
State	WEST BENGAL
Pin Code	712248
Institution e-mail address	Prin_bccr@yahoo.co.in
Contact Nos.	033-2672-1812/6784
Name of the Head of the Institution:	Dr. Ramesh kar
Tel. No. with STD Code:	033-2672 1812/6784
Mobile:	7890023139

Name of the IQAC Co-ordinator:

Mr. Sadhunath Kundu

Mobile:

9432243339

IQAC e-mail address:

Prin_bccr@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN24576

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)

A&A/EC(15TH SC)/27.1/2016 DATED -07-02-2016

1.5 Website address:

WWW.BCCRISHRA.ORG

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.18	2016	May24,2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

24/03/2014

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

2016-17

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 _____ (DD/MM/YYYY)4
- 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

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 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*)

University of Calcutta

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

8

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

1

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

10

2.10 No. of IQAC meetings held : 4

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Establishment of study circle, Entry into Service, Equal Opportunity Cell, Online Admission.

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
Online MCQ Test	Students are getting acquainted with online system of examination required in present competitive environment.

* 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

Provide the details of the action taken

AQAR was placed before Governing Body of the college and was duly approved for online submission.

Part – B

Criterion – I

I. 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				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

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.

Not Yet

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	Others
25	17	8	-	-

2.2 No. of permanent faculty with Ph.D.

7

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
10	5	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

10	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	11	1
Presented papers	2	4	-
Resource Persons	-	1	-

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

Innovative initiatives adopted by the institution during the last year are: Classes through Power Point Presentation in SMART Room, Departmental Quiz and MCQ Test, Remedial classes and educational tour.

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

214

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

NA

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

1	-	-
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2.10 Average percentage of attendance of students

65

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Part III Hons	142	-	3	86	11	70.42
B.Sc Part III Hons	29	-	2	25	-	93.10
B.Com Part III Hons	247	-	2	98	6	42.92

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

By considering academic requirement of the departments to ensure quality initiatives the IQAC design the plans related to academic evaluation of the students, student attendance, parent teacher meeting, departmental seminars etc. All plans and policies are placed before Governing Body for approval and after its due implementation such initiatives are reviewed at regular interval by different sub-committees.

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	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	2
Others	1

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	3			2
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty members of the institution in various research related activities which includes: forwarding of the research proposal to the funding agencies, organizing lectures and seminars, participation of the faculties in national and international conferences, workshops, subscribing research journals in library etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		35 Lakh		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	1	
Outlay in Rs. Lakhs		5.3 Lakh	1.2 Lakh	

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	1.2 Lakh	97000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			1.2 Lakh	97000

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			
Sponsoring agencies		College			

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
NIL						

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

1

0

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

0

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

JRF 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

- Second visit to Vimananda Old Age Home, cultural program, gift distribution and health check up of the old members of the home.
- Observation of 'World Environment Day' by plantation in the college premises.
- Declaration of the vicinity of the College campus as 'No Horn Zone' with the help of local police.
- Cleaning of the local slum area, health check up of their people and book distribution among the needy children.
- Second visit to Cheshire Home, Serampore, cultural program and gift distribution.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities.

Facilities	Existing	Newly Created	Source of fund	Total
a. Campus Area	7826.65 sq meter	Nil	-	7826.65 Sq. Meter
b. Class Rooms	28	Nil	-	28
c. Laboratories	4	Nil	-	1
d. Seminar Hall	1	Nil	-	1
e. No. of important equipment purchased () during the current year				
f. Value of the equipment purchased during the year (Rs. In Lakhs) (2015-16 & 2016-17)	-	7,36,162	UGC Grant & State Grant Gen. Fund	

g. Others	-	-	-	-
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4.2 Computerization of administration and library: Online admission is going on from the academic year 2016-17. Computerization of accounts has been started from the financial year 2017-18. An website for the college library has been organized and that has been linked with the main website of the college.

4.3. Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text & Books	30,060	-	1,931	5,07,841	31,391	
E-Book	-	-	-	-	-	-
Journals	10	-	-	-	-	-
e-journals	As per N-LIST DATA	-	-	-	-	-
Digital Database	21,861	-	451	-	22312	-
CD & Video	-	-	-	-	-	-
Others	-	-	-	-	-	-

4.4 Technology up-gradation (overall)

	TOTAL COMPUTERS	COMPUTER LAB	INTERNET	BROWSING CENTER(LIB)	COMPUTER CENTER	OFFICE	DEPARTMENTS	OTHERS
EXISTING	57	26	-	3	-	13	3	12
ADDED	4	-	-	-	-	-	-	4
TOTAL	61	26	-	3	-	13	3	16

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

A one-day programme was organized by the Dept, of Computer Science for the training of teachers and non-teaching to be acquainted with computer operations. As a part of e-governance online admission has been started and computerized accounting has been maintained. Sufficient CCTV camera has been installed and Teacher-In-Charge can view the pictures via net connection.

4.6 Amount spent on maintenance in lakhs

1. ICT	
2. Campus Infrastructure & Facilities	
3. Equipment	
4. others	

Criterion – V

5. Student Support and Progression

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

The IQAC has authorised the College Authority to enhance awareness about student support services through the following methodology:

- a. Games and Sports
- b. Remedial Classes
- c. National Social Services
- d. Counselling and Career Guidance
- e. Entry Into Service
- f. Placement Cell
- g. Financial Support To The Needy Students
- h. Yoga

5.2 Efforts Made By The Institution For Tracking The Progression:

The College Authority has appointed various coordinators dealing with different aspects about student support to look after the progress and development of the students through various cells; for e.g.,

- a. Games and Sports: A convener of the sports sub-committee monitors the various sporting events both at the university/state and national levels and guide the students accordingly for their participation in various sporting activities as well as place reports to the College Authority about the progress of their participation.
- b. Remedial Classes: The Coordinator deals with the students who are economically and educationally backward and arrange special classes for their educational upliftment so that they could make a mark in the future.
- c. National Social Services: the N.S.S. Coordinator looks after the various social schemes available under the university and accordingly organise the students to make them participate in various social development and awareness programmes as well as arrange medical camps for the regular check ups of the health of the locals and poor people.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3760			

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						3386	218	66	85	5	3760

Demand ratio

Dropout %

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

The College Authority is fully aware of the cat race for jobs and the difficulty in acquiring them. So keeping in mind of today's needs the Authority has tied up with The George Telegraph Institute of Calcutta since 2016 to provide the students especially the economically and educationally backward ones mock interviews and also mock tests in order to prepare the students for the real world.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

To provide the students and the staff of the college with a better feel of the workplace, the Counselling and Career Guidance Cell has been formed to ameliorate the various socio-economic difficulties of multifarious groups as well as to guide the students to become a mentally strong person to cope up with the various challenges of life through different programmes:

Personal Counselling: To enhance strength and overcome weaknesses

Academic Counselling: To inspire better performance

Career Counselling: To guide for identifying interests and abilities and striving for realisation of goals.

Already career counselling for B.Com students (both day and evening) has been conducted by Institute of Computer Application (ICA), Dunlop on 8.9.2016 where 65 students attended.

Also, career counselling for students have been organised on 21.9.2016 under the banner of Deshan Institute, conducted by Abhirup Gupta, Souvik Paul, Alisha Nag and Sampa Dey, in which 96 students were counselled.

Further, a seminar on Financial Market for Teaching and Non-Teaching Staff was held on 17.11.2016 under a SEBI Initiative by Jigacha Smile Welfare Society, conducted by Rudra Prasad Dutta, where 42 persons participated.

No. of students benefitted

203

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

The Placement Cell of the College acts as a liaison between the final year students as well as those who have just passed out and different industrial establishments and corporate houses providing platforms for campus interviews, training programmes, group discussions, mock interviews etc., to make the incumbents ready to face the real challenges of life.

The objectives of the Placement Cell are:

Create awareness among the students regarding available career options and enabling them to identify their career objectives.

To enhance the skills and job strategies of the students required to achieve their career objectives.

Identify suitable prospective employers to help the students to achieve their goals.

Acts as a bridge between the students and the employers.

Tie ups with reputed industries and corporate for campus recruitment.

On 21.12.2016, notification was issued for walk-in-interview on 28th Dec, 2016 at Deshan Institute, Howrah.

On 4.1.2017, notification for walk-in-interview on 5th-7th January, 2017 was made at Genpact, Howrah.

On 20.1.2017, grooming workshop was done by The George Telegraph Institute group.

On 21.1.2017, campus interview was done by Deshan Institute.

On 7.2.2017 & 8.2.2017, grooming workshop was a gain done for the students by The George Telegraph Group.

On 4.5.2017, notification was issued for walk-in-interview at Deshan Institute.

In the final countdown, 33 students appeared for the interview and 7 were selected for the job at Deshan Institute.

5.8 Details of gender sensitization programmes

The Women Cell in our college looks after the interests of the girl students as well as the women staff of the college and in this respect a seminar Gender Senitization was held in our college at 1.30 p.m. on 28.1.2016 where Dr. Chaitali Mukherjee (MBBS) of Golok Munshi Hospital, Serampore and Mrs. Monira Basu, Officer-in-Charge, Serampore Lady Police Station, Serampore were the Guests of Honour and participated in the said seminar.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	73	
Financial support from government	148	
Financial support from other sources	110	
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

The social welfare activities are mainly looked after by the N.S.S. Cell of the college and undertake a number of activities each year to make the students as well as the locals aware of the various dos and don'ts like how to take protection against vector borne diseases, how to keep a place hygienic, how to beautify a place and to take initiatives for plantation of trees as well as preservation of water. Moreover, it also organises blood donation camps each year and make arrangements for total health check up of the students in collaboration with Walsh Hospital, Serampore.

5.13 Major grievances of students (if any) redressed: No grievances reported so far.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To impart sound education by developing in the students' habit of piety, accountability, discipline and self-reliance during the year of studies.

To hone the academic and extra academic potentials of the students enabling them to cope with unforeseeable future of their lives.

Mission: To develop among the students coming up from different caste, creed and culture, a harmonious and integrated personality and sense of cosmopolitanism thereby reflecting a collective ethos of our nation.

6.2 Does the Institution has a management Information System

The college does possess as management information system by way of using different technological devices viz. online system, website for catering various pieces of information to all the stakeholders of the college for better management.

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

6.3.1 Curriculum Development

For the development of curriculum, Academic Sub-committee, Teachers' Council and IQAC Cell takes care for an effective implementation of the curriculum (formulated by the University) through different modes of operation such as conducting Mid-Term and Selection Test of the students to prepare them for their academic betterment in the final exam.

6.3.2 Teaching and Learning

Various measure are adopted to enrich the 'Teaching Learning' items which is the supreme objective of the college. Transparent admission process following the merit list, keen watch upon the students from disadvantaged community (SC/ST/OBC/Physically Challenged) adoption of Strategies (Bridge/Remedial/Add on/Enrichment Courses etc.) for both slow and advanced learners are meticulously executed to enhance the process. Smart Room and virtual class room are harnessed for updating the academic level of the students.

6.3.3 Examination and Evaluation

Different Examinations are conducted (Viz. Class-Test, Mid-term, Selection etc.) with a view to improving the academic acumen of the students. The evaluated answer-scripts are shown to the students, errors are analyzed for their due rectification and improvement.

6.3.4 Research and Development

To inspire and facilitate the faculty members for Research activities necessary help in extended by the college authority. The college always takes due steps for release of funds sanctioned by the funding authority to the Principal Investigator whenever required. The college also provides adequate space to set up new research laboratories to the Principal Investigator to implement the projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library of the college has subscribed e-journal (N-LIST) for the updation and upgradation of the library. Moreover, a data base on books and journals is on the making as well as a separate website of the library has been developed. So far as the physical infrastructure is concerned, a Virtual Class Room has recently been developed. Some air conditioners have also been harnessed for the development of the Seminar Hall.

6.3.6 Human Resource Management

The T.I.C, on behalf of the Governing Body of the college, keep keen watch on the performance of the Teaching and Non-teaching staff as well as on the students. After proper evaluation of their performance various facilities are given to them.

6.3.7 Faculty and Staff recruitment

So far as the faculty and staff recruitment is concerned, the substantive posts are filled following the recommendations of the concerned Governing Authority and the Governing Body of the college issues the appointment letter. Only the guest faculties and contractual temporary staffs are recruited by the college authority through proper formalities and adequate interview.

6.3.8 Industry Interaction / Collaboration

Few years ago the college developed an industrial collaboration with Jayshree Textile Company Limited relating to a course "Secretarial Practice and Office Procedure". But owing to its abolition, at present the collaboration is temporarily withdrawn and the present college authority is actively considering in favour of reestablishing the previous rapport.

6.3.9 Admission of Students

The college follows the online system of admission in order to ward off unnecessary hazards, strictly following the merit list and scheduled date.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

The college authority provides a number of welfare scheme for its teaching and non-teaching staff as well as students, e.g, the College Credit Staff Co-operative Society Limited provides different types of financial facilities to its members. The non-teaching staff enjoys festival ex-gratia from the college and the students enjoy free studentship, financial help and Health Home facility.

6.5 Total corpus fund generated

No such corpus fund yet to be generated in the college till date.

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	COLLEGE
Administrative	NO		YES	COLLEGE

6.8 Does the University/ Autonomous College declares 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?

With a view to evaluating and assessing the skill of the students properly , the mother university (CU) has undertaken some efforts (viz. MCQ type of questioning being recently introduced), Workshops and Seminars are conducted by the University from time to time relating to examination reforms.

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

No such efforts are taken by the University to promote autonomy in the affiliated college.

6.11 Activities and support from the Alumni Association

Members of Alumni Association participate in the annual sports organized by the college, as well as they take part in the cultural activities.

6.12 Activities and support from the Parent – Teacher Association

Parent-teacher meeting are organized regularly and the suggestions received from the parents are considered for upliftment of the students' performance relating to attend and study.

6.13 Development programmes for support staff

If any development programme is organized by the State Government or by University of Calcutta the support staffs are allowed to attend the programme for their up gradation.

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

Steps are continuously taken to make an eco-friendly campus with a natural garden comprising of large green trees, such as Mango, Coconut, Fig, Banana, Rubber, Ashoka, Bel, Neem, Peepal, Sisu etc. A garden has been made in front of our college campus for beautification purpose.

Use of polythene bags, cups and plates are prohibited in the campus instead of earthen pot for tea. For energy conservation CFL and LED lamps are used and all the staff and students are requested to turn off light and fans when not in use.

Plantation is done by NSS volunteers regularly to maintain Carbon Dioxide and motor vehicles are restricted to enter into the campus.

Hazardous Waste materials are sold to the concerned recycling agents.

To make all these things eco-friendly Eco-Club has been entrusted with the responsibility to fulfill the motto of the college.

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.

Following innovations have been introduced during the academic year-

- i. Study Circle
- ii. Entry into service
- iii. Full on-line admission.
- iv. Equal opportunity cell
- v. Psychological Counselling
- vi. Awareness Rally
- vii. Remodelling of seminar hall
- viii. Special Days celebration

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

Study Circle-The Teachers' Council has organized a study circle for faculty members of different departments where they have delivered lecture on a specific topic on new theme. Electronics, History, Economics & Commerce Dept. has delivered lectures on Nano Technology, French Revolution Impact of Demonetization and GST respectively

Entry-into-service – Job oriented training classes were started on and from 25th September 2016. This opportunity was provided to the under privileged students belonging to SC, ST, OBC, MINORITY, BPL and economically backward.

Full online admission- Online admission was introduced partly in the year 2013. But from the session 2016-17 this admission procedure is wholly online basis. (No offline system is in operation)

Equal opportunity cell- This cell organized a three day programme regarding awareness and motivational course on positive discrimination of disadvantaged groups on and from 28/3/17 to 30/3/17. The programme was on awareness on Rights and facilities from different Central Government and State Government Schemes.

Psychological Counseling- Counseling on stress management was done by Centre for counseling, Jadavpur University on 30-03-2017.

Gender Sensitization Programme- On 8/03/17 International Women's day was observed by showing a short film "A Day after Everyday" on eve teasing directed by Anurag Kashyap. On 6/03/17 a workshop on women's rights and Laws was organized in collaboration with "AMAN- a global voice" for peace in the home.

Awareness Rally- NSS units of the college organized the rally in the local area of Rishra Municipality to make aware of the cleanliness to prevent from Dengue, Malaria and other infectious diseases.

Remodeling of seminar Hall: A few air-conditions have been installed in the seminar hall for cooling purpose.

Special Days celebration: Republic Day, Independence Day, Earth Day, International Women's Day, Teacher's Day etc. are observed by the students and staff of the college..

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

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

7.3.1. Any two best practices

- I. Promotion of research culture in college
- II. NSS Units and its activities.

Title: - Promotion of Research Culture in the college

Goals

- To encourage and inculcate a research culture among the faculty of the college.
- Encourage the faculty members to undertake research projects both Major & Minor and publish books and also research paper in national and international journals.
- Facilitate the faculty member to supervise their scholars for PH.D degree
- Encourage and provide necessary supports to the faculty to present papers and attend national and international seminars and conferences.
- Encourage faculty to organize college/regional/state/national/international level seminar and workshop.
- Encourage faculty to have M.Phil/Ph.D.

The Context

- The college has set up research subcommittee to frame strategies for planning, up gradation and creating infrastructural facilities to meet the requirements of the researchers.
- Teachers are motivated in the department to present at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature.
- Purchase of books and journals according to the needs of the faculty.
- Recommend for on duty leave to present research papers in seminars, conference and workshops by the faculty members.
- Monitor that infrastructure facilities are provided in the college premises to carry out major and minor research projects.

The practices:-

A minor project and two major projects have been undergone by the faculty of the college. A study circle has recently been constituted where different departmental faculty has delivered lecture on different subjects: viz

Electronics: "Nano Technology and its application"

History: "French Revelation"

Economics:" Impact of Demonetization"

Commerce: "Goods and Services Tax (GST)"

Evidence of success: New entrants in the faculty are getting motivation to prepare their research project and they are presenting paper in the different seminars and workshop.

Problems encountered and resources: Here the major problem is Funding.

Best Practice: II

Title: - NSS Units and its activities.

The Goal(s):

- To know the economic conditions of the surrounding locality of our college.
- To Make a responsible citizen through various activities performed by the members of the NSS Units of the college
- To Develop the leadership qualities among the volunteers
- To increase efficiency among the volunteers in different fields
- To build a sense of responsibility towards his/her neighbour.
- To know the socio-economic position of the common mass of the surrounding locality of the volunteers.

The Context

- The NSS Unit-I of the Bidhan Chandra College has actively been in operation in social services since 2000, the year of its establishment. Subsequently, other two separate units i.e. I & II were opened. The three units are rendering their NSS Activities with its motto "**Not Me, But You**".
- The volunteers have taken a serious role relating to the environmental awareness, health and hygiene of the local pupil.

The Practice

NSS volunteers have served the common masses through the following activities during the whole year in their adopted SLUM of ward No. 8 & 9 of the Rishra Municipality:-

- (i) Every year blood donation camps are organized.
- (ii) Health check up camps in the college premises is organized.
- (iii) Spreading of Bleaching powder in the slum areas, i.e., ward no 8 & 9.
- (iv) Free health check up camp for the common people of the surrounding slums area of the college.
- (v) Awareness program relating to health and hygiene, family planning, socio-economic conditions and its improvement, prevention of outbreak of various diseases.
- (vi) Awareness activities to motivate the local poor people to live in a clean environment and encourage their children to go to schools.
- (vii) College campus cleaning.
- (viii) Awareness program to decrease pollution of the Ganges by the surrounding people.

Evidence of Success:-

The involvement of the students in awareness program under the guidance of the program officers (N.S.S) has created waves among other students especially among the new entrants. This has helped to build their character and develop leadership quality. Two volunteers participated on 26th January, 2017 in Republic Day parade in New Delhi (Suman Kuri, B.Com 3rd year Hons.; Mrinal Kanti Roy, B.Com 2nd year Hons).

Problems encountered and Resources required:

- (i) Lack of Finance.
- (ii) Lack of necessary updated equipments to make the volunteers interested, involved in multifarious NSS activities.
- (iii) NSS should be included in the curriculum of affiliating University as a compulsory subject.

7.4 Contribution to environmental awareness / protection

The college has Eco-Club after the name of AMRITADEVI. The club organizes various activities relating to environment consciousness in the college campus. Our NSS units give emphasis in this respect. The use of plastic bag is avoided in the college campus . The students and staff organized tree plantation in the college campus on 25/05/17. NSS units undertook a cleaning programme in the ward No.8 & 9 of Rishar Municipality. In order to create free carbon zone campus use of vehicles in the campus is prohibited. To reduce the electricity consumption CFL and LED bulbs and tube are used in the class rooms and other places.

7.5 Whether environmental audit was conducted? Yes No

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

NIL

8. Plans of institution for next year

- (i) Opening of Physics Honours in UG course.
- (ii) Extension of infrastructure, i.e., Classroom, Auditorium etc.

Name Prof. Sadhunath Kundu

Name Dr. Ramesh Kar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
