

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:	7890023139/9804629049

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.in

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)

2017-18

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 _____2016-17 submitted to NAAC on 01-09-2017
- 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

6

2.2 No. of Administrative/Technical staff

1

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

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2

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

2

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

(CBCS has been adopted for BCom Course during the session 2017-18. For B.A. B.Sc. Programmes it will be adopted from the session 2018-19)

(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.

Yes. Due to the introduction of the CBCS by the University of Calcutta the syllabi of all the courses have been modified in the session 2018-19.

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
26	18	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
-	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	1	4	8
Presented papers	1	4	1
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	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	3
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
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	4	-	-	-
Technical Staff	-	-	-	1

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, allowing the faculties to participate in national and international seminars, conferences, workshops etc. and 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		1		
Outlay in Rs. Lakhs		1.2 Lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	8	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	2	2	

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				
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				

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

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: NIL
University level State level
National level International level

3.23 No. of Awards won in NSS: NIL
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:

Extension Activities:

- Celebration of World Environment Day in the College Campus by plantation.

- Health check up of students, teacher and staffs of the College.
- Visit to Old Age Home & health check up
- Health check up of the people of Rishra 8 and 9 No Word.
- Organization of work shop on Low cost diet at College Campus.

Institutional Social Responsibility:

- Organization of Blood donation camp at the College campus.
- Distribution of warm clothes to poors
- Distribution of stationeries to the poor peoples of Rishra 8 and 9 No Word.
- Cleaning activities in Word no. 8 & 9 of Rishra Municipality.
- Cultural program and distribution of foods & goodies at old age home (Uttamanana Matri Ashram, Cheshire Home, Serampore)

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	-	4
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	-	-	-	-

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	31,381	-	334		31,725	
E-Book	-	-	-	-	-	-
Journals	10	-	-	-	10	-
e-journals	As per N-LIST DATA	-	-	-	-	-
Digital Database	22,312	-	334	-	22,646	-
CD & Video	-	-	-	-	-	-
Others	-	-	-	-	-	-

4.4 Technology up-gradation (overall)

	TOTAL COMPUTERS	COMPUTER LAB	INTERNET	BROWSING CENTER(LIB)	COMPUTER CENTER	OFFICE	DEPARTMENTS	OTHERS
EXISTING	61	26	-	3	-	13	3	16
ADDED	-	-	-	-	-	-	-	-
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(Computer Maintenance(16-17))	20,914
2. Campus Infrastructure & Facilities	
3. Equipment (Servicing(16-17))	60,822
4. others	
Total	81,736

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC (IF ANY AT DEPARTMENT LEVEL) 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/Department 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 checkups of the health of the locals and poor people.
- d. Parent Teacher's Meeting
- e. Different types of test exams: Mid-Term Test, Internal Assessment.

5.3 (a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
1396	959	Nil	Nil	Nil	Nil	Nil	Nil	1396	959

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	In Numbers
Men	
Women	
Total	

(d)

Last Year											This Year												
General		SC		ST		OBC		Physically Challenged		Total	General		SC		ST		OBC		Physically Challenged		Total		
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3386		218		66		85		5		3760		2018	321	156	87	07	05	88	46		04	1396	959

(e)

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

160

5.5 No. of students qualified in these examinations: Not Available

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

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 Accountants (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.

Already career counselling for B.Com students (both day and evening) has been conducted by Triyangan Institute of Management and Education, Kolkata on 18.1.18.

Also, career counselling for students have been organised on 20.3.18 under the banner of Anudeep Foundation for Social Welfare, Kolkata.

No. of students benefitted

319

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
01, Deshan Group Kolkata on 20 th Sept., 2017	119	01	Notice served from time to time.

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

28th Jan, 2017-Women's Seminar org. by women cell of the College.

16th March, 2017-One day workshop on Women Rights conducted by Amaan Global Voice for Peace in the home, West Bengal Chapter.

25th May, 2017- One Day Seminar on Women's Empowerment by Women's cell, Bidhan Chandra college, Rishra and cleanliness campus.

23rd December 2017-Awareness Programme on Empowerment through financial literacy as by Women's cell of our College

8th March, 2018: Observation of Women's day by Women cell of our college.

5.9 Students Activities

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

State/ University level

35

National level

3

International level

Nil

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	41	
Financial support from government	649	
Financial support from other sources	959	
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 do's 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, such as,

1. Adoption of Ward No. 8 & 9, Rishra Municipality by the N.S.S. Units of the College;
2. Cleanliness Campaign at Ward No. 8 and Ward No. 9 by the N.S.S. Units of the College;
3. Distribution of blankets and winter clothes at Wards No. 8 & 9 (Slum area);
4. Blood Donation Camp organised by the N.S.S. Units and college students in 20th November, 2017;
5. Health Check-up camp organised by the College in collaboration with Apollo Hospital, Kolkata in January, 2018 for college staff and students as well as the common mass.

5.13 Major grievances of students (if any) redressed:

- a) The students of the evening department demanded that the college canteen be remained open up to 8.30 p.m. instead of 7 p.m. Their demands have been met and now the canteen remains open up to 7.45 p.m.
- b) The students demanded that they be given the facility of taking three books per student in place of two books from the college library. The IQAC has requested to the Respected Teacher in Charge to look into the matter.

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. Unit test, 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 is 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 updating and upgrading of itself. 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 re-establishing 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

Following innovations have been introduced during the academic year-

- xiv. Study Circle
- xv. Entry into service
- xvi. Full on-line admission.
- xvii. Equal opportunity cell
- xviii. Carrier Counselling
- xix. Awareness Rally
- xx. Remodelling of seminar hall
- xxi. Special Days celebration
- xxii. Diamond Jubilee Celebration throughout the year 2017-18.
- xxiii. Inter college competition.
- xxiv. Science and photograph exhibition.
- xxv. Publication of wall magazine.
- xxvi. Extension activities.
- xxvii. Placement cell.
- xxviii. Counselling cell
- xxix. Women cell

Positive impacts:

- i. **Study Circle:** The teachers' council has organized a study circle for faculty members of different Departments where they have delivered lectures on a specific topic on new theme. Education, History, Computer, Commerce and Economics department have delivered lecture on Cybernetics Psychology, Second World War, Impact of Social network, Goods and services Tax and Demoneytization respectively. Those lectures have enlightened the participants.
- ii. **Entry into service :** The Entry into service cell of our college arranged special classes for the students of SC, ST, OBC and General students who are not economical sound in collaboration with Gorge Telegraph, Kolkata for Entry into services i.e. Railway, Banking, SSC, PSC, WBCS etc. Near about 300 students have benefited by this programme.
- iii. **Full on-line admission:** It was introduced from the year 2016-17 no off-line system is in operation now. As a result of which no any hazardous have taken place in the admission process.
- iv. **Equal opportunity cell:** This cell has organized a workshop on scholarship facilities for SC, ST, OBC, Minority, PH and Women on 7th April, 2018 at 01:00 P.M.
- v. **Carrier Counselling:** T.I.M.E, Kolkata came on 18.02.18 for carrier counselling giving carrier opportunities after Gradation. The number of participants were 41.
- vi. **Awareness Rally:** On the occasion of Diamond Jubilee Celebration 2017-18 a big rally was undertaken from our college covering G.T Road, Maitry Path, Rishra Fari, Rishra railway Stn. Via N.K.Banarjee street to our college on 26th Feb, 2018, in the morning. It was followed by students, staffs, Adibasi dance, Bratachri dance, Ron-paa etc by different announcement of the importance of education.
- vii. **Extension Cell Activity:** Visited Old Age Home on 12th May, 2018, Health check-up camp, Distribution of foods and study materials to the children of slums of ward no. 8 and 9 of Rishra municipality, Distribution of warm clothes and blankets to the poor people of ward no. 8 and 9, Blood donation camp, human awareness activities for dengue and other disease, area cleaning of ward no. 8 and 9 and campus cleaning.

- viii. **Remodelling of seminar hall:** Air- Conditioning System was installed in the seminar hall. Windows and doors were air locked to enjoy full cooling facility.
- ix. **Diamond Jubilee Celebration throughout the year 2017-18:** A very colourful and decent cultural programme was organized by the teaching, non- teaching staff and students and also some celebrated national and international prize winning artists held from 26th February to 28th February, 2018.
- x. **Inter-college Competition:** Inter college completion was held on sit and draw competition, photography competition and quiz competition.
- xi. **Science and Photography exhibition:** A very beautiful science exhibition was organized by the different units of science departments from 26th to 28th February, 2018. Photography exhibition also attracted the eyes of everyone.
- xii. **Publication of Wall magazine:** Department of Bengali, history, English and commerce published wall magazine with the articles of students.
- xiii. **Women Cell:** Workshop of Women's Cell in collaboration with NSS was held on low-cost diet and workshop on necessity of financial literacy of women.

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

- i. **Study Circle:** The teachers' council has organized a study circle for faculty members of different Departments where they have delivered lectures on a specific topic on new theme. Education, History, Computer, Commerce and Economics department have delivered lecture on Cybernetics Psychology, Second World War, Impact of Social network, Goods and services Tax and Demoneytization respectively. Those lectures have enlightened the participants.
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- iii. **Full on-line admission:** It was introduced from the year 2016-17 no off-line system is in operation now. As a result of which no any hazarded have taken place in the admission process.
- iv. **Equal opportunity cell:** This cell has organized a workshop on scholarship facilities for SC, ST, OBC, Minority, PH and Women on 7th April, 2018 at 01:00 P.M.
- v. **Career Counselling:** T.I.M.E, Kolkata came on 18.02.18 for career counselling giving career opportunities after Graduation. The number of participants were 41.
- vi. **Awareness Rally:** On the occasion of Diamond Jubilee Celebration 2017-18 a big rally was arranged from our college covering G.T Road, Maitry Path, Rishra Fari, Rishra railway Stn. Via N.K.Banarjee street to our college on 26th Feb, 2018, in the morning. It was initiated by students, staff, Adibasi Dance, Bratachri Dance, Ron-paa etc with different announcement on the importance of education.
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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:-

This year no major project has been undergone by the faculty due to problem of funding of UGC .A minor project has been obtained in April 2017 by the faculty of Sanskrit department.

Evidence of success: New entreats in the faculty are getting motivation to prepare their research project and they are presenting papers in the different seminar hall and workshop.

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. II & III 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. 25 & 26 of the Rishra Municipality on 25th May, 2017 on low cost diet health-check-up and distribution of stationery goods

- (i) Blood donation camp on 20th November’ 2017
- (ii) Distribution of blankets to the poor in Jan’2018.
- (iii) Tree Plantation and Observance of World Environment Day on 5th June, 2018 jointly by NSS, eco club and extension cell.
- (iv) Free health check up and distribution of books in June 2017.
- (v) Observation of Republic Day, Saraswati Puja, Independence Day etc.
- (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) One Day camp in 2018.
- (ix) Seven days camp in January 2017.
- (x) Inter college competition on October 2017.

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.

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.

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 05-06-2018. In order to create free carbon zone campus, use of vehicles in the campus is restricted. To reduce the electricity consumption CFL and LED bulbs are used in the class rooms and other places. Efforts are being made to set up solar panels. To protect the environment from global warming the following steps are being taken this year.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:-

- The location of the college is very convenient with bus train and ferry facilities nearby. The atmosphere in the campus is very peaceful and beautiful (at the side of river Ganges).
- The well experienced research scholar faculty members are the strength of the college.
- The institution has very healthy teacher – student relationship.
- The central library has a very rich collection of reference books, journals and books of competitive exams.

Weakness:-

- Poor end irregular attendance of the students is a major problem in spite of repeated counseling and parent teachers' meeting.

8. Plans of institution for next year

- i. Opening of Physics Honours in UG course.
- ii. Extension of infrastructure, i.e., Classroom, Auditorium etc.
- iii. To apply for Green Audit.
- iv. To meet the space problem of staff room.
- v. To make registration of Alumni.

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Name: Dr. Ramesh Kar

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Chairperson, IQAC
